

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

December 19, 1995

7:30 P.M.

Library Conference Room

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

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

7:40pm

1. Roll Call. Administrative Assistant

2. Adoption of Agenda.

Absent: Scholer + Evans

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

Presentation: Library Director  
Recommendation: Adopt by Motion

Stark/Master - left off elect  
this - will be  
on in Jan

3. Minutes of the November 21, 1995, Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

Master / Quinn  
Age: Mark Quinn  
Absen: Stark  
absent: Evans - Scholer

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.

No one here

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's Report. *Letter Pat Deant*  
*Citizen 7 year anniversary report*  
*Tell for can about 1 year*  
*CSDA Newsletter* *Richard DeBucy*

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Director

*Robert Ross*  
*Mandal Davis*

7. Placentia Library Foundation Report.

Presentation: Library Board Secretary

8. Santiago Library System Advisory Board Report

Presentation: Minutes of the August 22, 1995, Meeting

**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. 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)

*(There are no Nonstandard Claims for this period.)*

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

Claims forwarded by the Library Director in the amount of \$3,337.51.

11. Current Claims and Payroll. (Approve)

Current Claims of \$22,140.94; Payrolls 3358 and 3359, for a cumulative payroll total of \$44,170.00 Combined total of Current Claims and Payrolls of \$66,310.94.

12. Authorize Transfer of \$70,000.00 from FUND 707 (General Fund) to FUND 706 (Bond Redemption) to reverse the transfer authorized on October 17, 1995.

Presentation: Library Director  
Recommendation: Approve by Motion

*Stark/Mace*

*eliminated*  
*11/17/97*

**FINANCIAL REPORTS** (Items 13 - 19)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 - 19 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 November, 1995. (Receive & File)
14. County of Orange Investment Pool Portfolio Summary for October and November, 1995. (Receive & File)
15. Office General Ledger & Check Registers for November, 1995. (Receive & File)
16. Acquisitions Report for November, 1995. (Receive & File)
17. Overdue Collection Report for November, 1995. (Receive & File)
18. Debit Card System Reimbursement Report for November, 1995. (Receive & File)
19. Gifts Report for November, 1995. (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 20 - 25)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 20 - 25 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.*

20. Building Maintenance Report for November, 1995. (Receive & File)
21. Personnel Report for November, 1995. (Receive, File, and Ratify Appointments)
22. Volunteer Report for November, 1995. (Receive & File)
23. Circulation Report for November, 1995. (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
25. Submission of the District's Certification for the Public Library Fund Grant, and Request for Waiver from its 100% Maintenance of Effort Requirement for 1995-1996, to the State Library of California. (Receive & File)

**CONTINUING BUSINESS**

26. Orange County Bankruptcy Settlement Agreement.

Presentation: Library Director  
Recommendation: Approve Settlement Agreement

**NEW BUSINESS**

27. Select Vendor for Photocopier Contract.

Presentation: Library Director  
Recommendation: *Defer to Jan agenda*  
*expensive as they get.* Stark/Minter  
~~Receive and File Proof of Publication of Request for Bids, and Award Contract~~

28. Authorization to Solicit Bids for Purchase, Lease Purchase, or Lease of Local Area Network System.

Minter/Stark  
Presentation: Library Director  
Recommendation: Authorize Solicitation of Bids

29. Selection of Board Representative and Alternate to the Orange County (Emergency) Operational Area Council; and Appointment of Staff as Representative and Alternate to the Orange County Emergency Organization.

Al Schular - Del  
Pay Durn - Altrick  
Presentation: Library Director  
Recommendation: Select Trustee Representative and Alternate to the Operational Area Council; and Appoint Library Director Elizabeth Minter as Representative and Administrative Assistant Charlene Dumitru as Alternate to the Orange County Emergency Organization.

30. Travel Authorizations for Board President Dinsmore and Staff to attend the Public Library Association Biennial Conference, Portland, Oregon, March 26-30, 1996; and the Southern California Library Literacy Network 1006 Conference/Planning Retreat, Los Angeles Conference Center, Lake Arrowhead, May 7-9, 1996.

Presentation: Library Director  
Recommendation: Approve

**STAFF REPORTS (Items 31 - 37)**

- 31. Program Report for the Month of November, 1995. (Program Committee)
- 32. Children's Services Report for the Month of November, 1995. (Schneider)
- 33. Publicity Materials produced for the Month of November, 1995. (Willauer)
- 34. Placentia Library Literacy Services Report for the Month of November, 1995. (Matas)
- 35. Families for Literacy Project Report for the Month of November, 1995. (Walters)
- 36. Placentia Pride Committee Report for November, 1995. (Ammar)

- 37. Safety Committee Minutes for October, 1995. (Walters)

**ADJOURNMENT**

- 38. Agenda Preparation for the December 19, 1995, Regular Meeting.

- 39. Review of Action Items.

Elective of album, 1 Photocopy Book  
Part 6 SONICAT

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

- 40. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the December 19, 1995 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 14, 1995.

\_\_\_\_\_

### CALENDAR FOR LIBRARY BOARD OF TRUSTEES

|               |   |
|---------------|---|
| Jan 2 (Tues)  | Friends of the Library Board Meeting, 7:00 P.M. (Evans)               |
| Jan 16 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| January 19-25 | American Library Association Midwinter Meeting, San Antonio.          |
| Feb 5 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Masters)             |
| Feb 20 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Mar 4 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)             |
| Mar 9 (Sat)   | Author's Luncheon, Alta Vista Country Club, 11:00 A.M. (All Trustees) |
| Mar 16 (Sat)  | CALTAC Trustee Leadership Workshop, Corona, 9:00 A.M. (All Trustees)  |
| Mar 17-20     | NSFRE International Conference, Convention Center, Los Angeles        |
| Mar 19 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Mar 26-30     | Public Library Association National Conference, Portland.             |
| Apr 1 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Stark)               |
| Apr 14-20     | National Library Week   |
| Apr 16 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| May 6 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)            |
| May 21 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Jun 3 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Evans)               |
| Jun 18 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Jul 4-10      | American Library Association Annual Conference, New York City         |
| Jul 16 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Aug 20 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Sep 3 (Tues)  | Friends of the Library Board Meeting, 7:00 P.M. (Masters)             |
| Sep 17 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Oct 7 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)             |
| Oct 13-16     | LITA/LAMA National Conference, Pittsburgh, PA                         |
| Oct 15 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Nov 4 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Stark)               |
| Nov 19 (Tues) | Library Board Meeting, 7:30 P.M.                                      |
| Dec 2 (Mon)   | Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)            |
| Dec 17 (Tues) | Library Board Meeting, 7:30 P.M.                                      |

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 21, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 21, 1995 at 7:32 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** Secretary Sandra Stark

**Others Present:** Principal Librarian Suad Ammar; and Administrative Assistant Charlene Dumitru

**ADOPTION OF  
AGENDA**

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

|                 |                                   |
|-----------------|-----------------------------------|
| <b>AYES:</b>    | Dinsmore, Evans, Shkoler, Masters |
| <b>NOES:</b>    | None                              |
| <b>ABSTAIN:</b> | None                              |
| <b>ABSENT:</b>  | Stark                             |

**MINUTES**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of October 17, 1995 as presented.

|                 |                                   |
|-----------------|-----------------------------------|
| <b>AYES:</b>    | Dinsmore, Evans, Shkoler, Masters |
| <b>NOES:</b>    | None                              |
| <b>ABSTAIN:</b> | None                              |
| <b>ABSENT:</b>  | Stark                             |

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that the California Library Association Conference held on November 11 - 13 was one of the best she had ever attended with many excellent speakers and presentations. The California Association of Library Trustees and Commissioners (CALTAC) board meeting was preceded by a meeting of the Round Table of Trustees and Commissioners. Presentations were made on a variety of issues by several very well informed Trustees from many libraries.

President Dinsmore encouraged all trustees to attend the CALTAC workshop "Libraries: Challenges for the Future" to be held on March 16, 1996 at Corona Public Library. Dr. Kevin Starr, State Librarian, will be keynote speaker.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter referred to the Friends of the Library report in the Board agenda packet. She reported that the Library, Friends of the Library, and Placentia-Yorba Linda School District have joined together in nominating Library Volunteer and Friends President Pat Irot as Placentia Citizen of the Year.

**FOUNDATION  
REPORT**

The Foundation Report was not available as Foundation President Stark was absent. The report will be calendared for the December Board Meeting.

**CLAIMS**

It was moved by Trustee Masters, seconded by Trustee Shkoler to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$4,457.31; and Current Claims and Payroll in the amount of \$68,346.53.

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

**FINANCIAL REPORT**

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

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive Agenda Items 18 through 24: Building Maintenance Report for October, 1995 (Receive & File); Personnel Report for October, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for October, 1995 (Receive & File); Circulation Report for October, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Program Budget Request for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996 as submitted to the State Library of California based upon the allocation approved by the California Library Services Board (Receive & File); and Quarterly Report the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996 (Receive & File).



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

**ORANGE COUNTY  
BANKRUPTCY  
SETTLEMENT  
AGREEMENT**

Library Director Minter discussed the status of the Orange County Bankruptcy and the proposed settlement agreement. No Board action was taken.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve travel expense not to exceed \$595.00 from the General Fund for Library Director Minter to attend the International Conference on Fund Raising in Los Angeles, March 17-20, 1996; and to approve travel expense not to exceed \$786.00 from the 321 Department of Education Grant, for Literacy Coordinator Katie Matas to attend the Technology, Reading and Learning Difficulties Conference in San Francisco, January 19 - 20, 1996.

