

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

November 18, 1997

7:30 P.M.

Library Conference Room

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

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1. Roll Call *7:30 pm* Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director *Paggen / Marks*
Recommendation: Adopt by Motion

3. Minutes of the September 16, 1997 Regular Meeting.

Presentation: Library Director *Marks / Paggen*
Recommendation: Approve by Motion *Stark - abstain*

4. Oral Communications

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

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

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

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

5. Board President Report.

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

Presentation of a 20-Year Library Service Award to Library Assistant Katie Matas, and a 10-Year Library Service Award to Trustee Saundra Stark.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees and report on meetings attended on behalf of the Board of Trustees.

7. Friends of Placentia Library Board of Directors Report.

Presentation: President, Friends of Placentia Library

8. Placentia Library Foundation Board of Directors Report

Presentation: ~~Trustee Pappas~~ *Trustee Stark*

① CMTAC Bd meeting
Librarians from CMTAC
② SCLLS - Trusty. Nov 13
Friends issue. new
 Voters guide for new
 learners.
 Trustees
③ News editor & Trustee
 Just K
④ CMTAC
 Speakers bureau for
 Librarians.

CLAIMS (Items 9 - 12)

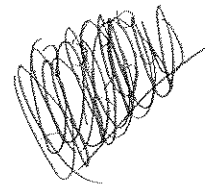
Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." 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. (Approve)
Nonstandard Claims in the amount of \$0.00.
- 10. Claims forwarded by the Library Director and the Library Board. (Approve)
Claims forwarded by Library Director and Library Board in the amount of \$29,781.97.
- 11. Current Claims and Payroll. (Approve)
Current Claims of \$22,734.42; and Payrolls 3564 through 3565 for \$39,852.00.
Combined total of Current Claims and Payroll of \$67,246.20..
- 12. FY1997-1998 Cash Flow Analysis with no recommendation for inter fund transfers.

⑤ State Lib
Boulder
⑥ CMTAC CIP
Transfer a program
Advocates political
⑦ Photo services a
Marty
⑧ Placentia for
Smith for Lib
Quill & Hurdell
Houser
⑨ Placentia by
Dave Hess, poster
commented for
Smith

History from
date of Cal State
Karon Cooper.



FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 18 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.

13. Financial Reports for September and October 1997 (Receive & File)
14. Office General Ledger & Check Registers for September and October 1997 (Receive & File)
15. Acquisitions Report for September and October 1997 (Receive & File)
16. Overdue Collection Report for September and October 1997 (Receive & File)
17. Debit Card System Reimbursement Report for September and October 1997 (Receive & File)
18. Gifts Report for September and October 1997 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 35)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 35 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.

19. Building Maintenance Report for September and October 1997 (Receive & File)
20. Personnel Report for September and October 1997 (Receive, File, and Ratify Appointments)
21. Volunteer Report for September and October 1997 (Receive & File)
22. Circulation Report for September and October 1997 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative reports from California Library Association (Receive & File)
25. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
26. Santiago Library System Advisory Board Minutes of January 14, 1997. (Receive & File)
27. 1996-97 Annual Report for the Special District Risk Management Authority. (Receive & File)
28. Fiscal Year 1996-1997 Audit of Financial Transactions Management Letter as prepared by Munson, Cronick & Associates. (Receive & File)

29. Ratification of acceptance of grant from the California Council for the Humanities in the amount of \$500 for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Group program. (Receive & File)
30. Fiscal Year 1996-1997 Annual Report of Financial Transactions of Special Districts, prepared by Munson, Cronick & Associates, and submitted to the State Controller's Office via 3½" diskette on September 23, 1997. (Receive & File)
31. Actions taken at the California Library Services Board (CLSB) August 20-21 Meeting. (Receive & File)
32. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of September 2 and October 7, 1997, and the Quarterly Membership Luncheon Meeting of September 2, 1997. (Receive & File)
33. Minutes of the Placentia Civic Center Authority Commission of October 6, 1997, and the Financial Statements and Audit for Fiscal Year 1996-97 as prepared by Diehl, Evans & Company, LLP, CPA. (Receive & File)
34. Fiscal Year 1996-1997 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)
35. Certification to Receive Funds from the Public Library Fund, 1997-98, submitted to the State Library of California on November 17, 1997. (Receive & File)

CONTINUING BUSINESS

36. Review Library Revenue Issues and Discuss Feasibility of Library Parcel Tax ballot issue for November 1988 Election.

Presentation: Library Director
Recommendation: Discuss and give direction for future action.
37. Review Policy Handbook, Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures.

Presentation: Library Director
Recommendation: Review and Revise

NEW BUSINESS

38. Special District Risk Management Authority Proposed Joint Powers Authority (JPA) Amendment. The Board of Directors of SDRMA proposed to amend the Third Amended JPA, to which Placentia Library District is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.

Presentation: Library Director
Recommendation: Approve and authorize signature by Secretary Evans

39. Discussion of Seismic Reinforcement Project of the City of Placentia with presentation by Public Works Director Chris Becker.

Presentation: Library Director
Recommendation: Determine Level of District's Participation

STAFF REPORTS (Items 40 - 44)

Pat/ky
Presentation: Library Director
Recommendation: Approve by Motion

Items 39 - 43 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

40. Program Committee Report for September and October 1997. (Ammar)
41. Children's Services Report for September and October 1997. (Smith)
42. Publicity Materials produced for September and October 1997. (Willauer)
43. Placentia Library Literacy Services Report for September and October 1997. (Matas)
44. Safety Committee Minutes for September and October 1997. (Matas)

ADJOURNMENT

45. Agenda Preparation for the November Regular Meeting which will be held on December 16, 1997.
46. Review of Action Items.

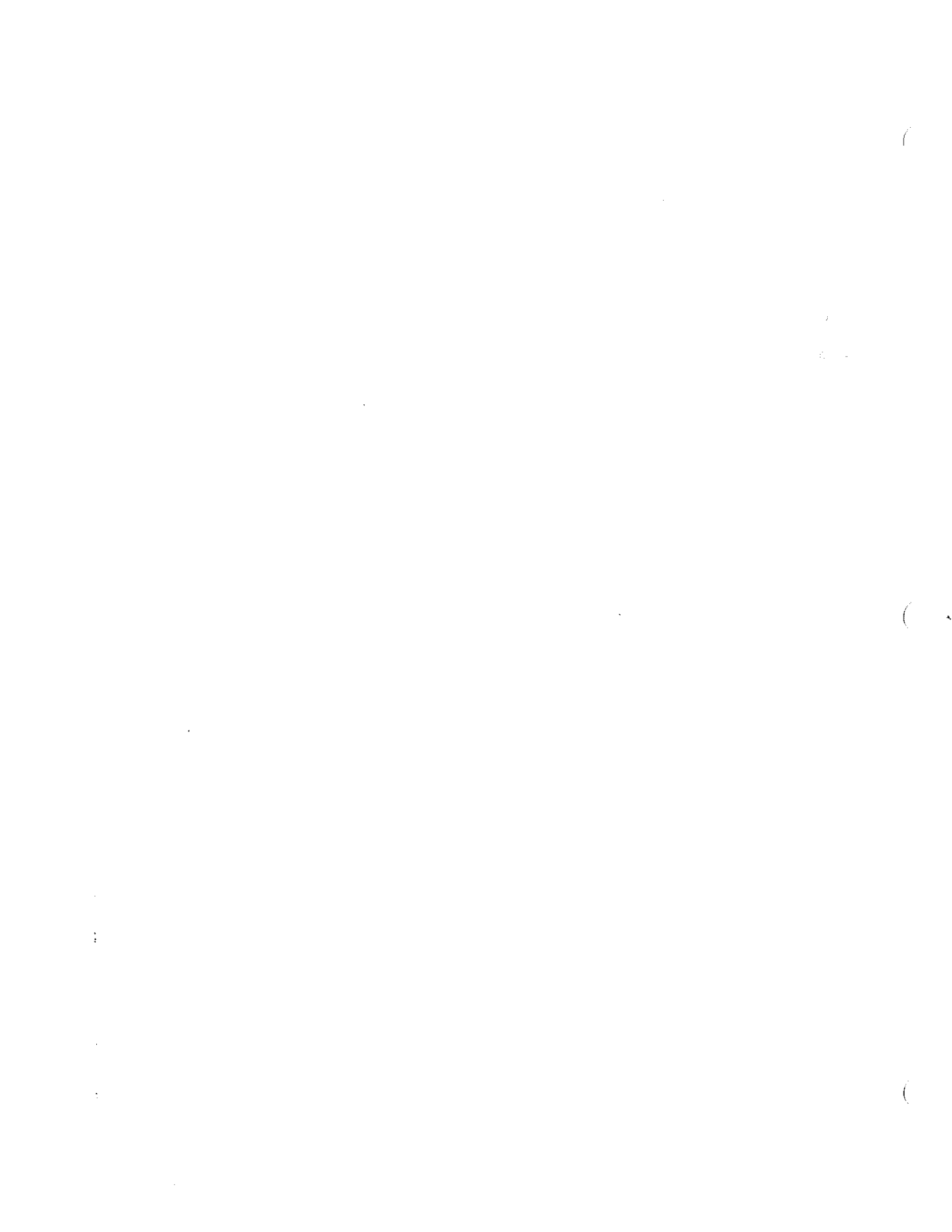
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

47. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 18, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 13, 1997.

Charlene Dumitru



November 1997 - October 1998

Yearly Planner

November 97						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

- 3 7:00 PM Friends Board Meeting, Stark
- 7 6:30 PM - 8:30 PM Foundation Donor Reception
- 15 CLA Conference, Pasadena
- 18 7:30 PM Library Board Meeting

December 97						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30	31			

- 20 11:30 AM - 1:00 PM Foundation Board Meeting
- 21 Camp Library

December

- 1 7:00 PM Friends Board Meeting, Dinsmore
- 16 7:30 PM Library Board Meeting

January 98						
S	M	T	W	T	F	S
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January

- 5 7:00 PM Friends Board Meeting, Evans
- 9 ALA Midwinter, New Orleans
- 20 7:30 PM Library Board Meeting
- 22 11:30 AM - 1:00 PM Foundation Board Meeting

February

- 9 7:00 PM Friends Board Meeting, Masters
- 17 7:30 PM Library Board Meeting

February 98						
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March

- 2 7:00 PM Friends Board Meeting, Pappas
- 7 10:30 AM - 12:30 PM Friends Author's Brunch
- 10 PLA National Conference, Kansas City
- 17 7:30 PM Library Board Meeting

March 98						
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April

- 6 7:00 PM Friends Board Meeting, Stark
- 19 National Library Week

April 98						
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April

- 21 7:30 PM Library Board Meeting

May

- 4 7:00 PM Friends Board Meeting, Dinsmore
- 19 7:30 PM Library Board Meeting
- 21 11:30 AM - 1:00 PM Foundation Board Meeting

June

- 1 7:00 PM Friends Board Meeting, Evans
- 16 7:30 PM Library Board Meeting
- 25 ALA Conference, Washington D.C.

July

- 21 7:30 PM Library Board Meeting

August

- 18 7:30 PM Library Board Meeting

September

- 14 7:00 PM Friends Board Meeting, Masters
- 15 7:30 PM Library Board Meeting
- 17 11:30 AM - 1:00 PM Foundation Board Meeting

October

- 5 7:00 PM Friends Board Meeting, Pappas
- 20 7:30 PM Library Board Meeting

May 98						
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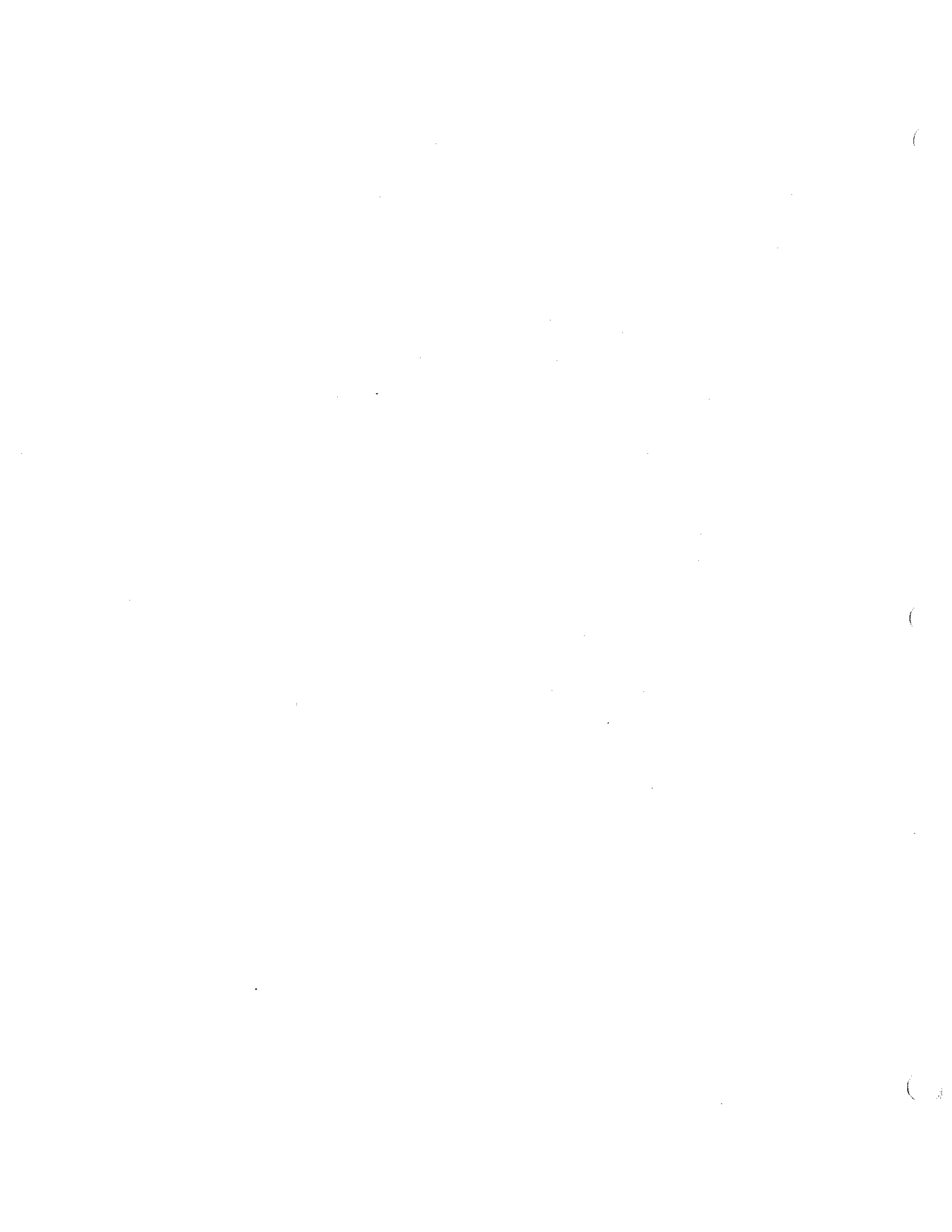
June 98						
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July 98						
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August 98						
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30	31					

September 98						
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October 98						
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25	26	27	28	29	30	31



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 16, 1997**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on September 16, 1997 at 7:30 P. M. by President Peggy Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans; Trustees Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

Members Absent: Trustee Sandra Stark.