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

**STAFF REPORTS**

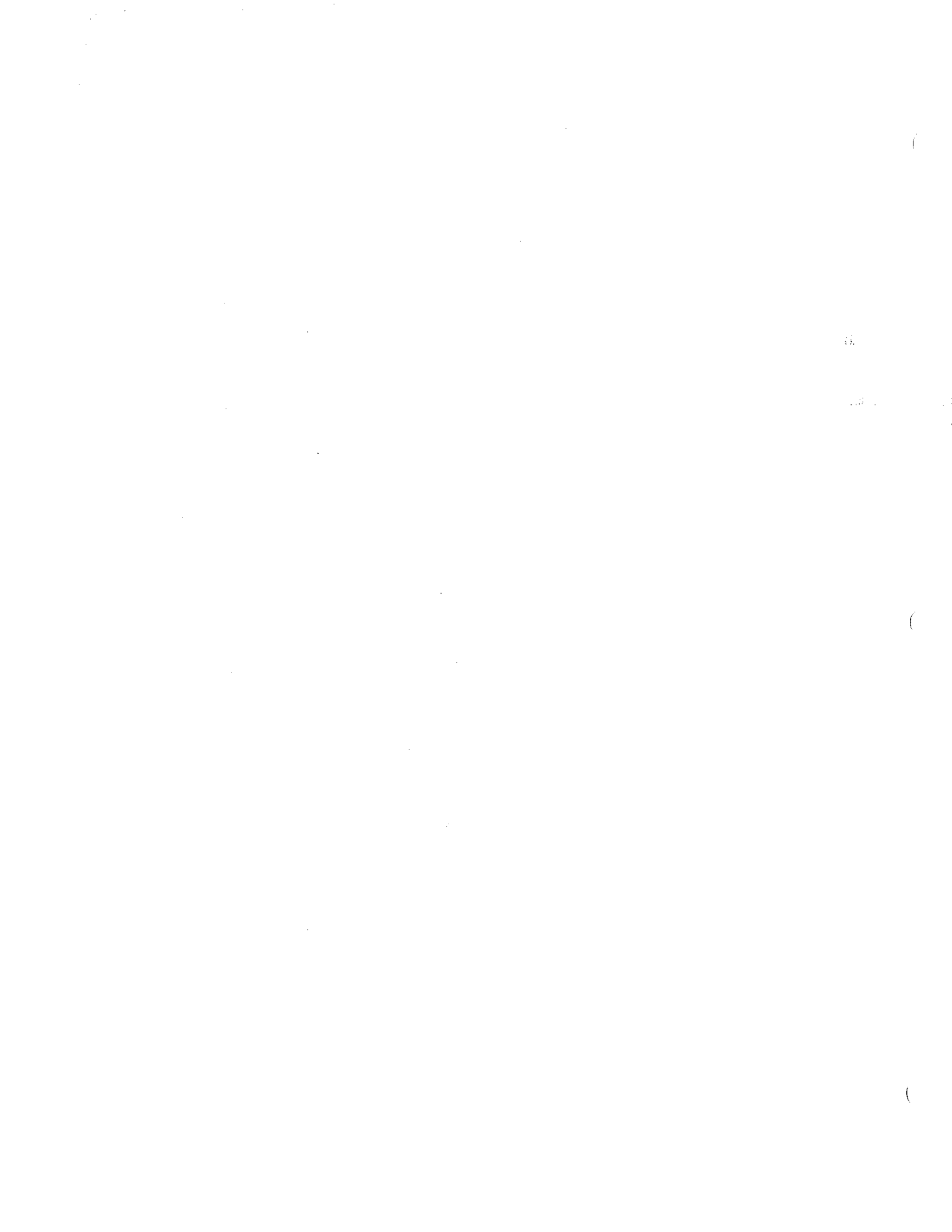
It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 27 through 32: Program Report for Month of October, 1995; Children's Services Report for Month of October, 1995; Publicity Materials produced for the Month of October, 1995; Placentia Library Literacy Services Report for Month of October, 1995; Families for Literacy Project Report for the Month of October, 1995; and Placentia Pride Committee Report for Month of October, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 8:15 P.M.

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Margaret V. Dinsmore, President



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: December 19, 1995  
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, December 4, 1995. Library Board President Peggy Dinsmore and Library Director Elizabeth Minter attended the Meeting.

Treasurer Marj Dailey reported that the Book Store received \$694.15, and Memberships received \$588.00.

Membership renewal and recruitment letters were mailed the last week of October for the calendar 1996 membership year.

The Board approved the purchase of a refrigerator for use by the Library Programing Committee.

Library Director Minter announced that an invitation has been sent to Elizabeth Forsythe Hailey to be the speaker for the Author's Luncheon and that we are awaiting a reply.

President Irot reported that the Placentia History Room inventory project has been completed. The Committee is recommending that one of the sets of Western history be rebound, preferably with restoration of the original leather bindings. The Committee will proceed with getting cost estimates from qualified binders.

The Board discussed purchasing an electronic telephone answering system for the Library. Specifications desired are selections for hours (more than 50% of callers want to know the hours of operation), directions to the Library, and book renewal requests. Library Assistant/Circulation Supervisor Peggy Burkich has been assigned to help the Friends research the options for this project.

President Irot announced that the Friends are ready to institute its book delivery program for senior residential facilities in Placentia. Principal Librarian Suad Ammar and Librarian Julie Shook will be asked to make the final arrangements with the Program Director at each facility.





# ANTIAGO LIBRARY SYSTEM

C/O FULLERTON PUBLIC LIBRARY  
353 W. COMMONWEALTH AVE.  
FULLERTON, CA 92632

714/526-7376 PHONE  
714/526-7389 FAX

**MINUTES**  
**SYSTEM ADVISORY BOARD MEETING**  
**HASKETT READING CENTER - ANAHEIM PUBLIC LIBRARY**  
2650 West Broadway, Anaheim  
Tuesday, August 22, 1995  
6:30 p.m.

|                                |  |   |
|--------------------------------|--|---|
| SAB<br>Members<br>Present:     | Marty Martini, Chair<br>Rilda Jamieson<br>Gabriele (Gigi) Genereux | Orange Pub. Lib.<br>Anaheim Pub. Lib.<br>Fullerton Public Lib.          |
| Council<br>Members<br>Present: | Al Milo<br>CarolAnn Tassios<br>Kevin Moore                         | Fullerton Public Lib.<br>Yorba Linda Public Lib.<br>Anaheim Public Lib. |
| Staff:                         | Linda Katsouleas, Exec. Dir.                                       | Santiago Library System   |

**I. CALL TO ORDER**

Marty Martini, Chair, called the meeting to order at 6:40 p.m.

**II. INTRODUCTIONS**

After self introductions, Chairman Martini welcomed G. Genereux back to the SAB.

**III. APPROVAL OF MINUTES**

**ACTION:** It was M/S/C (G. Genereux/R. Jamieson) unanimously to approve the minutes of March 22, 1995.

- 2-

#### **IV. OLD BUSINESS**

##### **A. Report on Specialized Resources Project**

C. Tassios reported on the cumulation of the data on specialized resources in SLS libraries. Problems in compiling a resource directory have arisen due to variations in collection of data, budget changes in member library services, changes in system configuration and the fact many services are restricted to use by local residents only. Tassios presented an alternative use: an insert in the new SLS Brochure or as part of a local library materials packet on special programs. This presentation would be more general in its approach, but might include specific examples where appropriate. The SAB requested the concept be further developed and returned for review. C. Tassios will contact individual SAB members for assistance.

#### **V. NEW BUSINESS**

##### **A. Plan of Service 1995/96**

It was M/S/C (G. Genereux/R. Jamieson) to accept the 95/96 Plan of Service as submitted.

##### **B. Nominating Committee Report**

It was M/S/C (R. Jamieson/G. Genereux) to approve the slate of officers for 1996 (M. Martini, Chair, D. Rodriguez, Vice Chair) as submitted.

##### **C. Bylaws Amendment**

It was M/S/C (G. Gerereux/R. Jamieson) to accept the Bylaws revisions as submitted.

The concensus of the SAB members was to review the Bylaws again later in the year.

#### **VI. REPORTS**

##### **A. SAB Chair's Report - M. Martini**

The Chair had no report at this time.

##### **B. System Chair's Report - C. Tassios**

- 3 -

C. Tassios, 94/95 System Chair reported on the SAB project earlier in the meeting. A. Milo, 95/96 Chair reported that he had written letters to the State Librarian on TBR and to invite him to a fall SLS Council meeting.

C. System Director's Report - Linda Katsouleas

L. Katsouleas reported briefly on the CLSB meeting, on the phasing out of SCAN and on Council's decision to merge system offices at one location site.

VII. ROUND TABLE

M. Martini, OPL reported on the new library building in Paso Robles and showed photos of the old Carnegie building.

G. Genereux, FPL, expressed her pleasure at rejoining the SAB.

Kevin Moore, APL, discussed increased development of the APL legal collection. The library is applying for a "Born to Read" grant, targeting at risk infants. The annual Summer Reading Program has focused on cross-departmental efforts. July 1, 1995 the APL Foundation was created with the goal of a permanent endowment fund to help support the materials budget by 2002. Plans for fundraising are being developed.

Al Milo, FPL, reported that the Fullerton City Council spontaneously granted a one time \$100,000 addition to the library budget. The FPL Foundation is actively raising money to purchase a site for a future branch.

VIII. DATE AND LOCATION OF NEXT REGULAR MEETING

The consensus of the members was to hold meetings on Tuesday evenings. Specific dates will be scheduled by the Chair.

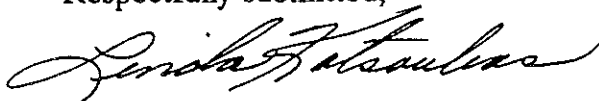
IX. ADJOURNMENT

There being no further business the meeting adjourned at 8:05 p.m.

X. TOUR OF HASKETT BRANCH

The SAB were given an educational tour of the Haskett Reading Center, including a history of the branch and its evolution into a family-oriented reading center.

Respectfully submitted,



Linda Katsouleas, Director





PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 19, 1995

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



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
December 19, 1995

| DATE     | REPORT NO. | AMOUNT            |
|----------|------------|-------------------|
| 11/30/95 | 3351       | \$3,337.51        |
| TOTAL    |            | <u>\$3,337.51</u> |

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/30/95  
REPORT NO 3351

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

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

| APPROVED CLAIMS  |                        |          |                          |                     |             |          | A/C's Use Only |    |
|--|------------------------|----------|--------------------------|---------------------|-------------|----------|----------------|----|
| Payee Name and Address<br>Social Security/Tax ID                             | Date/<br>Invoice#      | Orgn     | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | Doc<br>Number  | SC |
| N03645<br>CareAmerica<br>6300 Canoga Ave.<br>Woodland Hills, CA 91367        | Dec. 1995              |          | 0300                     | 00                  |             | 2,106.41 |                |    |
| N03648<br>Cascade Drinking Water<br>P.O. Box 9179<br>Whittier, CA 90608-9179 | Nov 24, 1995<br>012179 |          | 1800                     | 00                  |             | 24.95    |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001          | Nov 17, 1995           |          | 0700                     | 00                  |             | 123.40   |                |    |
|  |                        | 528-1096 | 0700                     | 01                  |             | 17.75    |                |    |
|  | Nov. 19, 1995          |          | 0700                     | 01                  |             | 24.28    |                |    |
|  |                        | 996-2865 | 0700                     | 01                  |             | 65.61    |                |    |
|  |                        | 996-4983 | 0700                     | 01                  |             |          |                |    |
|  | Oct 17, 1995           |          | 0700                     | 01                  |             | 17.31    |                |    |
|  |                        | 528-8236 | 0700                     | 07                  |             | 15.36    |                |    |
|  |                        |          |                          |                     |             | 263.71   |                |    |
| N06686<br>Office Depot<br>P.O. Box 660337, Dept. 80<br>Dallas, TX 75266-0337 | Nov 15, 1995           |          | 1800                     | 00                  |             | 508.62   |                |    |
| N05030B<br>A T & T<br>P.O. Box 10103<br>Van Nuys, CA 91410-0103              | Nov 16, 1995           |          | 0700                     | 00                  |             | 7.55     |                |    |
|  |                        | 528-1906 | 0700                     | 00                  |             | 20.67    |                |    |
|  |                        | 528-8236 |                          |                     |             |          |                |    |
|  | Nov 18, 1995           |          | 0700                     | 00                  |             | 5.00     |                |    |
|  |                        | 996-2865 |                          |                     |             | 33.22    |                |    |
| N06555<br>Principal Mutual<br>P.O. Box 10328<br>Des Moines IA 50306          | Nov. 22, 1995          |          | 0300                     | 00                  |             | 400.60   |                |    |

The claims listed above (totaling \$ 3,337.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 December 19, 1995

| TYPE                     | REPORT NUMBER | AMOUNT    |
|--------------------------|---------------|-----------|
| Immediately              | 3352          | 1,523.32  |
| Subtotal for Immediately |               | 1,523.32  |
| Regular                  | 3353          | 8,044.37  |
|                          | 3354          | 1,675.71  |
|                          | 3355          | 5,197.18  |
|                          | 3356          | 5,015.34  |
|                          | 3357          | 685.02    |
| Subtotal for Regular     |               | 20,617.62 |
| TOTAL CURRENT CLAIMS     |               | 22,140.94 |
| Payroll                  | 3358          | 22,085.00 |
|                          | 3359          | 22,085.00 |
| Subtotal for Payroll     |               | 44,170.00 |
|                          | TOTAL         | 66,310.94 |

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

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

| APPROVED CLAIMS   |  |      |                          |                     |             |        | A/C's Use Only |    |
|---|--|------|--------------------------|---------------------|-------------|--------|----------------|----|
| Payee Name and Address<br>Social Security/Tax ID                                  | Date/<br>Invoice#                        | Orgn | Objt/<br>Rev/<br>BS Abct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | Doc<br>Number  | SC |
| N03659C<br>Southern California Water<br>130 North Bradford<br>Placentia, CA 92670 | Nov 29, 1995                             |      | 2700                     | 00                  |             | 319.00 |                |    |
| N03742-A<br>MobileComm<br>101 South First Street, STE 300<br>Burbank, CA 91502    | December 5, 1995<br>91215611295          |      | 0700                     | 01                  |             | 21.16  |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001               | December 4, 1995<br>524-9784<br>524-8408 |      | 0700                     | 01                  |             | 28.56  |                |    |
|   |  |      | 0700                     | 08                  |             | 21.91  |                |    |
|   |  |      |                          |                     |             | 50.47  |                |    |
| N06785<br>Hector Vargas Cleaning<br>318 N. Capistrano<br>Placentia, CA 92670      | Dec. 6, 1995<br>41488                    |      | 1400                     | 00                  |             | 950.00 |                |    |
| N06965<br>Paychex<br>P.O. Box 25159<br>Santa Ana, CA 92799                        | Nov. 30, 1995                            |      | 1900                     | 00                  |             | 182.69 |                |    |

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,523.32) 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 12/19/95  
REPORT NO 3353

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

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

| APPROVED CLAIMS   |                   |      |               |                     |             |          | A.C.'s Use Only |    |
|---|-------------------|------|---------------|---------------------|-------------|----------|-----------------|----|
| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | Doc             | SC |
|   |                   |      | BS Acct       |                     |             |          | Number          |    |
| N01035<br>City of Placentia<br>401 E. Chapman Ave.<br>Placentia, CA 92670               | Dec. 8, 1995      |      |               |                     |             |          |                 |    |
|   | 53462             |      | 2800          | 00                  |             | 3,678.53 |                 |    |
|   |                   |      | 1400          | 00                  |             | 1,553.50 |                 |    |
|   | 53461             |      | 1800          | 00                  |             | 1,488.75 |                 |    |
|   |                   |      | 1800          | 08                  |             | 496.25   |                 |    |
|   | 53460             |      | 1900          | 00                  |             | 255.66   |                 |    |
|   |                   |      |               |                     |             | 7,472.69 |                 |    |
| N01867<br>IDP <i>Levick</i><br>2118 Wilshire Blvd. STE 451<br>Santa Monica, CA 90403    | Nov 24, 1995      |      |               |                     |             |          |                 |    |
|   | 21370             |      | 1300          | 00                  |             | 275.00   |                 |    |
| N01889<br>Connect, Inc.<br>515 Ellis Street<br>Mt. View, CA 94043-2242                  | Nov 30, 1995      |      |               |                     |             |          |                 |    |
|   | 951114495         |      | 0700          | 08                  |             | 11.95    |                 |    |
| N01987<br>Vision Plan of America<br>8111 Beverly Blvd, STE 306<br>Los Angeles, CA 90048 | Dec. 1, 1995      |      |               |                     |             |          |                 |    |
|   |                   |      | 0300          | 00                  |             | 101.10   |                 |    |
| N03653<br>Bear State<br>13321 Alondra Blvd, #N<br>Santa Fe Springs, CA 90670            | Nov 28, 1995      |      |               |                     |             |          |                 |    |
|   | 39616             |      | 1400          | 00                  |             | 117.42   |                 |    |
| N03654<br>The Library Store, Inc.<br>P.O. Box 964<br>Tremont, IL 61568                  | Nov. 21, 1995     |      |               |                     |             |          |                 |    |
|   | 0102142           |      | 1800          | 00                  |             | 33.50    |                 |    |
| N03656<br>Pacific Clippings<br>P.O. Box 11789<br>Santa Ana, CA 92711                    | Nov 30, 1995      |      |               |                     |             |          |                 |    |
|   |                   |      | 1900          | 00                  |             | 32.71    |                 |    |

The claims listed above (totaling \$ 8,044.37) 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 \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/95  
REPORT NO 3354