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library President Pat Irot.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Masters, seconded by Trustee Pappas to approve the Minutes of the Regular Meeting of August 19, 1997 as presented.

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

Approval of the Minutes of the Continued Meeting of August 26 was deferred until the next Regular Meeting of the Board.

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Dinsmore reported that she will attend the Placentia Civic Center Authority meeting scheduled for Monday, October 6, 1997. Trustee Evans will not be able to attend.

President Dinsmore presented Certificates of Appreciation to youth volunteers who served in the Children's Department for the Summer Reading Program. Those present to receive certificates were: Jisoo Back, Jina Lim and Tricia Um.

President Dinsmore attended the Southern California Library Literacy Network (SCLLN) meeting at Beverly Hills Library on September 11, 1997. She reported that State Library Literacy Director Al Bennett told

her that the Bill introducing State Library program for Literacy and Public Safety did not pass the Legislature. President Dinsmore reported that Mr. Bennett plans to retire from the State Library next year.

President Dinsmore also reported that the SCLLN interactive display was in use at the meeting. Library Director Minter suggested that the District obtain the display for the Foundation Donors Reception scheduled for November 7.

FRIENDS OF THE LIBRARY REPORT

Friends of the Library President Pat Irot reported that the Friends annual planning meeting was held on September 8. Renee Scott was appointed to represent the Friends on the District's Donor Recognition Committee. The Friends will not have a fall booksale this November, but plan a booksale in the Spring.

A Senior Training and Employment Program (STEP) volunteer may be available to work in the Friends bookstore and assist with sorting donations. Friends President Irot also reported that two Library Interns from California State College at Fullerton have indicated interest in assisting in the Placentia History Room.

TRUSTEE REPORTS

There were no Trustee Reports.

FOUNDATION REPORTS

Trustee Pappas reported that the Foundation Meeting was held on Thursday, September 11. A representative from Sam's Club was present at the meeting and announced a donation of \$1,000.00 to the Library.

Al Penry was represented at the Foundation meeting by Laura Penry who presented his suggestion that the Endowment Fund be split, investing half the fund in more conservative investments.

Library Director Minter reported that the direct mail solicitation should be completed by September 30. City of Placentia Mayor Norman Eckenrode and former Chamber of Commerce President Al Shkoler will sign the solicitation letter.

Library Director Minter also reported that the Donor Reception will be held on Friday evening, November 7. Author Ciji Ware will present a program and be available for signing copies of her newest novel *A Cottage by the Sea*.

Library Director Minter reported that an endowment has been received from Gordon and Dixie Shaw to underwrite the Lapsit Storytime Programs. Friends President Pat Irot mentioned that the Friends are supporting a demonstration of the Lapsit programs until the Shaw endowment takes over.

CLAIMS

It was moved by Trustee Pappas, seconded by Secretary Evans to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of \$0.00
Current Claims and Payroll in the amount of \$116,325.70.
Interfund Cash loan from Fund 706 in the amount of \$65,000, and
from Fund 702 in the amount of \$30,000, to Fund 707, to be
repaid after tax revenue is received in December.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Masters, seconded by Trustee Pappas to receive and file Agenda Items 13 through 18:

Financial Reports for August, 1997
Office General Ledger & Check Registers for August, 1997
Acquisitions Report for August, 1997
Overdue Collection Report for August, 1997
Debit Card System Reimbursement Report for August, 1997
Gifts Report for August, 1997

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 19 through 28:

Building Maintenance Report for August, 1997
Personnel Report for August, 1997 (Receive, File and Ratify
Appointments)
Volunteer Report for August, 1997 (Receive & File)
Circulation Report for August, 1997 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia
under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates, California Special
Districts Association, and the California Library Association
(Receive & File)
Status report on the preparation of a Strategic Plan for Placentia
Library District (Receive & File)
Fiscal Year 1997-1998 Budget Spreadsheets omitted from the
August Board Packet (Receive & File)
Notice of Annual meeting of the Placentia Civic Center Authority

Commission (Receive & File)
Fiscal Year 1996-1997 Audit of Financial Transactions for
Placentia Library District as prepared by Munson, Cronick &
Associates (Receive & File).

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

**REVIEW OF
LIBRARY REVENUE
ISSUES**

Library Director Minter reviewed the material presented in the Board
Packets. Trustee Pappas requested that the November Agenda include an
item for consideration of a ballot issue in November, 1998.

No Board action was taken at this time.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Pappas, seconded by Secretary Evans to approve
travel authorization for President Dinsmore to attend the California
Association of Library Trustees and Commissioners Board of Directors
Meeting on Friday, November 14, and the California Library Association
Annual Conference from Saturday, November 15 through Monday,
November 17, 1997 in Pasadena, at a cost not to exceed \$535.00, to be
paid from the 321 Grant.

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

It was moved by Trustee Masters, seconded by Secretary Evans to authorize
attendance of President Dinsmore, Trustee Pappas and Principal Library
Ammar at the preconference institute, "Strategies for a Successful Ballot
Measure" and authorize payment of registration, mileage, meal and parking
expenses to be paid from the general fund.

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

It was moved by Trustee Masters, seconded by Secretary Evans to approve
registration for Librarian Julie Shook to attend the Windows NT specialist
course at California State University Long Beach at a cost of \$1,795 plus
mileage and meals, with \$1,000 being paid from the Staff Development
account at Santiago Library System and the balance paid from the General
Fund.

AYES: Dinsmore, Evans, Masters, Pappas

NOES: None
ABSTAIN: None
ABSENT: Stark

**MEETING ROOM
POLICY VARIANCE
REQUEST**

It was moved by Trustee Pappas, seconded by Trustee Masters to approve request of President Dinsmore to use the Library Facility for a private open house and reception on December 27, 1997. The event will also benefit the Library Foundation. The Dinsmores are to provide a certificate of insurance with limits of no less than \$300,000/\$500,000, which must also stipulate that wine will be served at the event.

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

STAFF REPORTS

It was moved by Trustee Masters, seconded by Trustee Stark to receive and file Agenda Items 33 through 37:

Program Committee Report for August, 1997
Children's Services Report for August, 1997
Publicity Materials produced for August, 1997
Placentia Library Literacy Services Report for August, 1997
Safety Committee Minutes for August, 1997

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

**AGENDA
PREPARATION**

1. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article III: Board Organization and Procedures
2. Ballot issue for November 1998 election.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:02 P.M.

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Friends of Placentia Library Report
DATE: November 18, 1997, 1997

The Board of Directors of the Friends of the Library met on Monday, November 3, 1997. Trustee Sandra Stark, Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of \$4,686.00 as of November 3, 1997. Most of the balance is committed to projects.

President Irot asked Library Director Minter to assist with preparing a list of committed projects for the Friends. The goal is to prepare a program budget for 1998.

The 1998 membership campaign is scheduled to begin in mid-November. President Irot has prepared the solicitation letters and staff is working on the layout for the new Friends brochure. The membership discounts will be listed on the back of each membership card.

Board members were asked to be at the Library by 6:15 P.M. on Friday, November 7 for the Foundation Donor Reception.

Paperback book sales have been scheduled for two Sundays per month beginning November 9. The Interact Club from Valencia High School will be providing volunteers to set up and sell the books. One Friends Board Member is needed to be a coordinator for each sale.

The next Friends Board meeting is scheduled for Monday, December 1 at 7:00 P.M. Trustee Peggy Dinsmore is scheduled to attend as the Library Board representative.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: November 18, 1997
SUBJECT: **Friends of Placentia Library Report for the Month of October**

The Board of Directors of the Friends of the Library met on Monday October 6, 1997. Trustee Jean Pappas and Principal Librarian Ammar attended the meeting.

The minutes of the previous meeting were read and approved. Due to the absence at the Treasurer there was no Financial report, President Pat Irot then discussed the budget in general and the ways the funds were to be spent in light of the needs in the Children's department and the expectations of this Department of the Friends.

President Irot also discussed the Author's Luncheon and the fact that the author has been identified, the deposit paid to Alta Vista Country Club and suggested that the work on the aprons should start early.


The membership drive and the Friends' brochure were discussed as was the possibility of soliciting discounts for Friends' members from local book stores, Director Renee Scott was asked to be responsible for the solicitation. The Donors' reception was discussed and President Irot asked the Directors to be ready to help at that event.

An ongoing paperback book sale will start on November 9, 1997 and will be held every other Sunday thereafter, the Interact Club students will be in charge under the close supervision of one of the Directors.

Principal Librarian Ammar reported that the Grangers' Poetry Index was ordered in memory of Pete Irot and Irv Godwin, she also reported that the Library was awarded first place by the Heritage Days Committee for Novelty.

The next Friends Board meeting is scheduled for Monday November 3, 1997. At 7:00 p.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Placentia Library Foundation Report
DATE: November 18, 1997

The Placentia Library Foundation Board of Directors met on November 13, 1997.

The Board continues to refine its Investment Policy.

The Board has asked its Board Development Committee to prepare a recommendation for additional Board positions.

The Major Gifts Committee is scheduled to begin work again in early December. Its goal is to recruit additional corporate sponsors by the end of 1997.

The Board reviewed the 1997 Donor Reception that was held on November 7. Al and Laura Penry hosted the event. Pat Irot was Chair of the Arrangements Committee, assisted by Jean Pappas, Jane De Jovine and Sandra Stark. Approximately 125 donors attended the event.

The 1997-98 Annual Giving Campaign is in progress. A significant number of contributions were received as a result of including a reply envelope with the October newsletter.

The Direct Mail Campaign to all Placentia households and to Library cardholders who live outside Placentia is also underway. The Grant Report is due at the State Library by the end of November.

The next Foundation Board Meeting will be held on Thursday, January 22, 1998.



*Monahan
Agenda*

Placentia Library Foundation
1997 Direct Mail Campaign
Summary Through November 12, 1997

Date	Placentia		Non-Placentia		TOTAL	
	#	\$	#	\$	#	\$
11/03/97	40	1,295.00	6	220.00	46	1,515.00
11/04/97	38	1,505.00	3	100.00	41	1,605.00
11/05/97	13	390.00	0	0.00	13	390.00
11/06/97	9	365.00	2	50.00	11	415.00
11/10/97	23	700.00	2	75.00	25	775.00
11/12/97	14	435.00	2	35.00	16	470.00
TOTAL	137	4,690.00	15	480.00	152	5,170.00

Responses from Placentia 90.1%
Dollars from Placentia 90.7%

Response Rate assuming 16,000 mailed 0.95%

Non-Placentia Zip Code Responses

ZIP	#	\$
92631	1	25.00
92635	1	25.00
92806	1	25.00
92828	1	25.00
92821	1	50.00
92831	7	270.00
92835	1	25.00
92867	1	25.00
92869	1	10.00
TOTAL	15	480.00

Amount of Donations

	Plac	Non-Plac	TOT
\$10.00	4	2	6
\$15.00	1	0	1
\$20.00	5	0	5
\$25.00	92	9	101
\$35.00	1	1	2
\$50.00	25	2	27
\$100.00	8	1	9
\$150.00	1	0	1
TOTAL	137	15	152



PLACENTIA LIBRARY FOUNDATION

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925, Ext. 202

October 1997

Dear

Do you remember the excitement and anticipation you felt when you went to the library to get your very first book?

Aren't you still amazed at the magic of books? How they continue to inform, educate and entertain us. They take us to far away lands or help us explore our own thoughts and emotions.

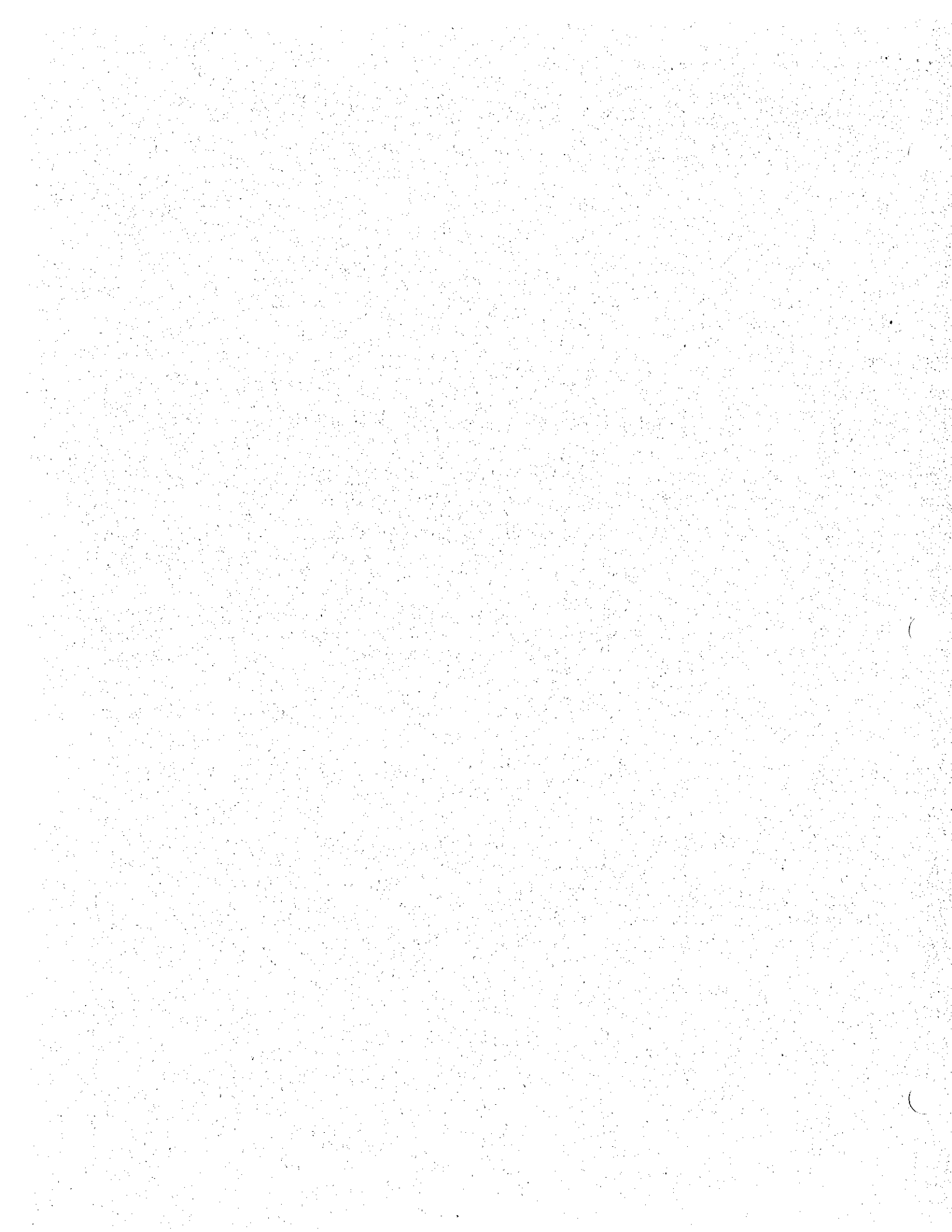
Our own Placentia Library is the essence and symbol here for reading, learning and the literary development of ourselves, children and grandchildren. **But the library needs our support if it is to continue providing the magic of books.**

You see, the Placentia Library receives no city or county funding. And **the state has cut our funding 50%** in just the last five years. The effect on our hours and supply of books has been significant. Without additional funding we will not be able to make the appropriate book purchases to keep our collection current.