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

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

| APPROVED CLAIMS  |                   |             |                          |                     |             |        | A/C's Use Only |    |
|--|-------------------|-------------|--------------------------|---------------------|-------------|--------|----------------|----|
| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn        | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | Doc            | SC |
|  |                   |             |                          |                     |             |        | Number         |    |
| N03660<br>Elizabeth Minter<br>Placentia Library District<br>411 E. Chapman Ave.<br>Placentia, CA 92670 | November, 1995    |             | 0900                     | 00                  |             | 33.96  |                |    |
|  |                   |             | 0900                     | 09                  |             | 2.58   |                |    |
|  |                   |             | 1800                     | 00                  |             | 74.64  |                |    |
|  |                   |             | 1803                     | 00                  |             | 116.00 |                |    |
|  |                   |             | 1803                     | 08                  |             | 32.00  |                |    |
|  |                   |             | 2700                     | 01                  |             | 434.28 |                |    |
|  |                   |             | 2700                     | 07                  |             | 52.00  |                |    |
|  |                   |             |                          |                     |             | 745.56 |                |    |
| N03660A<br>Elizabeth Minter<br>411 E. Chapman<br>Placentia, CA 92670                                   | October, 1995     |             | 0700                     | 00                  |             | 5.97   |                |    |
| N03711<br>Global<br>P.O. Box 5465<br>Carson, CA 90749-5465   | November 10, 1995 |             | 1800                     | 00                  |             | 129.03 |                |    |
|  | December 6, 1995  | 15184353    |                          |                     |             |        |                |    |
| N03841<br>Highsmith, Inc.<br>P.O. Box 800<br>Ft. Atkinson, WI 53538-0800                               | Dec. 5, 1995      |             | 1800                     | 00                  |             | 75.51  |                |    |
|  |                   | 3830048-001 |                          |                     |             |        |                |    |
| N03842<br>Ingram Library Services<br>P.O. Box 945361<br>Dallas, TX 74284-5361                          | Nov. 28, 1995     |             | 2400                     | 01                  |             | 36.45  |                |    |
|  | Dec. 7, 1995      | 23810364    |                          |                     |             |        |                |    |
|  | Dec. 7, 1995      | 23941680    |                          | 1800                | 08          | 83.26  |                |    |
|  | Dec. 7, 1995      | 23953403    |                          | 1800                | 08          | 137.25 |                |    |
|  |                   |             |                          |                     |             | 256.96 |                |    |
| N03833B<br>BroDart Automation<br>P.O. Box 3488<br>Williamsport, PA 17705                               | Nov 22, 1995      |             | 0700                     | 05                  |             | 423.82 |                |    |
|  |                   | A21628      |                          |                     |             |        |                |    |

The claims listed above (totaling \$ 1,675.71) 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  |                             |      |                         |                    |             |          | A C's Use Only |    |
|--|-----------------------------|------|-------------------------|--------------------|-------------|----------|----------------|----|
| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#           | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Rept<br>Cat | AMOUNT   | Doc<br>Number  | SC |
| N06556<br>Continental Casualty Co.<br>Spec. Risks - Kansas City<br>P.O. Box 95033<br>Chicago, IL 60694 | Dec, 1995                   |      | 0300                    | 00                 |             | 213.90   |                |    |
| N06557<br>Care Resources, Inc.<br>9550 Warner Ave., STE 228<br>Fountain Valley, C A92708               | December, 1995              |      | 1900                    | 00                 |             | 35.00    |                |    |
| N06574<br>University Microfilms Int'l.<br>Dept 77304<br>Detroit, MI 48277-0304                         | December 1, 1995<br>7315525 |      | 2400                    | 03                 |             | 4,580.00 |                |    |
| N06671<br>MD Medical Clinics<br>P.O. Box 66012<br>Anaheim, CA 92816-0612                               | November 15, 1995           |      | 1900                    | 09                 |             | 47.50    |                |    |
| N06697<br>Blanning & Baker Associates, Inc.<br>505 N. Brand Blvd, STE 780<br>Glendale, CA 91203        |                             |      | 1800                    | 00                 |             | 180.00   |                |    |
| N06905<br>ASQC<br>P.O. Box 3033<br>Milwaukee, WI 53201-3033  |                             |      | 1600                    | 00                 |             | 75.00    |                |    |
| N09111A<br>EBSCO<br>P.O. Box 92901<br>Los Angeles, CA 90009-2901                                       | Nov. 13, 1995               |      | 2400                    | 04                 |             | 10.78    |                |    |
| N09163<br>Manwill Plumbing Co.<br>3940 Prospect Ave., Unit D<br>Yorba Linda, CA 92686-1749             | Nov 9, 1995<br>22283        |      | 1400                    | 00                 |             | 55.00    |                |    |

The claims listed above (totaling \$ 5,197.18) 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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/95  
REPORT NO 3356

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

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

| APPROVED CLAIMS   |                                 |      |                          |                     |             |          | A/C's Use Only | Doc Number | SC |
|---|---------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|------------|----|
| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice#               | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   |                |            |    |
| N04626<br>AMS Contracts<br>11 Chesterfield<br>Mission Viejo, CA 92692                                 | Nov. 22, 1995<br>2486           |      | 1400                     | 00                  |             | 448.00   |                |            |    |
| N06669<br>Dun & Bradstreet Pension Services<br>Dept. 4003<br>Los Angeles, CA 90096-4003               | Nov. 30, 1995<br>78575          |      | 1900                     | 00                  |             | 1,860.00 |                |            |    |
| N06896<br>Aspen Publishers, Inc.<br>P.O. Box 64141<br>Baltimore, MD 21264-4141                        | Nov 14, 1995<br>Renewa          |      | 1800                     | 00                  |             | 147.74   |                |            |    |
| N06902<br>New Readers Press<br>1320 Jamesville Ave., Box 888<br>Syracuse, NY 13210                    | Dec. 4, 1995<br>708673          |      | 1800                     | 08                  |             | 942.28   |                |            |    |
| N09110<br>Special Districts Workers Comp Auth.<br>1030 - 15th Street, STE 300<br>Sacramento, CA 95814 | Nov. 17, 1995<br>3rd Q. Premium |      | 0350                     | 00                  |             | 1,391.00 |                |            |    |
| N09114<br>Jeannine Walters<br>411 E. Chapman Ave.<br>Placentia, CA 92670                              | December, 1995                  |      | 2700                     | 01                  |             | 28.19    |                |            |    |
| N09140<br>XCP Inc.<br>40 Elm Street<br>Dryden, NY 13053-9624  | Dec. 7, 1995<br>60263           |      | 1300                     | 00                  |             | 105.19   |                |            |    |
| N09238<br>Scholastic Book Fairs<br>1210 North Red Gum Street<br>Anaheim, CA 92806                     | Dec. 4, 1995<br>10911<br>10912  |      | 1800                     | 09                  |             | 4.27     |                |            |    |
|   |                                 |      | 1800                     | 09                  |             | 88.67    |                |            |    |
|   |                                 |      |                          |                     |             | 92.94    |                |            |    |

The claims listed above (totaling \$ 5,015.34) 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

5,015.34

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/95  
REPORT NO 3357

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

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

| APPROVED CLAIMS  |                              |      |                          |                     |             |               | A.C.'s Use Only |    |
|--|------------------------------|------|--------------------------|---------------------|-------------|---------------|-----------------|----|
| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#            | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT        | Doc<br>Number   | SC |
| N10222<br>Literacy Volunteers of America<br>5795 Widewaters Parkway<br>Syracuse, NY 13214-1846 | July 25, 1995                |      | 1800                     | 08                  |             | 22.95         |                 |    |
| Sukwan Myers<br>P.O. Box 314<br>Acton, CA 93510  | Nov. 14, 1995                |      | 1900                     | 08                  |             | 103.50        |                 |    |
| Help You Spell, Inc.<br>335 Shasta Ave.<br>Morro Bay, CA 93442                                 | Nov 20, 1995                 | 325  | 1800                     | 09                  |             | 145.87        |                 |    |
| City of Anaheim<br>P.O. Box 3222<br>Anaheim, CA 92805  | Dec. 12, 1995<br>LI000000023 |      | 1900                     | 00                  |             | 39.35         |                 |    |
| Lynde-Ordway<br>P.O. Box 8709<br>Fountain Valley, CA 92728-8709                                | Dec. 1, 1995<br>52938        |      | 1300                     | 00                  |             | 260.85        |                 |    |
|  | Dec 4, 1995<br>52946         |      | 1300                     | 00                  |             | <u>112.50</u> |                 |    |
|  |                              |      |                          |                     |             | <u>373.35</u> |                 |    |

The claims listed above (totaling \$ 685.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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  |   |      |                          |                     |             |                       | A.C.'s Use Only |    |
|--|---|------|--------------------------|---------------------|-------------|-----------------------|-----------------|----|
| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#   | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT                | Doc<br>Number   | SC |
| BANK OF AMERICA<br>Placentia Branch 760<br>for the Placentia Library<br><br>Account # 07605-80156<br>Route # 121000358 | December 19, 1995<br>Pay # 1<br>Dec 22, 1995<br>Jan 4, 1995 |      | 0100                     | 00                  |             | 20,515.00             |                 |    |
|  | FICA  |      | 0200                     | 00                  |             | 1,570.00<br>22,085.00 |                 |    |
| PLEASE WIRE ON THURSDAY, JANUARY 4, 1995   |   |      |                          |                     |             |                       |                 |    |

The claims listed above (totaling \$ 22,085.00) 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 \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/95  
REPORT NO 3359

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

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

| APPROVED CLAIMS  |   |      |                          |                     |             |                       | A.C.'s Use Only |    |
|--|---|------|--------------------------|---------------------|-------------|-----------------------|-----------------|----|
| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#   | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT                | Doc<br>Number   | SC |
| BANK OF AMERICA<br>Placentia Branch 760<br>for the Placentia Library<br><br>Account # 07605-80156<br>Route # 121000358 | December 19, 1995<br>Pay # 2<br>Jan 5, 1995<br>Jan 18, 1995 |      | 0100                     | 00                  |             | 20,515.00             |                 |    |
|  | FICA  |      | 0200                     | 00                  |             | 1,570.00<br>22,085.00 |                 |    |
| PLEASE WIRE ON THURSDAY, JANUARY 4, 1995   |   |      |                          |                     |             |                       |                 |    |

The claims listed above (totaling \$ 22,085.00) 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.