That is why the Placentia Library Foundation was established — to raise the funds to provide current book and subscription services, and establish an endowment to ensure these funds into the next millennium.

But we need you to make this happen. That is why we have a nameplate reserved in your name so you can adopt-a-book for the library (of course we'll delete your address). We have enclosed an easy to use reply envelope for your convenience.

Will you please join us in adopting one, two or more books at a donation of \$25 each? We have many titles just waiting to be purchased, from the latest mystery to replenishing our supply of popular best-sellers.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 18, 1997

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	\$0.00



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
November 18, 1997

DATE	REPORT NO.	AMOUNT
09/24/97	3551	3,581.83
09/24/97	3552	2,124.18
10/02/97	3553	1,625.18
10/02/97	3554	9,590.61
10/02/97	3555	4,812.47
10/27/97	3556	4,269.93
10/27/97	3557	2,459.20
11/03/97	3558	1,318.57
TOTAL		\$29,781.97

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/24/97
REPORT NO 3551

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

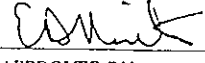
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
			BS Acc					
N00230B Fry's Electronics 600 E. Brokaw Road San Jose, CA 95112	Sept 11, 1997							
			1300	00		134.62		
			1300	00		80.78		
			1300	00		193.84		
						409.24		
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Sept 22, 1997		280	00		15.73		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	October, 1997		0300	00		2,254.68		
N03672 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sept 4, 1997		0700	01		17.00		
	Sept 7, 1997		0700	01		144.93		
	Sept 4, 1997		0700	07		38.33		
						200.26		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Sept 15, 1997		1800	00		21.90		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630			0700	02		239.64		
			0700	02		0.38		
						240.02		
N06820 California Library Assoc. 717 "K" Street Sacramento, CA 95814-3477			2800	01		165.00		
			2800	03		165.00		
			2800	03		110.00		
						440.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 3,581.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

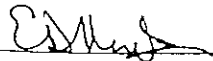
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06686 Office Depot Dept 56 - 6183976509 Office Depot Credit Plan P.O. Box 30292 Salt Lake City, UT 84130-0292	August 21, 1997		1800	00		604.12		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	Sept 7, 1997 096809		1400	00		950.00		
N09163 Manwill Plumbing 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	Sept 23, 1997 24848		1400	00		300.11		
N15508 Cosmoslink Internet Services 3030 Saturn St., STE 204 Brea, CA 92821	August 29, 1997 9709-44		0700	07		19.95		
Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	August 1, 1997 109674		0700	02		250.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,124.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

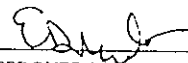
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	Sept 18, 1997 1346864		1300	00		258.59		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	October 1, 1997		0300	00		87.80		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Sept 22, 1997 035218		1800	00		24.95		
N03655 Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92805	September 29, 1997 483531		1800	00		526.79		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	September 23, 1997		2800	00		312.64		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sept 17, 1997 528-1906 528-8236		0700	00		143.23		
			0700	01		19.23		
	Sept 19, 1997 996-2865 996-4983		0700	01		24.29		
			0700	02		198.59		
	Sept 17, 1997 528-6022		0700	07		17.29		
					402.63			
N05030G AT & T P.O. Box 10192 Van Nuys, CA 91410-0192	Sept 16 1997 528-1906		0700	00		11.78		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,625.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY 

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

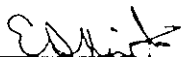
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03650B Kinkos, Inc. Customer Administrative Svcs. P.O. Box 672085 Dallas, TX 75267-2085	Oct. 2, 1997 030200082287		1800	00		12.91		
N06555A Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	October, 1997		0300	00		381.89		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	October, 1997		1900	00		35.00		
N06686 Office Depot P.O. Box 8001 Layton, UT 84041-8001	Sept. 19, 1997		1800	00		319.58		
Better Floors & Restorations 201 W. Santa Fe Avenue Placentia, CA 92870	Sept 25, 1997 13822		1000	00		125.00		
vImpact, Inc. 612 North Park Street Columbus, OH 43215	vlibch 10001038		1300	00		917.60		
JART Direct Mail Services 1210 N. Jefferson, STE H Anaheim, CA 92807	012860		1800	09		5,181.20		
			1803	09		1,063.44		
			1900	09		1,553.99		
						<u>7,798.63</u>		

The claims listed above (totaling \$ 9,590.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/02/97
REPORT NO 3555


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03654 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	Sept 23, 1997 97-09-1264		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Sept 26, 1997 0332		1900	00		34.71		
N06566 Regency Lighting 16665 Arminta St. Van Nuiys, CA 91406	Sept 23, 1997 389188		1000	00		724.08		
N06819 American Library Assoc. 155 North Wacker Drive Chicago, IL 60606	September 17, 1997 8233446		1800	00		42.00		
N06902 New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Sept. 24, 1997 00008138-0000		1800	08		929.36		
N15508 Cosmoslink Internet Services 3030 Saturn Street, STE 204 Brea, CA 92821	Sept. 27, 1997 9710-17 9710-16		0700 0700	02 07		19.95 19.95 39.90		
N16021 United States Pension Services P.O. Box 21643 Tampa, FL 33622-1643	Sept 28, 1997 94474		1900	00		1,425.00		
Devon Dougherty 19 Alcira Irvine, CA 92614	Sept. 30, 1997		1900	09		1,500.00		

The claims listed above (totaling \$ 4,812.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,812.47

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N01074 The Gas Company P.O. Box C Monterey Park, CA 91756	Oct 20, 1997		2800	00		19.54		
N03645 CareAmerica Accounts Receivable - 13th Floor Woodland Hills, CA 91367-2555	November, 1997		0300	00		2,229.68		
N03655B Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	October 9, 1997 495158		1800	00		280.70		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct. 4, 1997 524-9784 524-8408 Oct. 7, 1997 253-0470		0700	01		18.40		
			0700	07		36.62		
			0700	01		145.36		
						200.38		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	September, 1997		0300	00		171.25		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	October 1, 1997 00297		1900	00		52.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	October 7, 1997 096810		1400	00		950.00		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Sept. 25, 1997 19970925		1900	00		165.50		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 4,269.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Margaret F. Linsmore
APPROVED BY

John O. Pappas
COUNTERSIGNED BY

Laundra Stark
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09110 Special Districts Workers Comp. Auth 1030 - 15th Street Sacramento, CA 95814	Sept. 18, 1997 1996-97 Final 2nd Qtr 1997-98		0350	00		782.00		
			0350	00		1,180.00		
						1,962.00		
N17265 Hands-On Computer Service P.O. Box 52292 Irvine, CA 92619-2292	Sept. 30, 1997 Oct. 1, 1997		1900	09		50.00		
			1900	00		100.00		
						150.00		
N16840 Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	Oct. 1, 1997 92302		0700	02		250.00		
Comprehensive Adult Student Assessment System	March 6, 1997 23678		1800	08		97.20		

2459.20

The claims listed above (totaling \$4,421.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Margaret V. Dimmore
APPROVED BY

Jean P. Pappas
COUNTERSIGNED BY

Sandra Stastek
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Oct 22, 1997 035314		1800	00		24.95		
N03650B Kinko's, Inc. Customer Admin. Svcs. P.O. Box 672085 Dallas, TX 75267-2085	Oct 9, 1997 030200082384		1800	08		49.35		
N03659F So. Calif. Water 500 Cameron Street Placentia, CA 92870	Oct 21, 1997 Acct 312083-9		2800	00		259.48		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Oct 30, 1997 19971030		1900	00		174.30		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct. 17, 1997 528-1906		0700	00		153.59		
	Oct 19, 1997 996-2865		0700	01		22.24		
	Oct. 17, 1997 528-8236		0700	01		18.28		
	Oct 19, 1997 996-4983		0700	02		93.60		
	Oct. 17, 1997 528-6022		0700	07		19.66		
						307.37		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Oct 16, 1997 528-8236		0700	00		121.23		
N06555 Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	Oct 22, 1997 November		0300	00		381.89		

The claims listed above (totaling \$ 1,318.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,318.57

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 November 18, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3559	4,659.78
Subtotal for Immediately		4,659.78
Regular	3560	13,989.01
	3561	3,463.88
	3562	1,244.37
	3563	4,037.16
Subtotal for Regular		22,734.42
TOTAL CURRENT CLAIMS		27,394.20
Payroll	3564	19,926.00
	3565	19,926.00
Subtotal for Payroll		39,852.00
	TOTAL	67,246.20

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N01879 Pound Photographs 119 N. Bradford Ave. Placentia, CA 92870	Oct 24, 1997	041	1900	00		107.76		
N01987 Vision Plan of America 8111 Beverly Blvd., STE 306 Los Angeles, CA 90048	Nov 1, 1997 December		0300	00		87.80		
N03650B Kinko's, Inc. Customer Admin Svcs P.O. Box 672085 Dallas, TX 75267-2085	November 6, 1997		1800	00		0.97		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct 28, 1997 572-1609 Nov. 4, 1997 524-8408		0700	02		204.28		
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	October, 1997		0300	00		171.25		
N06788 Pro Systems P.O. Box 4282 Laguna Beach, CA 92652	Oct 25, 1997 PLC024		1400	00		136.00		
N13034 OmniGrafix Printing 1744 West Katella, STE 9 Orange, CA 92867	Oct 30, 1997 A32206		1800	00		51.72		
N13176 AIS Technology 1065 Pacificcenter Dr., STE 150 Anaheim, CA 92806	Nov 6, 1997 38708		1300	00		3,900.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$ 4,698.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,698.75

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	Oct 28, 1997		2800	00		4,629.79		
	54366		1400	00		1,582.96		
	Oct 16, 1997							
	54331		1800	00		83.24		
	October 9, 1997							
	54325		2800	00		4,546.43		
				1400	00	1,463.31		
				1800	00	(1,384.95)		
	October 9, 1997							
	54326		1900	00		1,780.27		
						12,701.05		
N01877 Julie Shook 411 E. Chapman Ave. Placentia, CA 92670	September, 1997		2700	01		14.17		
	October, 1997		2700	01		42.52		
	November, 1997		2700	01		68.81		
						125.50		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	Oct. 31, 1997		1400	00		117.42		
			1400	00		869.40		
						986.82		
N03655B Spicers Paper 12310 E. Slauson Ave. Santa Fe Springs, CA 90670	Oct. 9, 1997							
	495158		1800	00		21.75		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Oct. 31, 1997							
	0332		1900	00		34.71		
N03660 Elizabeth Minter 539 Gardenia Placentia, CA 92670	July-Aug, 1997		2700	01		49.77		
	Sept-Oct, 1997		2700	01		69.41		
						119.18		

The claims listed above (totaling \$ 13,989.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Sept. 25, 1997		0700	05		423.82		
		A26868						
	Oct. 23, 1997		0700	05		423.82		
	A27048				847.64			
N03912A CSDA 1121 "L" Street, STE 508 Sacramento, CA 95814	November, 1997		1600	00		741.00		
N03940 Gaylord Bros. Box 4901 Syracuse, NY 132210-4901	October 29, 1997		1800	00		57.38		
		OD62542001						
N06573C First American Trust 421 N. Main Street Santa Ana, CA 92702	Oct. 7, 1997		1900	00		1,073.27		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	Nov 1, 1997		1900	00		52.50		
N06898A NSFRE 1101 King St., Ste 700 Alexandria, VA 22314-2967	August 15, 1997		1600	00		245.00		
N06569A Demco, Inc. P.O. Box 7488 Madison, WI 53707-7488	Oct. 29, 1997		1800	00		29.65		
N13155 Lowry Computer Products Dept 771127 P.O. Box 77000 Detroit, MI 48277-1127	Oct 13, 1997		1800	00		417.44		
		135851						

The claims listed above (totaling \$ 3,463.88) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N15508 Cosmoslink 3030 Saturn St, STE 204 Brea, CA 92821	Oct 28, 1997 9711-25		0700	02		19.95		
N16840 Network Intensive 8001 Irvine Center Drive, STE 1130 Irvine, CA 92618	Nov 1, 1997 133094		0700	02		250.00		
Cynthia McClain 411 E. Chapman Placentia, CA 92870	Sept, 1997		2700	01		3.46		
Tri County 611 N. Poplar Street Orange, CA 92868	Oct 31, 1997 51481		1400	00		330.96		
Executive Data Systems, Inc. 1640 Powers Ferry Road Building 27 Marietta, GA 30067	Oct. 2, 1997 7912		1800	00		640.00		

The claims listed above (totaling \$ 1,244.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,244.37

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N06902 New Readers Press 1320 Jamesville Box 888 Syracuse, NY 13210-0888	Oct 20, 1997 68413		2400	08		13.80		
N03845A Marshall Cavendish P.O. Box 2001 Tarrytown, New York 10591-9001	Oct 9, 1997 R 396422		2400	01		147.08		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060	Nov 5, 1997		2400	04		176.80		
N03832 Books on Tape P.O. Box 7900 Newport Beach, CA 92658	Oct 24, 1997 2808313M Oct. 27, 1997 2808321P		2400	05		21.55 18.86 40.41		
N09111A Ebsco P.O. Box 29201 Los Angeles, CA 90009-2901	Oct 2, 1997 0139501		2400	04		3,659.07		

The claims listed above (totaling \$ 4,037.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	November 18, 1997 Pay period #25 Nov 21, 1997 Dec 4, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, DEC 4, 1997								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

19,926.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	November 18, 1997 Pay period #26 Dec 5, 1997 Dec 18, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, DEC 18, 1997								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

19,926.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: November 18, 1997

The Cash Flow Analysis shows an end-of-month balance of (\$54,174.36). This includes \$39,852 for payroll transfers on December 4 and 18, leaving a balance of (\$14,322.36).

The first secured property tax credit is scheduled to be received on November 26, 1997, and the second on December 12. In 1997 the first secured amount was \$77,415.01.

I have instructed the Administrative Assistant to send the "Please Pay Immediately" claim to the Auditors Office for processing on November 19, and to mail the remaining claims (numbers 3560 through 3565) on Monday, November 24.

It is my recommendation that no funds be transferred at this time.

RECOMMENDATION:

Receive & File cash flow analysis of November 18, 1997.

Placentia Library District
 FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			170,465.79
06/24/97	3522	General to pay on/after 7/1/97		5,024.74	165,441.05
06/24/97	3523	Payroll to wire 7/3/97		19,926.00	145,515.05
06/24/97	3524	Payroll to wire 7/17/98		19,926.00	125,589.05
07/01/97	3525	General by Library Director		1,108.28	124,480.77
07/10/97		Canceled out/date check	6.20		124,486.97
07/15/97	3526	General - PPI		1,513.01	122,973.96
07/15/97	3527	General		12,500.13	110,473.83
07/15/97	3528	General		10,276.56	100,197.27
07/15/97	3529	Payroll to wire 7/31/97		19,926.00	80,271.27
07/15/97	3530	Payroll to wire 8/14/97		19,926.00	60,345.27
07/17/97		Secured Final FY96-97	5,201.12	13.00	65,533.39
07/17/97		Supplemental Roll Final FY96-97	370.60		65,903.99
07/21/97		Supplemental Secured Prior Year	951.78		66,855.77
07/22/97		Supplemental Penalties & Forfeitures	309.57		67,165.34
07/23/97		Teeter 2nd Current Delinquent	13,088.93	34.51	80,219.76
07/24/97		Supplemental Roll 1st	1.62		80,221.38
07/29/97	3531	General		2,542.59	77,678.79
07/29/97	3532	General		4,737.90	72,940.89
08/06/97	3533	General by Library Director		1,342.96	71,597.93
08/06/97	3534	General by Library Director		1,009.47	70,588.46
08/12/97		July Local Revenue	899.70		71,488.16
08/19/97	3535	General - PPI		4,222.37	67,265.79
08/19/97	3536	General		2,716.27	64,549.52
08/19/97	3537	General		9,942.37	54,607.15
08/19/97	3538	General		2,135.78	52,471.37
08/19/97	3539	Payroll to wire 8/28/97		19,926.00	32,545.37
08/19/97	3540	Payroll to wire 9/11/97		19,926.00	12,619.37
08/19/97	3541	General - Bond Payment to wire 9/10/97		33,015.00	(20,395.63)
08/26/97		Commingled Expense	765.06	20.12	(19,650.69)
09/05/97		Transfer from Fund 706	36,000.00		16,349.31
09/05/97		Grant for Direct Mail	8,861.00		25,210.31
09/05/97		August Local Revenue	2,383.21		27,593.52
09/16/97	3542	General - PPI		1,551.99	26,041.53
09/16/97	3543	General - PPI		2,081.12	23,960.41
09/16/97	3544	General		12,569.21	11,391.20
09/16/97	3545	General		493.38	10,897.82
09/16/97	3546	Payroll to wire 9/25/97		19,926.00	(9,028.18)
09/16/97	3547	Payroll to wire 10/9/97		19,926.00	(28,954.18)
09/16/97	3548	Payroll to wire 10/23/97		19,926.00	(48,880.18)
09/16/97	3549	Payroll to wire 11/6/97		19,926.00	(68,806.18)
09/16/97	3550	Payroll to wire 11/20/97		19,926.00	(88,732.18)
09/22/97		Transfer from Fund 706	65,000.00		(23,732.18)
09/22/97		Transfer from Fund 702	30,000.00		6,267.82
09/22/97		Unsecured 1st Actual	34,899.83	87.25	41,080.40
09/23/97		Local Revenue, August	1,033.75		42,114.15
09/24/97	3551	PPI by Library Director		3,581.83	38,532.32
09/24/97	3552	PPI by Library Director		2,124.18	36,408.14
09/30/97		Commingled Expense	442.33	11.63	36,838.84
10/02/97	3553	PPI by Library Director		1,625.18	35,213.66
10/02/97	3554	PPI by Library Director		9,590.61	25,623.05
10/02/97	3555	General by Library Director		4,812.47	20,810.58
10/22/97		Commingled Interest	317.22	8.26	21,119.54
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 November 18, 1997

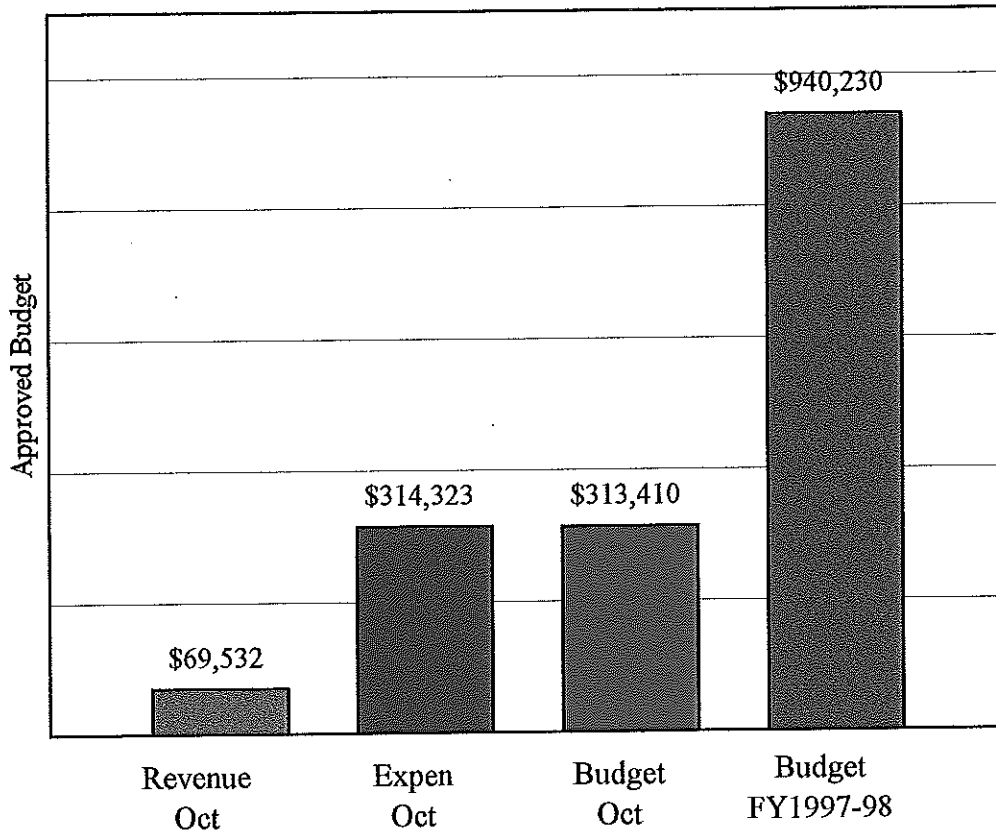
	Fiscal Year 1997-1998						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redeempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39
30-Nov-97						0.00	0.00
31-Dec-97						0.00	0.00
31-Jan-98						0.00	0.00
28-Feb-98						0.00	0.00
31-Mar-98						0.00	0.00
30-Apr-98						0.00	0.00
31-May-98						0.00	0.00
30-Jun-98						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1996-1997						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redeempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-96	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20
31-Jul-96	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20
31-Aug-96	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20
30-Sep-96	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45
31-Oct-96	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98
30-Nov-96	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43
31-Dec-96	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85
31-Jan-97	72,613.02	2,769.64	108,898.63	189,430.57	6,694.14	380,406.00	190,975.43
28-Feb-97	72,947.32	2,782.54	109,054.27	102,554.20	6,725.32	294,063.65	191,509.45
31-Mar-97	73,236.00	2,793.54	109,495.24	76,622.14	6,751.93	268,898.85	192,276.71
30-Apr-97	75,067.73	2,806.19	109,991.22	245,943.83	6,782.51	440,591.48	194,647.65
31-May-97	75,432.98	2,836.65	110,559.27	228,652.08	6,815.57	424,296.55	195,644.47
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1997-1998 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
November 18, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996
6210-00	Prop. Taxes - current secured	705,381	0.00	0.00	0.00	0.00
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00
6210-04	Tecater Plan - current delinquent	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	0.00	0.00	0.00	0.00
6220	PROP. TAXES - CURRENT UNSECURED	47,500	34,899.83	25,067.82	0.00	0.00
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00
6230-03	Tax deed land sales	0	0.00	4.54	0.00	4.54
6230-04	Tecater Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00
6230-10	Release of impounds	0	0.00	10,291.73	0.00	0.00
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	28,818.43	0.00	4.54
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00
6280-00	Property taxes current supplemental	11,500	1.62	53.47	0.00	0.00
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	372.22	536.92	0.00	0.00
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00
	TOTAL TAXES	821,137	54,823.45	55,937.43	0.00	4.54

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 November 18, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996
6610-00	Interest	11,000	1,524.61	5,023.19	317.22	3,950.28
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00
6610-23	Interest on impounded taxes released	0	0.00	3,649.59	0.00	0.00
	TOTAL INTEREST	11,000	1,524.61	8,672.78	317.22	3,950.28
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	0.00	19.39	0.00	0.00
6970-00	State - ILL & Direct Loan Reimbursement	12,500	0.00	5,044.97	0.00	5,044.97
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00
6970-04	State - Dept of Education 321 Grant	3,500	0.00	0.00	0.00	0.00
6970-05	State - Project Grants	9,000	8,861.00	0.00	0.00	0.00
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	8,861.00	5,044.97	0.00	5,044.97
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00
7670-00	LOCAL REVENUE	27,500	4,316.66	7,587.04	0.00	2,208.89
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	0.00
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	50,000.00	0.00	25,000.00
	FUND 707 TOTAL	940,230	69,531.92	127,268.57	317.22	36,208.68



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	166,590.00	188,699.00	37,020.00	41,914.00	34.62%
0200	Retirement	70,591	12,744.00	14,421.00	2,832.00	3,206.00	18.05%
	Health Insurance/Care America	21,324	7,053.48	9,127.38	4,202.84	4,070.99	33.08%
	Long Term Disability	2,072	685.00	576.29	171.25	0.00	33.05%
	Vision Service Plan	937	268.40	298.50	87.80	0.00	28.63%
	Dental	3,715	1,422.17	1,434.18	381.89	353.90	38.28%
0500	Total Employee Insurance	28,049	9,429.05	11,436.35	4,843.78	4,424.89	33.62%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	1,962.00	2,556.00	1,962.00	2,556.00	32.70%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	190,725.05	217,112.35	46,657.78	52,100.89	32.55%
0700-00	Communications - Telephone	2,000	644.55	555.40	155.01	134.94	32.23%
0700-01	Communications - Modem/Fax	900	784.60	1,509.97	369.21	530.25	87.18%
0700-02	Communications - Internet/Database	3,500	1,299.14	0.00	958.56	0.00	37.12%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,271.46	423.82	0.00	0.00	24.64%
0700-07	Communications - 321 Grant	150	325.63	65.40	132.14	22.63	217.09%
0700-08	Communications - Adult Literacy	250	0.00	120.45	0.00	67.01	0.00%
	Total Communications	11,960	4,325.38	2,675.04	1,614.92	754.83	36.17%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,743.57	733.13	849.08	733.13	49.82%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	0.00	47.62%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	3,468.90	3,478.00	1,585.43	0.00	17.34%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	21,000	3,468.90	3,478.00	1,585.43	0.00	16.52%
	HVAC	6,000	1,825.66	3,342.49	117.42	1,791.65	30.43%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	7,370.85	6,690.93	0.00	1,656.66	39.31%
	Plumbing	1,200	531.14	821.20	300.11	662.75	44.26%
	Electrical	3,000	896.00	829.44	0.00	0.00	29.87%
	Cleaning Service	11,700	3,800.00	3,800.00	1,900.00	950.00	32.48%
	Locksmith	200	52.50	0.00	0.00	0.00	26.25%
	Other	1,500	1,079.19	819.00	0.00	371.00	71.95%
1400-00	Total Maintenance of Building & Grounds	42,850	15,555.34	16,853.06	2,317.53	5,432.06	36.30%
1600-00	Memberships - General Fund	2,400	458.00	50.00	0.00	0.00	19.08%
1600-07	Memberships - 321 Grant	200	0.00	170.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	2,750	553.00	315.00	0.00	0.00	20.11%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	20.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	20.00	0.00	20.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
	Library Supplies	4,500	1,356.69	147.54	63.90	147.54	30.15%
	Printing	7,000	4,494.81	4,429.94	12.91	309.74	64.21%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,151.55	38,014.43	929.36	38,014.43	115.16%
	Paper	600	1,003.84	286.56	807.49	83.11	167.31%
	Drinking Water Service	300	74.85	99.80	24.95	24.95	24.95%
	Other Office Supplies	3,500	1,511.24	1,640.21	923.70	738.54	43.18%
1800-00	Total Office Supply Expense - General Fund	16,900	9,592.98	44,618.48	2,762.31	39,318.31	56.76%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	571.00	20.00	0.00	20.00	
	Printing	3,000	32.06	1,225.25	0.00	70.03	1.07%
	Publications	2,750	97.20	0.00	97.20	0.00	3.53%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
1800-08	Total Adult Literacy Office Supply Expense	7,300	330.53	1,225.25	97.20	70.03	4.53%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	5,181.20	0.00	
	Total Office Expense	24,200	15,675.71	45,863.73	8,040.71	39,408.34	64.78%
1803-00	Postage Expense - General Fund	750	117.00	121.61	0.00	0.00	15.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	32.00	96.00	0.00	0.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	1,063.44	0.00	
	Total Postage Expense	1,150	1,212.44	217.61	1,063.44	0.00	105.43%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	35.00	0.00	33.33%
	Pension Contribution & Operating Expenses	5,000	2,446.36	835.80	1,425.00	0.00	48.93%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	136.84	130.84	34.71	32.71	32.58%
	Tax Collection Services & Fees by Orange County	450	87.52	262.98	8.26	167.58	19.45%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	210.00	262.50	52.50	210.00	42.00%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	2,810.00	3,050.00	0.00	2,700.00	74.93%
	Payroll Preparation	2,300	798.59	855.17	165.50	307.22	34.72%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	1,836.95	291.47	100.00	0.00	
1900-00	Total Specialized Services - General Fund	55,540	9,436.26	5,793.76	1,820.97	3,417.51	16.99%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	3,103.99	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	87.25	88.40	0.00	0.00	4.59%
	Total Specialized Services	60,565	13,698.50	5,882.16	4,924.96	3,417.51	22.62%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,015.00	0.00	0.00	0.00	49.95%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	963.15	1,750.84	0.00	1,140.63	9.63%
2400-02	Special Department Expense - Video	500	569.85	0.00	0.00	0.00	113.97%
2400-03	Special Department Expense - Electronic	10,000	12,226.50	2,839.32	0.00	447.17	122.27%
2400-04	Special Department Expense - Periodicals	26,000	129.16	4,842.01	0.00	4,280.59	0.50%
2400-05	Special Department Expense - Audio	1,000	118.05	0.00	0.00	0.00	11.81%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	14,006.71	9,432.17	0.00	5,868.39	29.18%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	367.88	2,237.60	0.00	1,944.60	13.44%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	268.86	275.97	0.00	247.14	0.00%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	0.00	250.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	239.38	148.00	0.00	0.00	15.96%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,750	876.12	2,911.57	0.00	2,191.74	12.98%



PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 18, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 OCT 1997	FY1996-97 OCT 1996	FY97 YTD % REV BUD
2800-00	Electricity	43,500	13,324.56	14,892.33	440.00	4,435.31	30.63%
	Gas	3,500	100.91	117.11	35.27	41.66	2.88%
	Water	3,000	1,241.72	1,347.98	312.64	351.95	41.39%
	Total Utilities	50,000	14,667.19	16,357.42	787.91	4,828.92	29.33%
	TOTAL SUPPLIES & SERVICES	349,967	123,822.60	111,164.67	21,183.98	62,654.92	35.38%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	0.00	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	940,230	314,547.65	328,491.44	67,841.76	114,755.81	33.45%