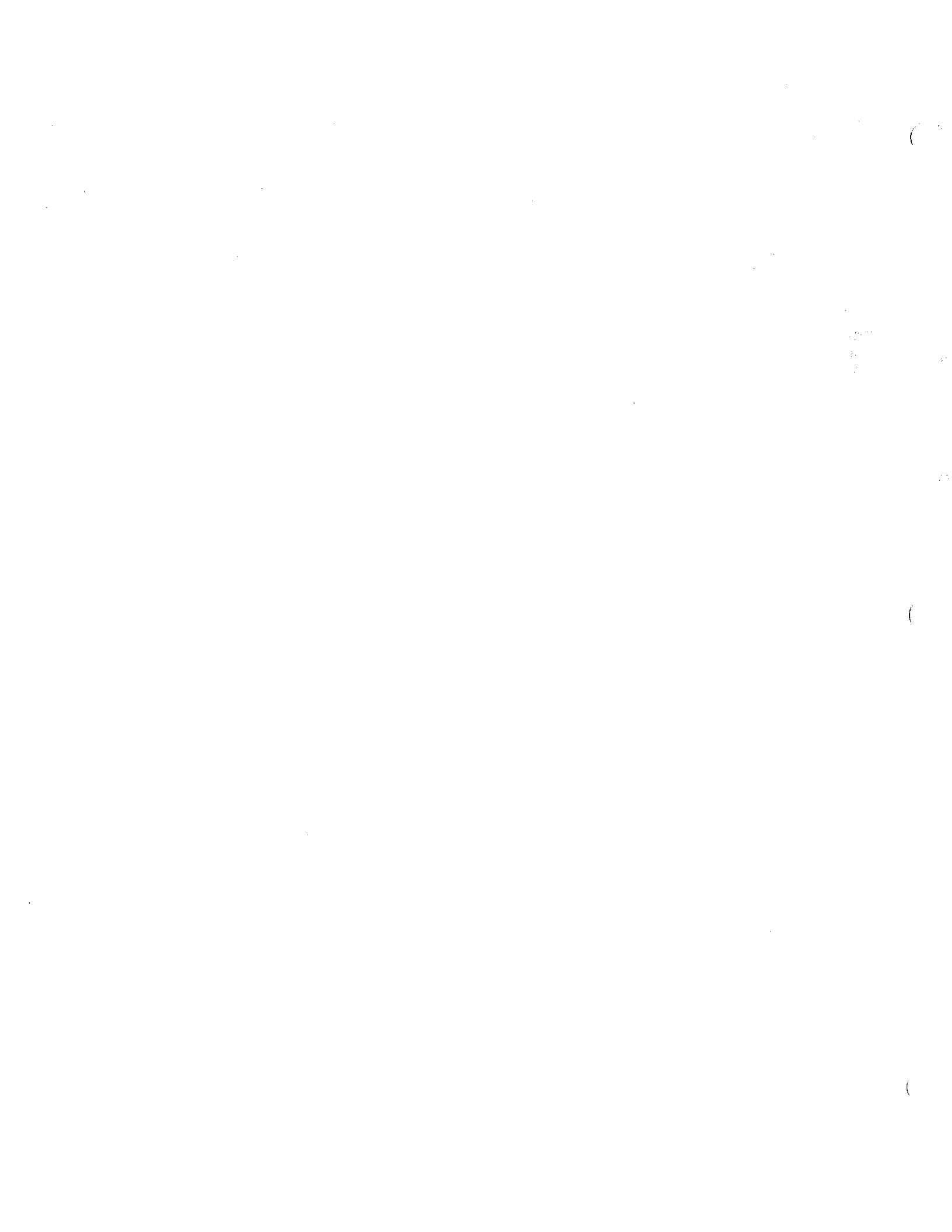
APPROVED BY \_\_\_\_\_

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

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

Page Total

22,085.00



TO: Library Board of Trustees

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

DATE: December 19, 1995

SUBJECT: Authorize the Orange County Treasurer to Transfer \$70,000.00 from FUND 707 (General Fund) to FUND 706 (Bond Redemption) to Reverse the Transfer Authorized on October 17, 1995

**BACKGROUND**

At its Regular Meeting on October 17, 1995, the Library Board authorized the transfer of \$70,000 from its FUND 706 (Bond Redemption) to its FUND 707 (General Fund) to cover the cost of general operating expenses until the property tax revenues were received.

At this time these funds can be returned to FUND 706 (Bond Redemption).

**RECOMMENDATION**

Authorize the Orange County Treasurer to transfer \$70,000.00 from FUND 707 (General Fund) to FUND 706 (Bond Redemption).

( )

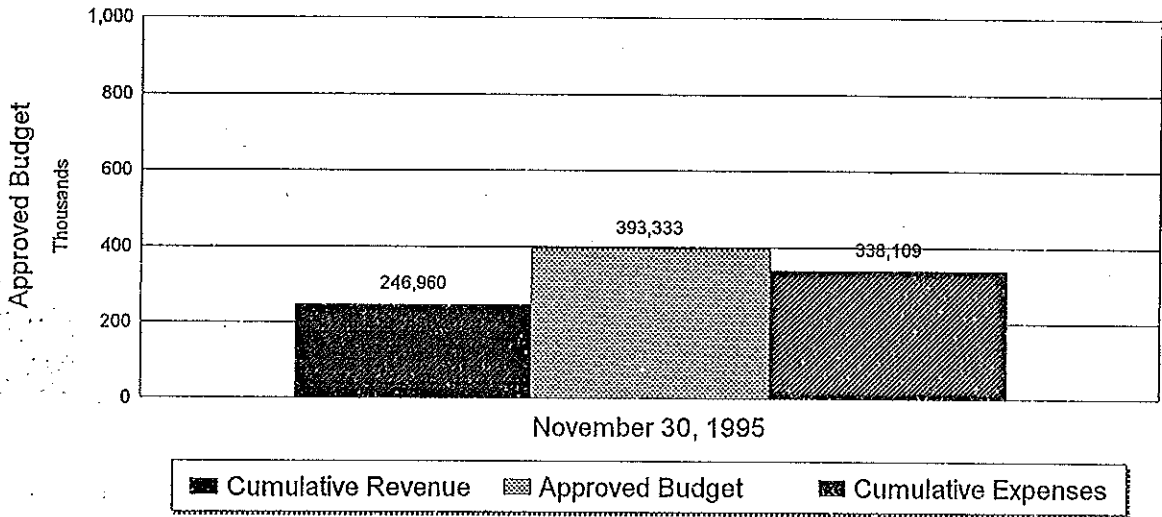
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# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
December 19, 1995