Placentia Library District
Balance Sheet

October 31, 1997

Assets		6,783.96	
	General Fund - Checking	0.00	
	Literacy Fund-Checking	5,467.07	
	County Exempt-Checking	17,318.69	
	Payroll Account	4,501.07	
	Savings (P/R Support)	2,263.30	
	Savings (P/R Fees)	27,500.00	
	Certificates of Deposit	7,369.09	
	General Fund - Savings	4,824.78	
	Literacy Fund - Savings	3,607.33	
	County Exempt - Savings		79,635.29
	Total Assets		=====
Liabilities		0.00	
	Manual Payroll Checks	(411.76)	
	Payroll Taxes Payable	842.45	
	Deferred Comp Payable	(435.65)	
	Insurance Payable	(364.22)	
	Credit Union Payable	110.28	
	Union Dues Payable	656.41	
	Other Employee Deductions		397.51
	Total Liabilities		
Capital		79,237.78	
	Fund Balance		79,237.78
	Total Capital		-----
	Total Liabilities and Capital		79,635.29 =====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,369.09
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,369.09

OSW-G
11/13/97

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,813.96
Checks Out	4407	30.00		
TOTALS		30.00	0.00	

CHECKBOOK BAL

6,783.96

Edmund
11/12/97

10/31/97

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 1
Part 1 of 1 Parts

	Total	09/30/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	5.00	5.00
Cash Register-Fines	1,705.90	1,705.90
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	141.20	141.20
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	97.40	97.40
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,438.15	1,438.15
Interest Income - checking	0.00	0.00
Interest Income - savings	10.92	10.92
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,398.57	3,398.57
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,398.57	3,398.57
Expenses		
Transfers to County	1,033.75	1,033.75
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	0.00	0.00
Postage (183)	148.00	148.00
Prof. & Spec. Services (190)	100.00	100.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	589.02	589.02
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

10/31/97

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending September 30, 1997

	Total	09/30/97
Taxes and Fees (370)	(12.50)	(12.50)
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	1,858.27	1,858.27
	-----	-----
Operating Income (Loss)	1,540.30	1,540.30
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,540.30	1,540.30
	=====	=====

10/31/97

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	0.00	0.00
Cash Register-Fines	1,495.64	1,495.64
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	227.87	227.87
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	98.00	98.00
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	8.95	8.95
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	2,104.18	2,104.18
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	7.77	7.77
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,942.41	3,942.41
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,942.41	3,942.41
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	28.20	28.20
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	(226.88)	(226.88)
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

10/31/97

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	(198.68)	(198.68)
	-----	-----
Operating Income (Loss)	4,141.09	4,141.09
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	4,141.09	4,141.09
	=====	=====

10/31/97

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Page 1
Part 1 of 1 Parts

	10/31/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	34.00
Cash Register-Fines	6,075.54
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	594.98
Cash Register-Copy Cards-Exempt Fund	0.00
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	387.40
Cash Register-Computer Rental	0.90
Typewriter Income	24.05
Telephone Income	0.00
Copy Machine Income	0.00
State Library Reimbursements	2,104.18
State Library Grants	8,861.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,879.64
Interest Income - checking	0.00
Interest Income - savings	34.08
Miscellaneous Income	0.00
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	41.02
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	455.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,170.00
Test Proctoring Income	40.00
Vending Machine Income	0.00
Debit Card Income	1,860.20
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00

10/31/97

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Page 2
Part 1 of 1 Parts

	10/31/97
Interest Income - checking	18.33
Interest Income - savings	45.73
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	6,200.00
Transfers from County	179,334.00
Interest Income-CD's	364.94
Interest-Savings-Landmark	22.20
Interest-Savings-B of A	11.51
Miscellaneous Income	0.00
Interest Income - G.F. Savings	0.00

Total Income	209,974.15
(t of Sales	-----
Gross Profit (Loss)	209,974.15
Expenses	
Transfers to County	13,177.66
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	434.18
Postage (183)	297.00
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,287.58
Utilities (280)	0.00
Equipment (400)	0.00
Taxes and Fees (370)	8.50
Funds in Transit	0.00
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00

10/31/97

Page 3

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Part 1 of 1 Parts

	10/31/97
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	75.00
Children's Storytime (Friends)	630.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	219.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	437.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,641.69
Copier Lease Payments	8,034.32
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
Salaries	160,581.04
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,078.47
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
Transfers to County - Sav	0.00
Bank Fees - G.F. Savings	0.00

Total Expenses	207,047.30

Operating Income (Loss)	2,926.85
Other Income	
Other Expenses	-----

10/31/97

Placentia Library District
Income Statement
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Page 4
Part 1 of 1 Parts

Net Income (Loss)

10/31/97
2,926.85
=====

10/31/97

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 98 Period 3
General Fund - Savings

Page

Check	Date	Payee	Amount
1036	09/17/97	O.C. Auditor	1,033.75
		0-5102-01 Transfers to County	1,033.75
		Checkbook 5 Total	1,033.75

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,824.78
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,824.78

ESM
11/13/97

09/30/97

Page 1

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Part 1 of 1 Parts

	Total	09/30/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.55	8.55
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	245.00	245.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	313.55	313.55
Cost of Sales	-----	-----
Gross Profit (Loss)	313.55	313.55
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	313.55	313.55
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	313.55	313.55
	=====	=====

10/31/97

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	9.40	9.40
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	9.40	9.40
Cost of Sales		
	-----	-----
() ss Profit (Loss)	9.40	9.40
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	9.40	9.40
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	9.40	9.40
	=====	=====

10/31/97

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

Part 1 of 1 Parts

	10/31/97
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	41.02
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	455.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00

Total Income	636.02
Cost of Sales	

Gross Profit (Loss)	636.02
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00

Total Expenses	6,200.00

Operating Income (Loss)	(5,563.98)
Other Income	
Other Expenses	

Net Income (Loss)	(5,563.98)
	=====

12/31/97

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

Page 1

For Fiscal Year 98, Period 4 through Fiscal Year 98, Period 4

Account Name

Total

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

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,283.32
Checks Out	1036	229.65		
	1037	446.34		
TOTALS		675.99	0.00	
CHECKBOOK BAL				3,607.33

ESM
11/13/97

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

October 1997

Prepared 11/13/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,532.07
Checks Out	1115	65.00		
TOTALS		65.00	0.00	
CHECKBOOK BAL				5,467.07

ESM
11/13/97

10/31/97

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 1
Part 1 of 1 Parts

	Total	09/30/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	359.90	359.90
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.26	4.26
Interest Income - savings	9.52	9.52
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	593.68	593.68
Cost of Sales		
	-----	-----
Gross Profit (Loss)	593.68	593.68
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	31.45	31.45
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	50.00	50.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

10/31/97

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Page 2
Part 1 of 1 Parts

	Total	09/30/97
Lobbyist Expense	625.00	625.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	0.00	0.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	706.45	706.45
	-----	-----
Operating Income (Loss)	(112.77)	(112.77)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(112.77)	(112.77)
	=====	=====

10/31/97

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	160.00	160.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	700.25	700.25
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	5.13	5.13
Interest Income - savings	7.79	7.79
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	893.17	893.17
Cost of Sales		
	-----	-----
Gross Profit (Loss)	893.17	893.17
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	3.50	3.50
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	48.49	48.49
Friend's-Other Activities	0.00	0.00
Library Board Expenses	85.00	85.00
Meeting Room Upkeep Expenses	125.00	125.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

10/31/97

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	483.59	483.59
Copier Lease Payments	892.68	892.68
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	1,638.26	1,638.26
	-----	-----
Operating Income (Loss)	(745.09)	(745.09)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(745.09)	(745.09)
	=====	=====

10/31/97

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

	10/31/97
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,170.00
Test Proctoring Income	40.00
Vending Machine Income	0.00
Debit Card Income	1,860.20
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	18.33
Interest Income - savings	45.73
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	6,200.00

Total Income	9,609.71
Cost of Sales	

Gross Profit (Loss)	9,609.71
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	75.00
Children's Storytime (Friends)	630.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	219.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	437.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00

10/31/97

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1997

	10/31/97
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,641.69
Copier Lease Payments	8,034.32
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00

Total Expenses	12,954.26

Operating Income (Loss)	(3,344.55)
Other Income	
Other Expenses	

Net Income (Loss)	(3,344.55)
	=====

10/31/97

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 98 Period 3
County Exempt

Page

Check	Date	Payee		Amount
1108	09/04/97	Plac YL School 0-5312-03 Children's-Other	50.00	50.00
1109	09/04/97	Smilemakers 0-5308-03 Children's Summer Reading Progra	31.45	31.45
1110	09/29/97	Calif. Advocates 0-5323-03 Lobbyist Expense	625.00	625.00

Checkbook 3 Total				706.45

10/31/97

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 98 Period 4
County Exempt

Page 2

Check	Date	Payee	Amount
1111	10/02/97	Renee Raney 0-5318-03 Library Board Expenses	60.00
1112	10/02/97	VOID void	0.00
1113	10/02/97	Dave Seiler 0-5318-03 Library Board Expenses	25.00
1114	10/03/97	Elizabeth Minter (p/ 0-5314-03 Friend's-Director's Fund	48.49
1115	10/27/97	Emils Cleaning 0-5319-03 Meeting Room Upkeep Expenses	65.00
1116	10/27/97	Jerry Lambuth 0-5319-03 Meeting Room Upkeep Expenses	60.00
Checkbook 3 Total			258.49

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll Account
October, 1997

Agenda Item 14
Page 28
PAYROLL FUND

Prepared November 14, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				20,133.91
	3391	42.02		
	3403	37.61		
	3408	281.52		
	3414	132.26		
	3417	234.68		
	3418	43.70		
	3419	1200.99		
	3420	220.62		
	3430	27.35		
	3435	594.47		
	TOTALS	2,815.22	0.00	
Checkbook balance				17,318.69

C. Dumitru
11-17-97

09/30/97

Page 1

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending September 30, 1997

Part 1 of 1 Parts

	Total	09/30/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	364.94	364.94
Interest-Savings-Landmark	22.20	22.20
Interest-Savings-B of A	11.51	11.51
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40,250.65	40,250.65
Cost of Sales	-----	-----
Gross Profit (Loss)	40,250.65	40,250.65
Expenses		
Salaries	35,859.07	35,859.07
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,700.15	2,700.15
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	38,559.22	38,559.22
Operating Income (Loss)	1,691.43	1,691.43
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	1,691.43	1,691.43
	=====	=====

10/31/97

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending October 31, 1997

	Total	10/31/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,852.00	39,852.00
Cost of Sales	-----	-----
Gross Profit (Loss)	39,852.00	39,852.00
Expenses		
Salaries	53,397.95	53,397.95
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	4,041.86	4,041.86
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,439.81	57,439.81
Operating Income (Loss)	(17,587.81)	(17,587.81)
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	(17,587.81)	(17,587.81)
	=====	=====

10/31/97

Page 1

Placentia Library District
 Income Statement For Department 04
 YTD Actual Spread Sheet
 1 Period(s) Ending October 31, 1997

Part 1 of 1 Parts

	10/31/97
Income	
Transfers from County	179,334.00
Interest Income-CD's	364.94
Interest-Savings-Landmark	22.20
Interest-Savings-B of A	11.51
Miscellaneous Income	0.00

Total Income	179,732.65
Cost of Sales	-----
Gross Profit (Loss)	179,732.65
Expenses	
Salaries	160,581.04
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,078.47
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	172,659.51

Operating Income (Loss)	7,073.14
Other Income	
Other Expenses	

Net Income (Loss)	7,073.14
	=====

10/31/97

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

Page

For Fiscal Year 98, Period 4 through Fiscal Year 98, Period 4

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

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 1997
 Prepared by: Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	125.19	7	125.19	7	329.85	18	455.04	25
Adult Circulating Non-Fiction	0.00	0	438.80	19	438.80	19	2,480.10	168	2,918.90	187
Adult Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	438.80	19	438.80	19	2,480.10	168	2,918.90	187
TOTAL ADULT PRINT MATERIALS	0.00	0	0.00	0	563.99	26	2,809.95	0	3,373.94	0
Adult Audio/Music	0.00	0	0.00	0	0.00	0	312.00	18	312.00	18
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	312.00	18	312.00	18
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	312.00	18	312.00	18
TOTAL ADULT MATERIALS	0.00	0	0.00	0	563.99	26	3,121.95	18	3,685.94	18
Juvenile Fiction	0.00	0	195.87	13	195.87	13	46.00	7	241.87	20
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	88.90	10	88.90	10
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	0.00	0	0.00	0	88.90	10	88.90	10
TOTAL JUVENILE PRINT MATERIALS	0.00	0	195.87	13	195.87	13	134.90	17	330.77	30
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	0.00	0	195.87	13	195.87	13	134.90	17	330.77	30
Total Fiction	0.00	0	321.06	20	321.06	20	375.85	25	696.91	45
Total Non-Fiction	0.00	0	438.80	19	438.80	19	2,569.00	178	3,007.80	197
Total Audio	0.00	0	0.00	0	0.00	0	312.00	18	312.00	18
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	0.00	0	759.86	39	759.86	39	3,256.85	221	4,016.71	260

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 1997

General Fund	Amount	Adopt-A-Book	TOTAL
	\$0.00	Amount	Amount
		\$0.00	\$0.00

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF SEPTEMBER
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	12.48	1	1	1,210.66	68	68	1,223.14	69	69	1,543.00	142	142	2,615.11	211	211
Adult Circulating Non-Fiction	20.05	1	1	2,113.89	102	101	2,133.94	103	102	1,897.99	297	283	3,148.67	400	385
Adult Reference	1,882.31	35	2	0.00	0	0	1,882.31	35	2	0.00	0	0	1,143.21	35	2
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	1,133.69	1	1	0.00	0	0	1,133.69	1	1	0.00	0	0	1.00	1	1
Total Adult Non-Fiction	3,036.55	37	4	2,113.89	102	101	5,150.44	139	105	1,897.99	297	283	4,292.88	436	388
TOTAL ADULT PRINT MATERIALS	3,049.03	38	38	3,324.55	170	169	6,373.58	208	174	3,440.99	439	425	6,907.99	647	599
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	48.00	48	44	44.00	48	44
Adult Audio Books	450.00	28	28	0.00	0	0	450.00	28	28	0.00	0	0	450.00	28	28
Total Adult Audio	450.00	28	28	0.00	0	0	450.00	28	28	48.00	48	44	494.00	76	72
Adult Video Educational	119.85	3	3	0.00	0	0	119.85	3	3	208.00	18	18	327.85	21	21
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	770.00	52	49	769.00	52	49
Total Adult Video	119.85	3	3	0.00	0	0	119.85	3	3	978.00	70	67	1,096.85	73	70
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	569.85	31	31	0.00	0	0	569.85	31	31	1,026.00	118	111	1,590.85	149	142
TOTAL ADULT MATERIALS	3,618.88	69	69	3,324.55	170	169	6,943.43	239	205	4,466.99	557	536	8,498.84	796	741
Juvenile Fiction	0.00	0	0	207.91	14	12	207.91	14	12	55.00	31	29	65.00	45	41
Juvenile Circulating Non-Fiction	0.00	0	0	1,192.76	76	72	1,192.76	76	72	125.70	33	32	1,103.54	109	104
Juvenile Reference	52.09	1	1	172.81	4	4	224.90	5	5	0.00	0	0	224.90	5	5
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	52.09	1	1	1,365.57	80	76	1,417.66	81	77	125.70	33	32	1,328.44	114	109
TOTAL JUVENILE PRINT MATERIALS	52.09	1	1	1,573.48	94	88	1,625.57	95	89	180.70	64	61	1,393.44	159	150
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	135.00	9	9	135.00	9	9
TOTAL JUVENILE MATERIALS	52.09	1	1	1,573.48	94	88	1,625.57	95	89	315.70	73	70	1,528.44	168	159
Total Fiction	12.48	1	1	1,418.57	82	80	1,431.05	83	81	1,598.00	173	171	2,680.11	256	252
Total Non-Fiction	3,083.64	38	5	3,479.46	182	177	6,568.10	220	182	2,023.69	330	315	5,621.32	550	497
Total Audio	450.00	28	28	0.00	0	0	450.00	28	28	48.00	48	44	494.00	76	72
Total Video	119.85	3	3	0.00	0	0	119.85	3	3	1,113.00	79	76	1,231.85	82	79
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	3,670.97	70	37	4,898.03	264	257	8,569.00	334	294	4,782.69	630	606	10,027.23	964	900

ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 1997
Prepared by Julie Shoek, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	857.07	49	857.07	49	774.75	39	1,631.82	88
Adult Circulating Non-Fiction	0.00	0	454.65	25	454.65	25	3,071.30	175	3,525.95	200
Adult Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	454.65	25	454.65	25	3,071.30	175	3,525.95	200
TOTAL ADULT PRINT MATERIALS	0.00	0	0.00	0	1,311.72	74	3,846.05	0	5,157.77	0
Adult Audio/Music	0.00	0	0.00	0	0.00	0	735.00	47	735.00	47
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	735.00	47	735.00	47
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	45.00	3	45.00	3
Total Adult Video	0.00	0	0.00	0	0.00	0	45.00	3	45.00	3
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	780.00	50	780.00	50
TOTAL ADULT MATERIALS	0.00	0	0.00	0	1,311.72	74	4,626.05	50	5,937.77	50
Juvenile Fiction	0.00	0	1,120.13	71	1,120.13	71	124.20	18	1,244.33	89
Juvenile Circulating Non-Fiction	0.00	0	35.07	1	35.07	1	60.00	10	95.07	11
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	35.07	1	35.07	1	60.00	10	95.07	11
TOTAL JUVENILE PRINT MATERIALS	0.00	0	1,155.20	72	1,155.20	72	184.20	28	1,339.40	100
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	0.00	0	1,155.20	72	1,155.20	72	184.20	28	1,339.40	100
Total Fiction	0.00	0	1,977.20	120	1,977.20	120	898.95	57	2,876.15	177
Total Non-Fiction	0.00	0	489.72	26	489.72	26	3,131.30	185	3,621.02	211
Total Audio	0.00	0	0.00	0	0.00	0	735.00	47	735.00	47
Total Video	0.00	0	0.00	0	0.00	0	45.00	3	45.00	3
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	0.00	0	2,466.92	146	2,466.92	146	4,810.25	292	7,277.17	438

OUTSTANDING ORDERS AS OF OCTOBER 31, 1997

General Fund	Amount	Adopt-A-Book	Amount	TOTAL	Amount
	5543.29		936.54		6479.83

ACQUISITIONS REPORT FOR FISCAL YEAR 1997-1998 THROUGH THE MONTH OF OCTOBER
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	12.48	1	2,067.73	117	2,080.21	118	1,582.00	181	2,702.11	299
Adult Circulating Non-Fiction	20.05	1	2,568.54	127	2,588.59	128	2,072.99	472	3,346.67	600
Adult Reference	1,882.81	35	0.00	0	1,882.81	35	0.00	0	1,143.21	35
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	1,133.69	1	0.00	0	1,133.69	1	0.00	0	1.00	1
Total Adult Non-Fiction	3,036.55	37	2,568.54	127	5,605.09	164	2,072.99	472	4,490.88	636
TOTAL ADULT PRINT MATERIALS	3,049.03	38	4,636.27	244	7,685.30	282	3,654.99	653	7,192.99	935
Adult Audio/Music	0.00	0	0.00	0	0.00	0	95.00	95	91.00	95
Adult Audio Books	450.00	28	0.00	0	450.00	28	0.00	0	450.00	28
Total Adult Audio	450.00	28	0.00	0	450.00	28	95.00	95	541.00	123
Adult Video Educational	119.85	3	0.00	0	119.85	3	208.00	18	327.85	21
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	773.00	55	772.00	55
Total Adult Video	119.85	3	0.00	0	119.85	3	981.00	73	1,099.85	76
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	569.85	31	0.00	0	569.85	31	1,076.00	168	1,640.85	199
TOTAL ADULT MATERIALS	3,618.88	69	4,636.27	244	8,255.15	313	4,730.99	821	8,833.84	1,134
Juvenile Fiction	0.00	0	1,328.04	85	1,328.04	85	73.00	49	124.00	134
Juvenile Circulating Non-Fiction	0.00	0	1,227.83	77	1,227.83	77	135.70	43	1,114.54	120
Juvenile Reference	52.09	1	172.81	4	224.90	5	0.00	0	224.90	5
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	52.09	1	1,400.64	81	1,452.73	82	135.70	43	1,339.44	125
TOTAL JUVENILE PRINT MATERIALS	52.09	1	2,728.68	166	2,780.77	167	208.70	92	1,463.44	229
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Total Juvenile Video	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
TOTAL JUVENILE MATERIALS	52.09	1	2,728.68	166	2,780.77	167	343.70	101	1,598.44	268
Total Fiction	12.48	1	3,395.77	202	3,408.25	203	1,655.00	230	2,826.11	433
Total Non-Fiction	3,088.64	38	3,969.18	208	7,057.82	246	2,208.69	515	5,830.32	761
Total Audio	450.00	28	0.00	0	450.00	28	95.00	95	541.00	123
Total Video	119.85	3	0.00	0	119.85	3	1,116.00	82	1,234.85	85
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	3,670.97	70	7,364.95	410	11,035.92	480	5,074.69	922	10,432.28	1,402

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: November 18, 1997
 SUBJECT: ACS: Overdue Collection Report for Months of August and September

The report received from ACS Collection Agency on November 3, 1997 is Attachment A

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1997-98					
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	60	95	12	2,199.58	70

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
08 Sep 1997

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

PLA400

Your ACS consultant is:
WELDON & ASSOCIATES
714-733-3558

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	53	41,892.36	119	48,953.53	1577	151,709.12
LESS: Mail Returns*, Dispute, Bankrpt	15	1,375.13	20	1,782.45	301	22,938.40
NET ASSIGNMENTS	38	40,517.23	99	47,171.08	1276	128,770.7
COLLECTED						
Paid In Full	1	133.75	13	1,129.21	354	19,211.73
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	4	185.83	23	859.69	303	12,474.94
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	5	319.58	36	1,988.90	785	37,714.05

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	352	265	645
\$ ASSIGNED	\$16,614	\$4,033	\$25,593	\$20,326	\$84,679

* Percentage of Mail Returns - 15.1 %
* Age of accounts when started

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE #
	9911	05/08/97	08/27/97 AMT: 137.97	137.97	ACT 1
	9907	04/21/97	08/27/97 AMT: 69.90	69.90	ACT 1
	98462	03/27/97	07/21/97 AMT: 165.90	165.90	ACT 4
	3042	11/05/96	02/20/97 AMT: 61.99	61.99	CC 0
	8470	05/18/97	07/21/97 AMT: 112.65	112.65	CC 1
	9908	04/06/97	08/27/97 AMT: 93.49	93.49	ACT 1
	9909	04/28/97	08/27/97 AMT: 59.90	59.90	ACT 1
	5428	01/30/97	05/14/97 AMT: 108.44	108.44	CC 0
	9910	04/01/97	08/27/97 AMT: 58.85	58.85	ACT 1
	8461	03/04/97	07/21/97 AMT: 89.84	89.84	ACT 4
	3046	04/17/97	02/20/97 AMT: 56.16	45.00	CC 0
	8466	08/06/97	07/21/97 AMT: 257.08	135.00	PP 4
	2043	04/29/97	01/24/97 AMT: 105.40	0.00	PIF 5
	5422	06/24/97	05/14/97 AMT: 120.95	35.00	CC 0
	5420	12/09/96	05/14/97 AMT: 76.75	76.75	CC 5
	9708	06/25/97	08/20/97 AMT: 92.00	92.00	ACT 1
	8472	01/27/97	07/21/97 AMT: 77.40	77.40	ACT 4
	8459	04/29/97	07/21/97 AMT: 110.70	110.70	ACT 4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	10175	05/28/93	09/01/97 AMT: 59.47	59.47	ACT	1
	10176	12/13/93	09/01/97 AMT: 60.00	60.00	ACT	1
	10177	11/27/89	09/01/97 AMT: 54.15	54.15	ACT	1
	10178	05/04/97	09/01/97 AMT: 53.75	53.75	ACT	1
	10179	04/29/92	09/01/97 AMT: 58.15	58.15	ACT	1
	10180	06/30/88	09/01/97 AMT: 55.25	55.25	ACT	1
	5426	02/04/97	05/14/97 AMT: 101.69	101.69	CC	5
	10187	05/17/92	09/01/97 AMT: 67.25	67.25	ACT	1
	10181	10/14/88	09/01/97 AMT: 7,941.00	37,941.00	ACT	1
	10182	10/10/92	09/01/97 AMT: 56.25	56.25	ACT	1
	10183	04/16/90	09/01/97 AMT: 57.55	57.55	ACT	1
	10185	10/22/92	09/01/97 AMT: 58.95	58.95	ACT	1
	10184	03/27/92	09/01/97 AMT: 58.35	58.35	ACT	1
	10186	01/31/91	09/01/97 AMT: 65.40	65.40	ACT	1
	5411	05/30/97	05/14/97 AMT: 55.70	21.50	CC	5
	9902	04/29/97	08/27/97 AMT: 86.94	86.94	MR	1
	8458	04/20/97	07/21/97 AMT: 195.90	195.90	ACT	4
	9906	02/04/97	08/27/97 AMT: 62.45	62.45	ACT	1

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	15414	06/23/97	05/14/97 AMT: 90.25	0.00	PIF	4
	9903	04/27/97	08/27/97 AMT: 87.87	87.87	ACT	1
	5416	09/22/96	05/14/97 AMT: 66.67	66.67	CC	0
	8467	03/17/97	07/21/97 AMT: 111.93	111.93	ACT	4
	9707	06/18/97	08/20/97 AMT: 64.95	64.95	ACT	1
	15418	12/10/96	05/14/97 AMT: 85.94	85.94	CC	5
	3041	03/16/97	02/20/97 AMT: 55.00	0.00	PIF	1
	9904	04/10/97	08/27/97 AMT: 91.90	91.90	ACT	1
	8449	02/02/97	07/21/97 AMT: 82.29	82.29	ACT	4
	2044	11/04/96	01/24/97 AMT: 109.75	109.75	CC	0
	2052	10/22/96	01/24/97 AMT: 67.45	67.45	CC	0
	8457	04/23/97	07/21/97 AMT: 146.17	146.17	ACT	4
	3037	11/18/96	02/20/97 AMT: 93.85	93.85	CC	0
	8469	05/19/97	07/21/97 AMT: 281.53	281.53	ACT	4
	8471	08/06/97	07/21/97 AMT: 66.90	39.60	CC	1
	5421	06/30/97	05/14/97 AMT: 86.95	0.00	PIF	5
	9709	06/02/97	08/20/97 AMT: 127.25	127.25	ACT	1
	9710	06/02/97	08/20/97 AMT: 108.99	108.99	ACT	1

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT DEMAND CODE #	#
	8465	08/06/97	07/21/97 AMT: 87.90	55.00	PP	4
	9912	03/23/97	08/27/97 AMT: 97.30	97.30	ACT	1
	2048	11/02/96	01/24/97 AMT: 90.95	90.95	CC	0
	9711	06/01/97	08/20/97 AMT: 133.49	133.49	ACT	1
	8468	03/25/97	07/21/97 AMT: 129.54	129.54	ACT	4
	9712	05/29/97	08/20/97 AMT: 127.70	127.70	ACT	1
	12042	05/31/97	01/24/97 AMT: 126.90	50.00	CC	0
	9914	05/04/97	08/27/97 AMT: 96.63	96.63	ACT	1
	8451	02/05/97	07/21/97 AMT: 111.90	111.90	CC	1
	12045	11/07/96	01/24/97 AMT: 113.76	113.76	CC	0
	9715	06/01/97	08/20/97 AMT: 71.55	71.55	MR	1
	5409	01/05/97	05/14/97 AMT: 86.10	86.10	CC	4
	5410	01/09/97	05/14/97 AMT: 90.65	90.65	CC	5
	19714	06/11/97	08/20/97 AMT: 113.90	113.90	ACT	1
	8454	08/06/97	07/21/97 AMT: 71.13	67.58	PP	4
	8455	05/15/97	07/21/97 AMT: 79.78	79.78	ACT	4
	5423	12/10/96	05/14/97 AMT: 72.90	72.90	CC	5
	8453	05/12/97	07/21/97 AMT: 102.81	102.81	ACT	4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	8465	08/06/97	07/21/97 AMT: 87.90	55.00	PP	4
	9912	03/23/97	08/27/97 AMT: 97.30	97.30	ACT	1
	2048	11/02/96	01/24/97 AMT: 90.95	90.95	CC	0
	9711	06/01/97	08/20/97 AMT: 133.49	133.49	ACT	1
	8468	03/25/97	07/21/97 AMT: 129.54	129.54	ACT	4
	9712	05/29/97	08/20/97 AMT: 127.70	127.70	ACT	1
	2042	05/31/97	01/24/97 AMT: 126.90	50.00	CC	0
	9914	05/04/97	08/27/97 AMT: 96.63	96.63	ACT	1
	8451	02/05/97	07/21/97 AMT: 111.90	111.90	CC	1
	2045	11/07/96	01/24/97 AMT: 113.76	113.76	CC	0
	9715	06/01/97	08/20/97 AMT: 71.55	71.55	MR	1
	5409	01/05/97	05/14/97 AMT: 86.10	86.10	CC	4
	5410	01/09/97	05/14/97 AMT: 90.65	90.65	CC	5
	9714	06/11/97	08/20/97 AMT: 113.90	113.90	ACT	1
	8454	08/06/97	07/21/97 AMT: 71.13	67.58	PP	4
	8455	05/15/97	07/21/97 AMT: 79.78	79.78	ACT	4
	5423	12/10/96	05/14/97 AMT: 72.90	72.90	CC	5
	8453	05/12/97	07/21/97 AMT: 102.81	102.81	ACT	4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	J2050	04/29/97	01/24/97 AMT: 79.85	0.00	PIF	5
	9913	05/05/97	08/27/97 AMT: 97.10	97.10	ACT	1
	9713	05/28/97	08/20/97 AMT: 91.41	91.41	ACT	1
	3038	11/21/96	02/20/97 AMT: 101.90	101.90	CC	0
	2047	04/22/97	01/24/97 AMT: 191.90	0.00	PIF	5
	5415	10/30/96	05/14/97 AMT: 105.25	105.25	CC	5
	5417	12/08/96	05/14/97 AMT: 83.30	83.30	CC	5
	3043	10/31/96	02/20/97 AMT: 73.23	73.23	CC	0
	9905	03/09/97	08/27/97 AMT: 79.95	79.95	ACT	1
	2051	03/13/97	01/24/97 AMT: 69.95	0.00	PIF	2
	5424	03/01/97	05/14/97 AMT: 94.26	94.26	CC	5
	2046	11/07/96	01/24/97 AMT: 149.28	149.28	CC	0
	5425	01/23/97	05/14/97 AMT: 122.65	122.65	CC	5
	8464	04/14/97	07/21/97 AMT: 119.99	119.99	ACT	4