| OBJECT CODE | DESCRIPTION                              | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 NOV 1995 | FY1994-95 NOV 1994 | FY94 YTD % OF BUD |
|-------------|--|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 6210-00     | Prop. Taxes - current secured            | 700,000.00         | 67,212.67     | 63,565.69     | 67,212.67          | 63,565.69          | 9.60%             |
| 6210-01     | Public Utility                           | 25,000.00          | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
| 6210-04     | Tester Plan - current delinquent         | 725,000.00         | 67,212.67     | 63,565.69     | 67,212.67          | 63,565.69          | 9.27%             |
|             | TOTAL PROP. TAXES - CURRENT SECURED      |                    |               |               |                    |                    |                   |
| 6220        | PROP. TAXES - CURRENT UNSECURED          | 50,000.00          | 40,060.75     | 39,701.89     | 0.00               | 0.00               | 80.12%            |
| 6230-00     | Prop. Taxes - Prior Secured              | 53,000.00          | 19,026.24     | (269.26)      | 0.00               | 0.00               |                   |
| 6230-01     | Prior year's secured final apportionment | 0.00               | 3,448.47      | 7,532.49      | 0.00               | 0.00               |                   |
| 6230-02     | Secured prior years                      | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6230-03     | Tax deed land sales                      | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6230-04     | Tester Plan buyout - FY1993-1994 only    | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6230-10     | Release of impounds                      | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6230-11     | (1994 ERAF Refund)                       | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | TOTAL PROP. TAXES - PRIOR SECURED        | 53,000.00          | 22,474.71     | 7,263.23      | 0.00               | 0.00               | 42.41%            |
| 6240        | TOTAL PROP. TAXES PRIOR UNSECURED        | 500.00             | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6250        | TAXES - SPECIAL DISTRICT AUGMENTATION    | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6260        | PENALTIES & COSTS ON DELINQUENT TAXES    | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6280-00     | Property taxes current supplemental      | 8,500.00           | 4,702.12      | 1,908.66      | 0.00               | 0.00               | 55.32%            |
| 6280-01     | Final supplemental for prior years       | 0.00               | 396.78        | 108.22        | 0.00               | 0.00               |                   |
|             | TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT | 8,500.00           | 5,098.90      | 2,016.88      | 0.00               | 0.00               |                   |
| 6300        | PROP. TAXES SUPPLEMENTAL - PRIOR         | 2,500.00           | 430.23        | 1,687.59      | 0.00               | 0.00               | 17.21%            |
| 6540        | PENALTIES & COSTS ON DELINQUENT TAXES    | 0.00               | 398.88        | 0.00          | 0.00               | 0.00               |                   |
|             | TOTAL TAXES                              | 839,500.00         | 135,676.14    | 114,235.27    | 67,212.67          | 63,565.69          | 16.16%            |
| 6610-00     | Interest                                 | 25,000.00          | 6,462.46      | 6,722.46      | 0.00               | 0.00               | 25.85%            |
| 6610-01     | Interest - old bond fund                 | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 6610-25     | Interest on impounded taxes released     | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | TOTAL INTEREST                           | 25,000.00          | 6,462.46      | 6,722.46      | 0.00               | 0.00               | 25.85%            |
| 6690        | STATE - HOMEOWNER PROP TAX RELIEF        | 15,500.00          | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
| 6970-00     | State - ILJ & Direct Loan Reimbursement  | 19,000.00          | 6,762.43      | 8,043.93      | 941.48             | 6,755.16           | 35.59%            |
| 6970-01     | State - CA Foundation Funds              | 16,000.00          | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
| 6970-02     | State - CA Literacy Campaign             | 10,000.00          | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
| 6970-03     | State - Family Literacy                  | 20,000.00          | 10,088.50     | 11,500.00     | 88.50              | 0.00               | 50.44%            |
| 6970-04     | State - Dept of Education 321 Grant      | 10,000.00          | 1,381.00      | 3,294.00      | 1,381.00           | 0.00               |                   |
| 6970-05     | State - LSCA II Grant                    | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 697-007     | State - Timber Yield Apport              | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | TOTAL STATE - OTHER GOVERNMENTAL         | 75,000.00          | 18,232.33     | 22,337.93     | 2,411.38           | 6,755.16           | 24.31%            |
| 7130-00     | BANKRUPTCY RECOVERY DISTRIBUTIONS        | 5,000.00           | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 7670-00     | LOCAL REVENUE                            | 34,000.00          | 16,388.87     | 10,540.28     | 2,774.14           | 3,536.37           | 48.79%            |
| 7680        | 6-MONTH EXPIRED (OUTLAWED) CHECKS        | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 7810        | TRANSFER FROM OTHER LIBRARY FUNDS        | 0.00               | 70,000.00     | 0.00          | 70,000.00          | 0.00               |                   |
|             | FUND 707 TOTAL                           | 994,000.00         | 246,959.80    | 154,335.94    | 142,988.19         | 73,857.22          | 24.88%            |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditors Report)  
December 19, 1995

| OBJECT CODE | DESCRIPTION                                       | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 NOV 1995 | FY1994-95 NOV 1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 0100        | Salaries & Wages                                  | 512,294.00         | 221,785.43    | 228,100.00    | 20,515.00          | 41,800.00          | 43.25%            |
| 0200        | Retirement  | 72,746.00          | 16,971.41     | 17,449.65     | 1,570.00           | 3,197.70           | 25.33%            |
|             | Health Insurance/Care America                     | 21,688.00          | 5,625.04      | 6,333.54      | 1,255.39           | 2,040.19           | 25.94%            |
|             | Long Term Disability                              | 2,462.00           | 849.37        | 1,038.35      | 0.00               | 415.34             | 34.50%            |
|             | Vision Service Plan                               | 1,934.00           | 620.13        | 664.99        | 0.00               | 186.21             | 32.06%            |
|             | Dental  | 4,295.00           | 2,003.00      | 1,551.54      | 400.60             | 353.86             | 46.64%            |
| 0300        | Total Employee Insurance                          | 30,379.00          | 9,097.54      | 9,588.42      | 1,655.99           | 2,995.60           | 29.95%            |
| 0310        | Unemployment Insurance                            | 1,000.00           | 0.00          | 324.46        | 0.00               | (1,089.57)         | 0.00%             |
| 0350        | Workers Compensation - General                    | 3,800.00           | 1,697.00      | 966.00        | 0.00               | 0.00               | 44.66%            |
|             | TOTAL SALARIES & EMPLOYEE BENEFITS                | 620,769.00         | 249,531.38    | 256,428.53    | 23,740.99          | 46,983.73          | 40.20%            |
| 0700-00     | Communications - Telephone                        | 3,000.00           | 532.31        | 709.22        | 130.78             | 187.27             | 17.74%            |
| 0700-01     | Communications - Modem/Fax                        | 1,800.00           | 1,199.75      | 563.16        | 295.61             | 210.08             |                   |
| 0700-02     | Communications - Internet/Database                | 500.00             | 319.61        | 341.87        | 0.00               | 47.92              |                   |
| 0700-05     | Communications - Cataloging & Acquisitions Vendor | 5,500.00           | 1,271.46      | 2,290.52      | 0.00               | 847.64             |                   |
| 0700-07     | Communications - 321 Grant                        | 135.00             | 88.50         | 0.00          | 15.36              | 0.00               |                   |
| 0700-08     | Communications - Adult Literacy                   | 575.00             | 109.90        | 123.99        | 46.92              | 0.00               | 19.11%            |
|             | Total Communications                              | 11,510.00          | 3,521.33      | 4,028.76      | 488.67             | 1,292.91           | 30.59%            |
| 0900-00     | Food - General Fund                               | 100.00             | 35.00         | 19.80         | 0.00               | 0.00               | 35.00%            |
| 0900-07     | Food - 321 Grant                                  | 50.00              | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 0900-08     | Food - Adult Literacy                             | 50.00              | 0.00          | 30.43         | 0.00               | 0.00               |                   |
| 090-009     | Food - Family Literacy                            | 50.00              | 0.00          | 6.99          | 0.00               | 6.99               | 14.00%            |
|             | Total Food  | 250.00             | 35.00         | 57.22         | 0.00               | 6.99               |                   |
| 1000-00     | Household Expense                                 | 3,500.00           | 1,167.64      | 769.87        | 0.00               | 78.98              | 33.86%            |
| 1100-00     | Insurance   | 15,500.00          | 9,549.17      | 0.00          | 0.00               | 0.00               | 61.61%            |
| 1300-00     | Maintenance of Equipment - General Fund           | 3,000.00           | 1,330.16      | 2,938.61      | 0.00               | 265.11             | 16.63%            |
| 1300-07     | Maintenance of Equipment - 321 Grant              | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 1300-08     | Maintenance of Equipment - Adult Literacy         | 1,000.00           | 0.00          | 969.00        | 0.00               | 0.00               |                   |
| 1300-09     | Maintenance of Equipment - Family Literacy        | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | Total Maintenance of Equipment                    | 9,000.00           | 1,330.16      | 3,907.61      | 0.00               | 265.11             | 16.63%            |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 19, 1995

| OBJECT CODE | DESCRIPTION                                 | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 NOV.1995 | FY1994-95 NOV.1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 1400-00     | HVAC  | 3,600.00           | 2,287.16      | 587.10        | 0.00               | 234.84             | 63.53%            |
|             | Carpet Cleaning                             | 1,500.00           | 0.00          | 800.00        | 0.00               | 0.00               | 0.00%             |
|             | Groundskeeping - City of Placentia          | 24,000.00          | 6,896.73      | 7,093.88      | 0.00               | 1,695.54           | 28.74%            |
|             | Plumbing                                    | 750.00             | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
|             | Electrical                                  | 3,740.00           | 983.00        | 1,131.71      | 0.00               | 0.00               | 26.42%            |
|             | Cleaning Service                            | 11,700.00          | 4,750.00      | 4,750.00      | 950.00             | 950.00             | 40.60%            |
|             | Locksmith                                   | 200.00             | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
|             | Other                                       | 500.00             | 4,831.00      | 2,125.48      | 0.00               | 136.00             | 966.20%           |
|             | Total Maintenance of Building & Grounds     | 45,990.00          | 19,752.89     | 16,488.17     | 950.00             | 3,016.38           | 42.95%            |
| 1600-00     | Memberships - General Fund                  | 2,400.00           | 50.00         | 941.00        | 0.00               | \$91.00            | 2.05%             |
| 1600-07     | Memberships - 321 Grant                     | 0.00               | 135.00        | 0.00          | 0.00               | 0.00               |                   |
| 1600-08     | Memberships - Adult Literacy                | 150.00             | 100.00        | 135.00        | 0.00               | 0.00               |                   |
| 1600-09     | Memberships - Family Literacy               | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | Total Memberships                           | 2,550.00           | 285.00        | 1,076.00      | 0.00               | \$91.00            | 11.18%            |
| 1700-00     | Miscellaneous Expense - General Fund        | 0.00               | (702.50)      | 0.00          | 0.00               | 0.00               |                   |
| 1700-07     | Miscellaneous Expense - 321 Grant           | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 1700-08     | Miscellaneous Expense - Adult Literacy      | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 1700-09     | Miscellaneous Expense - Family Literacy     | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | Total Miscellaneous Expense                 | 0.00               | (702.50)      | 0.00          | 0.00               | 0.00               |                   |
|             | Library Supplies                            | 6,000.00           | 3,729.03      | 1,583.21      | 0.00               | 128.51             | 62.15%            |
|             | Printing                                    | 9,000.00           | 419.53        | 3,441.66      | 56.02              | 17.25              | 4.66%             |
|             | EZ Copy - copy cards for sale to patrons    | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | Publications                                | 1,000.00           | 193.74        | 232.45        | 0.00               | 0.00               | 19.37%            |
|             | Paper                                       | 900.00             | 254.83        | 440.85        | 0.00               | 0.00               | 26.09%            |
|             | Drinking Water Service                      | 300.00             | 124.75        | 124.75        | 24.95              | 24.95              | 41.58%            |
|             | Other Office Supplies                       | 5,500.00           | 2,326.34      | 3,233.82      | 773.77             | 2,259.76           | 42.30%            |
|             | Total Office Supply Expense - General Fund  | 22,700.00          | 7,028.22      | 9,056.74      | 854.74             | 2,430.47           | 30.96%            |
| 1800-07     | Literacy Dept Educ 321 Grant Supply Expense | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
|             | Printing                                    | 3,000.00           | 86.15         | 1,407.23      | 0.00               | 0.00               | 2.87%             |
|             | Publications                                | 2,100.00           | 1,523.19      | 1,523.16      | 0.00               | 0.00               | 0.00%             |
|             | Paper                                       | 50.00              | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
|             | Other Office Supplies                       | 350.00             | 510.16        | 123.57        | 496.25             | 0.00               | 145.76%           |
|             | Total Adult Literacy Office Supply Expense  | 5,500.00           | 2,119.50      | 3,058.96      | 496.25             | 0.00               | 38.54%            |
| 1800-09     | Family Literacy Supply Expense              | 6,000.00           | 760.57        | 1,519.09      | 0.00               | 23.33              | 12.68%            |
|             | Total Office Expense                        | 34,200.00          | 9,908.29      | 13,634.79     | 1,350.99           | 2,453.80           | 28.97%            |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 19, 1995

| OBJECT CODE | DESCRIPTION                                     | FY1995-96 BUDGETED | FY1995-96 YTD | FY1994-95 YTD | FY1995-96 NOV 1995 | FY1994-95 NOV 1994 | FY94 YTD % OF BUD |
|-------------|---|--------------------|---------------|---------------|--------------------|--------------------|-------------------|
| 1903-00     | Postage Expense - General Fund                  | 1,800.00           | 133.75        | 825.57        | (21.50)            | 0.00               | 7.45%             |
| 1903-04     | Postage Expense - LSCA II Grant                 | 100.00             | 0.00          | 19.95         | 0.00               | 0.00               | 0.00%             |
| 1903-08     | Postage Expense - Adult Literacy                | 300.00             | 0.00          | 67.36         | 0.00               | 0.00               | 0.00%             |
| 1903-09     | Postage Expense - Family Literacy               | 1,500.00           | 0.00          | 83.52         | 0.00               | 0.00               | 0.00%             |
|             | Total Postage Expense                           | 2,350.00           | 133.75        | 996.90        | (21.50)            | 0.00               | 5.69%             |
|             | Care Resources (Employee Assistance)            | 650.00             | 105.00        | 0.00          | 0.00               | 0.00               | 16.15%            |
|             | Pension Contribution & Operating Expenses       | 5,800.00           | 675.52        | 41,683.18     | 0.00               | 606.04             | 11.68%            |
|             | Amheim Library Automated System                 | 40,000.00          | 26.23         | 647.83        | 0.00               | 0.00               | 0.07%             |
|             | Clipping Service                                | 400.00             | 130.84        | 163.55        | 0.00               | 65.42              | 32.71%            |
|             | Tax Collection Services & Fees by Orange County | 175.00             | 96.57         | 138.85        | 0.00               | 0.00               | 55.18%            |
|             | Advertising                                     | 200.00             | 0.00          | 47.97         | 0.00               | 0.00               | 0.00%             |
|             | Medical Exams                                   | 750.00             | 95.00         | 285.00        | 0.00               | 47.50              | 12.67%            |
|             | Collection Services - Accounts Receivable       | 3,700.00           | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
|             | Audit   | 2,950.00           | 2,950.00      | 2,950.00      | 0.00               | 0.00               | 78.67%            |
|             | Payroll Preparation                             | 0.00               | 993.85        | 875.77        | 259.20             | 163.40             | 39.75%            |
|             | Election Expenses                               | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               | ERR               |
|             | Staff Training in Library                       | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               | ERR               |
|             | Other (including OCP Settlement Allocations)    | 3,000.00           | 108.00        | 941.79        | (1,488.75)         | 105.19             | 3.60%             |
| 1900-00     | Total Specialized Services - General Fund       | 60,925.00          | 5,181.01      | 10,218.94     | (1,229.55)         | 1,035.52           | 8.50%             |
| 1900-01     | Specialized Services - LSCA II Grant            | 0.00               | 1,489.14      | 10,574.71     | 0.00               | 7,034.71           |                   |
| 1900-07     | Specialized Services - 321 Grant                | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 1900-08     | Specialized Services - Adult Literacy           | 2,750.00           | 0.00          | 1,705.75      | (496.25)           | 355.75             | 0.00%             |
| 1900-09     | Specialized Services - Family Literacy          | 5,500.00           | 0.00          | 95.00         | 0.00               | 0.00               | 0.00%             |
| 1900-13     | Tax Collection Services & Fees by Orange County | 2,000.00           | 268.18        | 258.16        | 168.03             | 158.91             | 13.41%            |
|             | Total Specialized Services                      | 71,175.00          | 6,938.33      | 22,832.56     | (1,537.77)         | 8,584.89           | 9.75%             |
| 2000-00     | Legal Notices - General Fund                    | 500.00             | 112.50        | 0.00          | 0.00               | 0.00               | 22.50%            |
| 2000-01     | Legal Notices - LSCA II Grant                   | 750.00             | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
|             | Total Legal Notices                             | 1,250.00           | 112.50        | 0.00          | 0.00               | 0.00               | 9.00%             |
| 2100-00     | Rentals/Leases-Equipment                        | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |
| 2200-00     | Semi-Annual Bond Payment                        | 35,900.00          | 0.00          | 0.00          | 0.00               | 0.00               | 0.00%             |
| 2300-00     | Small Tools/Instruments                         | 0.00               | 0.00          | 0.00          | 0.00               | 0.00               |                   |

12/12/95

Expenditure Report







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

**Salomon Brothers**

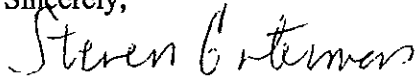
November 9, 1995

Dear Pool Participant:

Money market eligible securities rallied along with the rest of the U.S. fixed income market in October. Bullish sentiment pervaded the market as investors ignored signs of strength in the retail sales, trade deficit, durable goods, and Gross Domestic Product data, focusing instead on continued benign inflation data and dovish comments by Vice Chairman Blinder and Governor Lindsey of the Federal Reserve. We remain optimistic about the outlook for credible deficit reduction, which we believe could lead to a Fed rate cut at the December Federal Open Market Committee (FOMC) meeting. As a result of the growing conviction about future monetary easing, the money market yield curve finished the month slightly inverted, with shorter maturity securities yielding slightly more than one year securities. The yield curve had a more normal positive slope at the end of September. The month ahead will be dominated by discussions in Washington on the federal budget and debt ceiling. In October the 1-year Treasury bill fell .14% in yield and the 6-month bill fell .03%, although the 3-month bill closed the month .08% higher as investors dismissed the possibility of an easing at the November FOMC meeting.

With the money market yield curve positively sloped at the beginning of the month, the portfolios used this opportunity to extend the average maturity by buying securities with maturities in early 1996. The portfolios continued to invest as much as possible in high-quality commercial paper and certificates of deposits, and also increased exposure to banker's acceptances while underweighting lower-yielding agency discount notes.

Sincerely,



Steve Guterman



Nancy Noyes

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

**Salomon Brothers**

December 7, 1995

Dear Pool Participant:

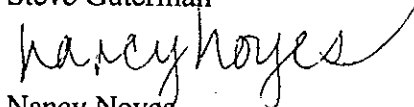
November was another good month for money market eligible securities and the U.S. fixed income market in general. Bullish sentiment again prevailed over concerns about the current stand-off on the budget between the Clinton Administration and Congress. Investors focused instead on the growing evidence of a slowdown in the U.S. economy as well as dovish comments by several Federal Reserve officials. Consequently, the money market yield curve continued to invert last month, with overnight rates higher than one year rates. The 1-year Treasury bill yield fell 19 bp, the 6-month rate dropped 10 bp, while the 3-month bill yield finished only 1 bp lower. With a 25 bp easing of the Fed Funds rate all but priced into short-term rates, all eyes will be focused on the December 19 Federal Open Market Committee meeting this month.