TOTAL STILL ON SYSTEM :

47,354.30

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST
Torrance, CA 90509

CLIENT PROGRESS REPORT
30 Sep 1997

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

PLA400

Your ACS consultant is:
WELDON & ASSOCIATES
714-733-3558

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	13	1,072.15	101	10,184.81	1559	112,940.40
LESS: Mail Returns*, Dispute, Bankrpt	9	38,873.94	29	40,656.39	310	61,812.34
NET ASSIGNMENTS	4	-37,801.79	72	-30,471.58	1249	51,128.06
COLLECTED						
Paid In Full	0	0.00	13	1,129.21	354	19,211.73
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	0	0.00	23	859.69	303	12,474.94
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	0	0.00	36	1,988.90	785	37,714.05

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	355	269	651
\$ ASSIGNED	\$15,614	\$4,033	\$25,892	\$20,666	\$85,112

* Percentage of Mail Returns - 54.7 %
* Age of accounts when started

STATUS CODE LEGEND

ACT - active (demands being sent) CC - cycle completed
 PIF - paid in full PAY - partial payment
 SIF - settled in full MR - mail returned

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	11335	11/21/96	09/26/97 AMT: 57.65	57.65	ACT	1
	11330	06/17/97	09/26/97 AMT: 74.35	74.35	ACT	1
	11338	07/17/97	09/26/97 AMT: 179.70	179.70	MR	1
	11328	06/19/97	09/26/97 AMT: 123.25	123.25	ACT	1
	11337	07/10/97	09/26/97 AMT: 62.50	62.50	ACT	1
	9911	05/08/97	08/27/97 AMT: 137.97	137.97	ACT	3
M	9907	04/21/97	08/27/97 AMT: 69.90	69.90	ACT	3
A	9908	04/06/97	08/27/97 AMT: 93.49	93.49	ACT	3
	9909	04/28/97	08/27/97 AMT: 59.90	59.90	MR	3
	9910	04/01/97	08/27/97 AMT: 58.85	58.85	ACT	3
	11331	06/18/97	09/26/97 AMT: 79.45	79.45	ACT	1
	9708	06/25/97	08/20/97 AMT: 92.00	92.00	ACT	4
	9906	02/04/97	08/27/97 AMT: 62.45	62.45	ACT	3
	9903	04/27/97	08/27/97 AMT: 87.87	87.87	ACT	3
	9707	06/18/97	08/20/97 AMT: 64.95	64.95	ACT	4

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	11333	02/05/97	09/26/97 AMT: 62.85	62.85	MR	1
	9904	04/10/97	08/27/97 AMT: 91.90	91.90	ACT	3
	9709	06/02/97	08/20/97 AMT: 127.25	127.25	MR	2
	9710	06/02/97	08/20/97 AMT: 108.99	108.99	ACT	4
	11336	02/03/97	09/26/97 AMT: 64.85	64.85	ACT	1
	9912	03/23/97	08/27/97 AMT: 97.30	97.30	ACT	3
	9711	06/01/97	08/20/97 AMT: 133.49	133.49	MR	2
	9712	05/29/97	08/20/97 AMT: 127.70	127.70	ACT	4
	11339	05/15/97	09/26/97 AMT: 98.85	98.85	ACT	1
	9914	05/04/97	08/27/97 AMT: 96.63	96.63	ACT	3
	11329	05/28/97	09/26/97 AMT: 78.30	78.30	ACT	1
	11340	07/21/97	09/26/97 AMT: 56.90	56.90	ACT	1
	11334	05/28/97	09/26/97 AMT: 70.60	70.60	ACT	1
	N9714	06/11/97	08/20/97 AMT: 113.90	113.90	MR	3
	9913	05/05/97	08/27/97 AMT: 97.10	97.10	ACT	3
	9713	05/28/97	08/20/97 AMT: 91.41	91.41	ACT	4
	11332	06/03/97	09/26/97 AMT: 62.90	62.90	ACT	1
	9905	03/09/97	08/27/97 AMT: 79.95	79.95	ACT	3

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: September 16, 1997
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR SEPTEMBER AND OCTOBER, 1997

SUMMARY OF PRINTER/COPIER ACCOUNTS SEPT-OCT, 1997

Beginning Balance 09/01/97			(\$ 481.28)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in September	359.90		
Total Deposits in October	700.25		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in Sept & Oct		892.68	
Total Copier Maintenance Payment in Sept & Oct		483.59	
Debit Card System Loan Payback		<u>00.00</u>	
	<u>\$ 1,060.15</u>	<u>1,376.27</u>	
Ending Balance 10/31/97			<u>(\$ 797.40)</u>
November payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/31/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
Sept Purchases (Fund 702)	0.00
Sept Payment (Fund 702)	0.00
Sept Payment (Literacy Fund)	<u>0.00</u>
Balance 10/31/97	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 17, 1997
 SUBJECT: GIFT REPORT

The following gifts were received from September 1, 1997 through November 12, 1997

ADOPT-A-BOOK - ANNUAL MAILING

Bruce & Marla Anderson
 David & Charlotte Baughman
 Deane Cassidy
 Margaret Coston
 Shirley Dean
 Bob & Judy Dickenson
 Harriett Fahy in memory of John Fahy
 Elinor Foster
 Charles & Kathy Frazee
 John & Polly Gast
 Nita Godwin in memory of Peter Irot
 Mae Goldbaum
 Carol Graff
 Bruce & Peg Groff
 John Haskell
 Margaret Horrocks
 Jerry & Pat Jertberg
 Eileen Jimenez
 Kaye Lennon
 Donald & Jane Livezey

Doris McCann
 Dwight McCleary
 Robin Masters
 Jo Ann Nelson
 Wendy Pennett
 Joyce Rosenthan
 Lillian Sakoguchi
 Leonard & Frances Rich
 Barbara Sineri
 William Snow
 John & Nancy Spangler
 Dennis Spiro
 Frances Stoller
 Katherine Suiter
 J. L. Thomas
 Dimitri Tsirtis
 Jim Toman
 John & Clairee Tynes
 Richard & Penny Wojcik
 George & Mary Ziegler

TOTAL ANNUAL MAILING 2,010.00

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN

Haldon & Judith Anderson
 Edward & Teresa Andrade
 Terry & Kathleen Anger
 Robert & Pauline Arietta
 Robert & Carmen Arroyo
 Ernest & Diane Bacon
 Dean & April Baltzell
 F. Margaret Barnes
 David & Edda Barr
 Bruce & Laura Barrett
 Lillian Bart
 Ellen M. Bates
 Ezra & Eti Bezalel
 Richard & Rae Beverage
 Donald & Kesten Blake
 Lester & Edythe Blum
 Patrick & Susan Bolton
 Ellen Bowman
 Charles & Helen Brain
 Jeffrey Brown
 Lynn & Lana Brown
 Rodney & Cynthia Bruns
 C. C. Buchanan

Philip & Shirley Cameron
 Jennie Canfield
 James Canney
 Edward & Patricia Card
 Anna Lee Cave
 Patrick & Leslie Chambers
 Jerome & Ann Chang
 Quak & Huan Chen
 Arthur & Gerda Cobb
 Adele Cork
 Mark & Renee Davidson
 Jose & Catalina De La Torre
 Richard & Phyllis Devecchio
 Mildred Donoghue
 David & Nancy
 Dianne Earick
 Sylvia Elmore
 Ali & Jane Emad
 Dee Erman
 Ali & Becky Fartash
 Ben Ferrari
 Jack & Lora Fisher
 Craig & Barbara Frantz
 Mary E. Freer
 Yo & Carolyn Fukunaga

ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN - CONT.

Michael & Sharon Galassi	George & Kathryn Mooers	
Charles & Lois Geeter	James & Arlene Morikawa	
Annette Gilbert	A. H. & Tryna Morton	
Cynthia Gilbert	Donald & Marilyn Nelson	
James Gilliland	Nguyet Thi Le & Oanh Van Nguyen	
Martin & Mary Goldsmith	Tony & Norma Olaerts	
Gary & Louise Gottschalk	Sharleen Osborn	
Robert & Melanie Gottula	Gary & Laurie Oshiro	
Arlene C. Grace	Paul & Patricia Pamer	
William & Cheryl Grandey	Alexander & Jane Patten	
Mary Greene	J. Y. & Y. M. Peng	
Vincent & Tina Guan	Cheryl Perreira	
John & Nancy Haagen	Bernard & Sue Peters	
Mark & Denis Hadland	Bob & Judith Pruitt	
Ronald Hartman	Amos & Dolores Rapp	
William & Clemencia Heger	John Raymond	
Dorothy Hines	Rubert & Janet Rohman	
Masao & Susan Hora	W. M. Rowe	
Grant & Judith Hucko	Eugene & Josefina Sanosa	
Raymond Icamen	Paul Sarmas	
Joanne Ishii	John Sawyer	
Raj & Vinita Jha	John Schramm	
Jolene Johnson	Anton & Joanne Schwarzenberger	
Donald & Marilyn Juergens	Gail Sievert	
Robert & Susan Justus	Shawn Simmons	
Isabel Karbaum	Art Simon	
Riley & Rosa Kelson	Barbara Sipe	
Heung Gun Kim	Ira & Mildred Smith	
Roger & Donna Kiste	Edward & Lois Smith	
Suzanne Krugh	Stephen & Kathryn Stoughton	
Kain & Teresa Kuan	Dan Stump	
Jim Lagraffe	Dennis Sugiyama	
Craig & Nadine Lauru	Armond Tavianini	
Gary & Debra Lawson	Philip & Reta Theis	
Chih Chiang Lee	Francis & Nelia Tiotangco	
Eugene Lenz	Victor & Reeta Tomazic	
William Lindsay	Richard Tooley	
Deric & Deborah Lords	Norman Traub	
Edward & Linda Low	James Trawick	
Linda Lukowski	Kathleen Trevena	
Darwyn & Lois Lumley	Denise Wadsworth	
William & Karen Mangold	Dave & Kathlyn West	
David & Linda Mann	William & Julia Whalen	
Harvey & Nancy Martindill	Hai & Judith Wightman	
Jerry & Fumiko Mason	L. E. Wiley	
Gary & Pamela Mauss	Harold & Beverly Wise	
Charles & Lois Mayhew	Thomas & Elouise Woore	
W. A. McClary	Francis & Margaret Underlich	
Leslie Melenchuk	Granville & Alice Yoshina	
Richard & Joanne Miller	James & Debra Yost	
Homero Miranda	Michael & Margaret Zella	
John & Amanda Morgan		
	TOTAL DIRECT MAIL	5,170.00

ADOPT-A-BOOK - OTHER DONATIONS

Margaret Cooper		
Nita Godwin		
Sam's Club		
Placentia Round Table		
Donation box at Circ Desk		
	TOTAL AAB OTHER	1,508.30
	TOTAL ADOPT-A-BOOK	8,688.30

BOOK ENDOWMENT DONATIONS

Laurel McCarthy
Mark & Sandra Nelson
Florence Purdy
B of A for Peggy Dinsmore
Friends of the Placentia Library

TOTAL BOOK ENDOWMENT 1,530.00

OPERATING FUND DONATIONS

Theodore Farkas
Gordon & Dixie Shaw (for lapsit programs)
B of A for Gertrude Stark
Al & Laura Penry
Allan & Sandra Stark

TOTAL OPERATING FUND 1,420.00

TOTAL DONATIONS 11,638.30

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *cd*

DATE: November 18, 1997

SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH OF SEPTEMBER AND OCTOBER**

1. **Air Conditioning** - Regular inspection, repair to two condensers, freon leak detected and repaired.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting in September. No service in October. Tri-County Lighting declined to continue service, second highest bidder, Christensen Lighting will take over contract. Regular service will be performed in November.
3. **Windows** - All windows of Library were washed.

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director *EM*

DATE: November 18, 1997

SUBJECT: PERSONNEL REPORT FOR SEPTEMBER AND OCTOBER, 1997

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

Dallas Adams, part-time Student Shelver (Circulation), effective 11/04/97
DeAnna Foster, part-time Student Shelver (Circulation), effective 11/05/97

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of September 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 September	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	6.00	30.50	9/95	183.75
Covington, Darlene	9.25	25.00	3/95	336.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	24.25	61.25	7/82	6,264.75
Floroni, Pete	2.50	18.50	3/97	34.25
Floroni, Ruth	2.50	18.50	3/97	34.25
Fitzgerald, Joan	6.50	50.00	10/93	1,072.00
Godwin, Nita	6.25	17.50	2/96	113.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	5.00	17.50	10/95	190.00
Horrocks, Marjorie	4.00	10.00	10/95	124.00
Irot, Pat	24.00	101.00	2/96	640.00
Livesey, Jane	0.00	19.25	4/96	132.00
Malik, Shamim	34.00	132.50	5/97	212.50
Mignot, Shirley	3.50	16.50	9/95	180.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	20.00	40.50	10/95	333.50
Olson, Bob	4.50	13.00	9/95	114.25
Olson, Jeanne	4.00	10.00	9/95	96.25
O'Neil-Zom, Edie	3.75	3.75	1/97	23.50
Schlichter, Allan	8.00	20.25	10/93	394.50
Shaw, Dixie	4.00	7.75	5/94	108.00
Stark, Allan	2.50	7.50	4/97	13.00
Stark, Sandra	2.50	7.50		72.50
Vymer, Betty	12.50	43.50	1/96	230.75
„T.P.A. / Job Training Partnership Act	0.00	189.50		418.50
S.T.E.P. / Senior Training & Employment Program	176.00	427.50		2,397.75
TOTAL	365.50	1,335.50		14,170.75

TEMPORARAY VOLUNTEERS

	FY97/98	
	September	YTD
Arain, Nazlee	0.00	10.00
Bengstern, Bob	0.00	5.00
Bickford, Lance	0.00	2.50
Burns, John	2.50	5.00
Chang, Albert	0.00	24.00
Chib, Sheetal	0.00	28.00
Chou, Katherine	2.00	47.75
Cipres, Marcella	2.50	4.50
El Mohawar, Samah	0.00	12.00
Fahim, Fady	0.00	66.50
Fahim, Runia	0.00	80.50
Giorgi, Charlie	0.00	9.50
Guzman, Jessica	2.00	7.50
Hayashi, Colleen	0.00	2.50
Hayashi, Kristen	0.00	2.50
Issacs, Ryan	0.00	10.00
Jaques, Lura	0.00	11.00
Kai, Jarhou	15.50	62.50
Konman, Laurie	2.50	7.00
LaBonte, Ryan	0.00	10.25
Lichtenstein, George	0.00	1.00
Lim, Michael	0.00	7.00
Lin, Jeff	0.00	27.00
Lin, Sherry	0.00	14.00
Lin, Steven	4.00	21.00
Lopez, Armando	0.00	30.00
Lui, Wen-Tsu	0.00	28.75
Minh, David	0.00	15.00
Mohan, Kavita	0.00	25.25
Nguyen, Hien	0.00	0.00
Patel, Ashish	0.00	77.50
Patel, Mayur	0.00	21.00
Perez, Manual	7.50	7.50
Reed, Robert	2.50	2.50
Shah, Niketa	0.00	2.00
Soo, Mary	15.75	15.75
Stewart, Morgan	0.00	30.00
Tolu, Sonuyi	0.00	35.25
Um, Tricia	0.00	28.00
Yada, Julie	5.00	17.00
Yu, Liang	5.75	21.75
Yu, Stacy	0.00	13.00
TOTAL	67.50	860.25

LVA VOLUNTEERS

Literacy Volunteer Hours	376.00
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TOTAL VOLUNTEER HOURS

609

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

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

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50		580.00	482.00	
November	418.00	519.75		449.50	257.00	
December	301.00	370.00		297.50	142.00	
January	361.25	488.60		469.00	367.00	
February	339.25	480.00		601.50	517.00	
March	410.50	675.00		476.00	493.00	
April	702.25	788.00		455.00	633.00	
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, ^{cw}Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of October 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 October	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	4.00	34.50	9/95	187.75
Covington, Darlene	4.75	29.75	3/95	340.75
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	21.00	82.25	7/82	6,285.75
Floroni, Pete	0.00	18.50	3/97	34.25
Floroni, Ruth	0.00	18.50	3/97	34.25
Fitzgerald, Joan	6.00	56.00	10/93	1,078.00
Godwin, Nita	9.00	26.50	2/96	122.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	11.25	28.75	10/95	201.25
Horrocks, Marjorie	4.00	14.00	10/95	128.00
Irot, Pat	30.50	131.50	2/96	670.50
Livesey, Jane	11.50	30.75	4/96	143.50
Lord, Audrey	14.00	14.00	10/97	14.00
Malik, Shamim	19.50	152.00	5/97	232.00
Mignot, Shirley	6.00	22.50	9/95	186.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	20.50	61.00	10/95	354.00
Olson, Bob	4.25	17.25	9/95	118.50
Olson, Jeanne	2.00	12.00	9/95	98.25
O'Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	10.00	30.25	10/93	404.50
Shaw, Dixie	3.25	11.00	5/94	111.25
Stark, Allan	2.50	10.00	4/97	15.50
Stark, Sandra	2.50	10.00		75.00
Wymer, Betty	2.50	46.00	1/96	233.25
J.T.P.A. / Job Training Partnership Act	21.00	210.50		439.50
S.T.E.P. / Senior Training & Employment Program	180.00	607.50		2,577.75
TOTAL	390.00	1,725.50		14,560.75

TEMPORARAY VOLUNTEERS

	FY97/98			FY97/98	
	October	YTD		October	YTD
Araia, Nazlee	0.00	10.00	Minh, David	0.00	15.00
Ataris, Andy	5.00	5.00	Mirza, Rabla	3.25	3.25
Bengstern, Bob	0.00	5.00	Mohan, Kavita	0.00	25.25
Bickford, Lance	0.00	2.50	Nguyen, Hien	0.00	0.00
Bone, Shawnda	2.50	2.50	Patel, Ashish	0.00	77.50
Bionston, Scott	2.50	2.50	Patel, Mayur	0.00	21.00
Burns, John	0.00	5.00	Perez, Manual	0.00	7.50
Chang, Albert	0.00	24.00	Pham, Nan	3.25	3.25
Chib, Sheetal	0.00	28.00	Pham, Tu	3.25	3.25
Chou, Katherine	2.00	49.75	Pi, Irene	3.25	3.25
Cipres, Marcella	2.50	7.00	Reed, Robert	2.50	5.00
Dadhaniya, Ammie	3.00	3.00	Shah, Niketa	0.00	2.00
El Mohawar, Samah	0.00	12.00	Silva, Pamela	7.25	7.25
Fahim, Fady	0.00	66.50	Soo, Mary	7.00	22.75
Fahim, Runla	0.00	80.50	Stewart, Morgan	0.00	30.00
Giorgi, Charlie	0.00	9.50	Tofu, Sonuyi	0.00	35.25
Govea, Melissa	9.00	9.00	Um, Tricia	0.00	28.00
Guzman, Jessica	1.00	8.50	Villa, Eric	6.00	6.00
Harnett, Tom	5.00	5.00	Vo, Anh-Thu	3.25	3.25
Hayashi, Colleen	0.00	2.50	Yada, Julie	0.00	17.00
Hayashi, Kristen	0.00	2.50	Yorba, Greg	5.00	5.00
Issacs, Ryan	0.00	10.00	Yu, Liang	8.00	29.75
Jaques, Lura	0.00	11.00	Yu, Stacy	0.00	13.00
Kai, Jarhou	0.00	62.50			
LaBonte, Ryan	0.00	10.25			
Kumar, Puresh	6.00	6.00			
LaBonte, Ryan	0.00	10.25			
Lichtenstein, George	0.00	1.00			
Lim, Michael	0.00	7.00			
Lin, Jeff	0.00	27.00			
Lin, Sherry	0.00	14.00			
Lin, Steven	6.00	27.00			
Lopez, Armando	0.00	30.00			
Lui, Wen-Tsu	0.00	28.75			
TOTAL	44.50	585.00	TOTAL	52.00	363.50

LVA VOLUNTEERS

Literacy Volunteer Hours 435.00

TOTAL VOLUNTEER HOURS

921

REGULAR VOLUNTEERS are committed to an on-going program each week
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50	486.00	580.00	482.00	435.00
November	418.00	519.75		449.50	257.00	
December	301.00	370.00		297.50	142.00	
January	361.25	488.60		469.00	367.00	
February	339.25	480.00		601.50	517.00	
March	410.50	675.00		476.00	493.00	
April	702.25	788.00		455.00	633.00	
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	

Placentia Library District
Circulation Report
NOVEMBER 18, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 SEP 97	FY96-97 SEP 96
1st Time Checkouts	47,259	51,409	-8.22%	13,784	14,305
Phone Renewals	3,123	3,090	1.07%	1,146	1,092
In-Building Renewals	3,614	4,699	-26.23%	1,169	1,331
Total Renewals	6,737	7,989	-15.67%	2,315	2,423
TOTAL CHECKOUTS	53,996	59,478	-9.22%	16,099	16,728
On-Time Checkins	46,641	53,761	-13.24%	12,400	14,002
Late Checkins	7,452	8,929	-16.54%	2,359	2,754
TOTAL CHECKINS	54,093	62,690	-13.71%	14,759	16,756
Holdings Placed	1,049	1,244	-15.68%	304	383
Holdings Cancelled	196	208	-5.77%	63	68
Holdings Filled	951	1,091	-12.83%	288	313
Holdings Expired	9	8	12.50%	6	3
Overdue Items	2,436	2,418	0.74%	816	677
Overdue Notices	1,006	1,101	-8.63%	333	339
Billing Notices	1,357	1,470	-7.69%	424	406
Patrons Registered	930	865	7.51%	457	347
Titles Added	1,662	1,779	4.67%	512	489
Volumes Added	2,732	3,624	-24.61%	764	1,414
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	21,690	27,003	-19.68%	7,382	8,386
Juvenile Print	27,783	26,395	5.26%	7,269	6,679
Total Print	49,473	53,398	-7.35%	14,651	15,065
Audio	1,768	2,481	-28.74%	609	907
Visual	2,975	3,597	-17.29%	838	869
Equipment	0	0	0.00%	0	0
Total Audio Visual	4,743	6,078	-21.96%	1,477	1,776
TOTAL CIRCULATION	53,996	59,478	-9.22%	16,099	16,728
Placentia Circulation	37,024	36,655	1.01%	10,704	10,079
% Placentia Circulation	68.29%	61.63%	10.81%	66.49%	59.85%
Anaheim/Yorba Linda Circulation	8,361	11,233	-25.57%	2,615	3,397
% Anaheim/Yorba Linda Circulation	15.42%	18.89%	-18.37%	16.24%	19.56%
TYPES OF BORROWERS					
Adult	33,605	39,945	-15.87%	10,534	12,018
Young Adult	747	750	-0.40%	260	221
Juvenile	16,075	14,782	8.75%	3,728	3,348
New Borrower	3,785	3,966	-4.56%	1,577	1,141
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL BORROWERS	53,996	59,478	-9.22%	16,099	16,728
ATTENDANCE					
Adult Reference - In Building	3,191	3,732	-14.50%	1,152	1,399
Adult Reference - Telephone	796	763	4.33%	285	285
Children's Reference - In Building	2,894	1,446	100.14%	608	552
Children's Reference - Telephone	97	145	-33.10%	47	37
Total Adult Reference	3,987	4,495	-11.30%	1,437	1,684
Total Children's Reference	2,991	1,591	87.99%	655	589
Total In Building Reference	6,085	5,178	17.52%	1,760	1,951
Total Telephone Reference	893	908	-1.65%	332	322
TOTAL REFERENCE	6,978	6,086	14.66%	2,092	2,273

Placentia Library District
Circulation Report
NOVEMBER 18, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 OCT 97	FY96-97 OCT 96
1st Time Checkouts	61,065	68,092	-10.32%	13,806	16,603
Phone Renewals	4,520	4,321	4.61%	1,397	1,231
In-Building Renewals	4,756	6,707	-29.09%	1,142	1,808
Total Renewals	9,276	11,028	-15.89%	2,539	3,039
TOTAL CHECKOUTS	70,341	79,120	-11.10%	16,345	19,642
On-Time Checkins	59,551	69,523	-14.34%	12,910	15,762
Late Checkins	10,083	11,942	-16.57%	2,631	3,013
TOTAL CHECKINS	69,634	81,465	-14.52%	15,541	18,775
Hold Placed	1,356	1,637	-17.17%	307	393
Hold Cancelled	254	290	-12.41%	58	82
Hold Filled	1,248	1,442	-13.45%	297	351
Hold Expired	14	9	55.56%	5	1
Overdue Items	3,478	3,375	3.05%	1,042	957
Overdue Notices	1,480	1,551	-4.58%	474	450
Billing Notices	1,845	1,949	-5.34%	488	479
Patrons Registered	1,303	1,248	4.41%	373	383
Titles Added	2,663	2,538	4.93%	801	759
Volumes Added	4,260	5,577	-23.61%	1,528	1,953
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	28,852	36,220	-20.34%	7,162	9,221
Juvenile Print	36,209	35,139	3.05%	8,426	6,679
Total Print	65,061	71,363	-8.83%	15,588	17,985
Audio	2,238	3,260	-31.35%	470	779
Visual	3,702	4,495	-17.64%	727	898
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,940	7,755	-23.40%	1,197	1,677
TOTAL CIRCULATION	70,341	79,120	-11.10%	16,345	19,642
Placentia Circulation	47,528	48,193	-1.38%	10,504	11,538
% Placentia Circulation	66.94%	60.91%	9.90%	63.35%	58.74%
Anaheim/Yorba Linda Circulation	11,678	15,338	-23.86%	3,317	4,105
% Anaheim/Yorba Linda Circulation	16.45%	19.39%	-15.16%	20.00%	20.90%
TYPES OF ACTIVE BORROWERS					
Adult	44,436	53,717	-17.28%	10,831	13,772
Young Adult	1,080	1,067	1.22%	333	317
Juvenile	20,064	19,057	5.28%	3,989	4,275
New Borrower	5,415	52,424	-89.67%	1,630	1,276
Non Resident	0	2	0.00%	0	2
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	70,995	79,085	-10.23%	16,783	19,642
TOTAL REGISTERED BORROWERS	26,798			26,798	
ATTENDANCE					
Adult Reference - In Building	4,474	5,308	-15.71%	1,283	1,576
Adult Reference - Telephone	1,103	1,046	5.45%	307	283
Children's Reference - In Building	3,580	2,077	72.36%	686	631
Children's Reference - Telephone	143	203	-29.56%	46	58
Total Adult Reference	5,577	6,354	-12.23%	1,590	1,859
Total Children's Reference	3,723	2,280	63.29%	732	689
Total In Building Reference	8,054	7,385	9.06%	1,969	2,207
Total Telephone Reference	1,246	1,249	-0.24%	353	341
TOTAL REFERENCE	9,300	8,634	7.71%	2,322	2,548

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-95	8/11/95	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug-95	9/11/95	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep-95	10/5/95	5,607.26	523.47	835.38	40.78			7,006.89
Oct-95	11/9/95	4,341.85	712.90	835.38	539.57			6,429.70
Nov-95	12/8/95	3,678.53	718.12	835.38			255.66	5,487.69
Dec-95	1/26/96	3,594.00	852.78	835.38	107.50			5,389.66
Jan-96	2/7/96	3,259.95	753.70	835.38	128.50			4,977.53
Feb-96	3/21/96	3,739.72	765.96	835.38	289.69			5,630.75
Mar-96	5/6/96	3,548.04	751.47	835.38	107.50			5,242.39
Apr-96	6/11/96	3,839.44	759.92	835.38	107.50		1,660.73	7,202.97
May-96	7/9/96	3,119.00	840.14	835.38	107.50			4,902.02
Jun-96	7/10/96	2,652.71	641.34	835.38	107.50			4,236.93
TOTAL		48,074.82	8,765.24	10,024.56	1,643.54	0.00	1,916.39	70,424.55
AVG		4,006.24	730.44	835.38	136.96			5,868.71

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97								0.00
Nov-97								0.00
Dec-97								0.00
Jan-98								0.00
Feb-98								0.00
Mar-98								0.00
Apr-98								0.00
May-98								0.00
Jun-98								0.00
TOTAL		13,947.67	2,491.29	2,050.24	0.00	0.00	0.00	18,489.20
AVG		4,649.22	830.43	683.41				6,163.07

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996	1,283.50	204.00	19.90	1,507.40	753.70
Feb 1996	1,283.50	204.00	44.41	1,531.91	765.96
Mar 1996	1,283.50	204.00	15.43	1,502.93	751.47
Apr 1996	1,283.50	204.00	32.34	1,519.84	759.92
May 1996	1,348.84	279.00	52.44	1,680.28	840.14
Jun 1996	1,089.28	174.00	19.41	1,282.69	641.35
TOTAL	14,586.02	2,592.00	352.40	17,530.42	8,765.21
AVG	1,215.50	216.00	29.37	1,460.87	730.43

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997	1,090.00	236.40	41.93	1,368.33	684.17
Mar 1997	1,090.00	234.00	19.41	1,343.41	671.71
Apr 1997	1,090.00	234.00	20.97	1,344.97	672.49
May 1997	1,090.00	234.00	43.27	1,367.27	683.64
Jun 1997	1,463.92	324.00	73.44	1,861.36	930.68
TOTAL	14,580.96	3,269.40	374.74	18,225.10	9,112.55
AVG	1,215.08	272.45	31.23	1,518.76	759.38

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97				0.00	0.00
Nov-97				0.00	0.00
Dec-97				0.00	0.00
Jan-98				0.00	0.00
Feb-98				0.00	0.00
Mar-98				0.00	0.00
Apr-98				0.00	0.00
May-98				0.00	0.00
Jun-98				0.00	0.00
TOTAL	3,464.22	552.00	84.24	4,100.46	2,050.23
AVG	1,154.74	184.00	28.08	1,366.82	683.41