Given the renewed signs of weakness in the economy and the expectation of one or more Fed easings in the near future, the portfolios continued to extend average maturity over the course of the month. The majority of the new purchases were made in the one and two month maturity sectors as banks and corporations, fully expecting an imminent Fed rate cut, issued longer paper only at very expensive levels. The portfolios finished the month with an average maturity of approximately 35 days, about five days longer than month-end October.

Sincerely,



Steve Guterman



Nancy Noyes

**County of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from November 1, 1995 through January 31, 1996
- \*25.9 day average maturity
- \*0.49% average portfolio monthly return
- \*5.75% average investment's annualized monthly yield
- \*\$778 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 11/1/95   | \$151         | <b>Agency Securities</b>                         |               |
| 11/2/95   | 35            | FNMA   | \$71          |
| 11/6/95   | 44            | FFCB   | 5             |
| 11/7/95   | 21            | FHLMC  | 61            |
| 11/10/95  | 29            | <b>Bankers Acceptances</b>                       |               |
| 11/13/95  | 9             | Morgan Guaranty Trust                            | \$35          |
| 11/14/95  | 14            | Bankers Trust Company                            | 18            |
| 11/15/95  | 45            | American Express                                 | 7             |
| 11/16/95  | 10            | Fuji Bank  | 5             |
| 11/17/95  | 15            | Wachovia Bank                                    | 10            |
| 11/20/95  | 38            | Bank of Tokyo                                    | 3             |
| 11/21/95  | 16            | Sanwa Bank                                       | 6             |
| 11/22/95  | 11            | Societe Generale                                 | 5             |
| 11/24/95  | 19            | Rabobank   | 7             |
| 11/27/95  | 20            | Dai-Ichi Kangyo                                  | 5             |
| 11/28/95  | 24            | Union Bank of Switzerland                        | 4             |
| 11/29/95  | 14            | <b>Commercial Paper</b>                          |               |
| 12/1/95   | 23            | GE Company                                       | \$10          |
| 12/4/95   | 17            | JC Penney Funding                                | 12            |
| 12/5/95   | 12            | PHH Corporation                                  | 20            |
| 12/6/95   | 19            | Xerox Corporation                                | 10            |
| 12/8/95   | 6             | KFW International Finance                        | 27            |
| 12/11/95  | 11            | Goldman Sachs Group                              | 19            |
| 12/18/95  | 10            | Pitney - Bowes                                   | 7             |
| 12/19/95  | 5             | IBM Credit Corp                                  | 5             |
| 12/21/95  | 31            | Ford Motor Credit                                | 23            |
| 12/22/95  | 33            | UBS Finance                                      | 22            |
| 12/26/95  | 6             | AT&T Corporation                                 | 4             |

**County of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from November 1, 1995 through January 31, 1996
- \*25.9 day average maturity
- \*0.49% average portfolio monthly return
- \*5.75% average investment's annualized monthly yield
- \*\$778 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 1/1/96                                    | 11     | Hershey Foods                            | 6      |
| 1/16/96                                   | 23     | Bausch & Lomb                            | 10     |
| 1/17/96                                   | 5      | Wal-Mart Stores                          | 21     |
| 1/19/96                                   | 5      | ANZ (DE)                                 | 2      |
| 1/22/96                                   | 5      | Shell Oil                                | 11     |
| 1/25/96                                   | 13     | Daimler-Benz NA                          | 7      |
| 1/31/96                                   | 28     | <b>Certificates of Deposit</b>           |        |
|   |        | Credit Agricole                          | \$10   |
|   |        | Societe Generale                         | 11     |
|   |        | Deutsche Bank                            | 33     |
|   |        | Bank of Montreal                         | 15     |
|   |        | Commerzbank                              | 33     |
|   |        | Canadian Imperial Bank                   | 35     |
|   |        | Banque Paribas                           | 4      |
|   |        | ABN Amro                                 | 15     |
|   |        | Banque Nationale De Paris                | 28     |
|   |        | Nat West Bank                            | 13     |
|   |        | Royal Bank of Canada                     | 5      |
|   |        | NBD Bank                                 | 10     |
|   |        | Treasury Collateralized O/N              | \$108  |

**County of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*34.7 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$926 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 12/1/95                                   | \$118  | <b>Agency Securities</b>                 |        |
| 12/4/95                                   | 23     | FNMA                                     | \$69   |
| 12/5/95                                   | 12     | FFCB                                     | 13     |
| 12/6/95                                   | 27     | FHLB                                     | 19     |
| 12/7/95                                   | 24     | FHLMC                                    | 54     |
| 12/8/95                                   | 15     | FHLMC Debenture                          | 6      |
| 12/11/95                                  | 16     | <b>Bankers Acceptances</b>               |        |
| 12/12/95                                  | 26     | Morgan Guaranty Trust                    | \$10   |
| 12/13/95                                  | 3      | Bankers Trust Company                    | 14     |
| 12/14/95                                  | 21     | Royal Bank of Canada                     | 6      |
| 12/18/95                                  | 10     | Sumitomo Bank                            | 5      |
| 12/19/95                                  | 16     | Wachovia Bank                            | 5      |
| 12/20/95                                  | 15     | Bank of Tokyo                            | 4      |
| 12/21/95                                  | 31     | Sanwa Bank                               | 8      |
| 12/22/95                                  | 37     | FNB Chicago                              | 6      |
| 12/26/95                                  | 32     | Rabobank                                 | 5      |
| 12/27/95                                  | 22     | Dai-Ichi Kangyo Bank                     | 6      |
| 12/29/95                                  | 18     | Chase Manhattan Bank                     | 10     |
| 1/4/96                                    | 34     | UBS New York                             | 4      |
| 1/8/96                                    | 9      | Republic Bank                            | 33     |
| 1/9/96                                    | 13     | Bayerische Landesbank                    | 9      |
| 1/10/96                                   | 15     | <b>Commercial Paper</b>                  |        |
| 1/11/96                                   | 15     | Bell Atlantic Financial Services         | \$19   |
| 1/12/96                                   | 20     | HJ Heinz                                 | 12     |
| 1/16/96                                   | 39     | JC Penney Funding                        | 5      |
| 1/17/96                                   | 25     | PHH Corporation                          | 14     |
| 1/18/96                                   | 4      | Xerox Corporation                        | 15     |
| 1/19/96                                   | 10     | KFW International Finance                | 25     |

County of Orange  
 Post Bankruptcy Portfolio  
 Investment Pool Portfolio Summary  
 November 30, 1995

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*34.7 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$926 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 1/22/96                                   | 18     | Coca Cola Incorporated                   | 23     |
| 1/24/96                                   | 8      | Pitney Bowes                             | 7      |
| 1/25/96                                   | 13     | IBM Credit Corp                          | 4      |
| 1/26/96                                   | 11     | Ford Motor Credit                        | 23     |
| 1/29/96                                   | 26     | UBS Finance                              | 7      |
| 1/30/96                                   | 23     | BellSouth Telecommunications             | 9      |
| 1/31/96                                   | 29     | Hershey Foods                            | 6      |
| 2/1/96                                    | 13     | Bausch & Lomb                            | 10     |
| 2/5/96                                    | 29     | Wal-Mart Stores                          | 21     |
| 2/6/96                                    | 9      | ANZ Delaware                             | 24     |
| 2/7/96                                    | 5      | Toys R Us Incorporated                   | 4      |
| 2/13/96                                   | 5      | Daimler-Benz NA                          | 7      |
| 2/14/96                                   | 36     | Emerson Electric                         | 9      |
| 2/16/96                                   | 10     | JP Morgan & Company                      | 16     |
| 2/20/96                                   | 12     | Shell Oil Company                        | 11     |
| 2/21/96                                   | 10     | Nestle Capital                           | 5      |
| 2/23/96                                   | 5      | Anheuser-Busch Company                   | 4      |
| 2/26/96                                   | 8      | <b>Certificates of Deposit</b>           |        |
| 2/28/96                                   | 6      | Bank of Tokyo                            | \$13   |
|   |        | Norddeutsche Landesbank                  | 9      |
|   |        | Sanwa Bank                               | 8      |
|   |        | Societe Generale                         | 32     |
|   |        | Deutsche Bank                            | 37     |
|   |        | Bank of Montreal                         | 5      |
|   |        | Commerzbank                              | 34     |
|   |        | Canadian Imperial Bank                   | 15     |

**County of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from December 1, 1995 through February 28, 1996
- \*34.7 day average maturity
- \*0.48% average portfolio monthly return
- \*5.79% average investment's annualized monthly yield
- \*\$926 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
|   |               | Bayerische Landesbank                            | 10            |
|   |               | Bank of Nova Scotia                              | 34            |
|   |               | Banque Nationale De Paris                        | 13            |
|   |               | Nat West Bank                                    | 35            |
|   |               | Royal Bank of Canada                             | 5             |
|   |               | NBD Bank   | 10            |
|   |               | Bayer Hypo Bank                                  | 9             |
|   |               | Mitsubishi Bank                                  | 3             |
|   |               | <b>Treasury Collateralized O/N</b>               | <b>\$88</b>   |

**County of Orange  
Pre Bankruptcy Portfolio - 200  
Investment Pool Portfolio Summary  
October 31, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from November 1, 1995 through January 31, 1996

\*24.9 day average maturity

\*0.49% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$49 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |            |
|---|--------|--|------------|
| Date                                      | Amount | Issuer                                   | Amount     |
| 11/1/95                                   | \$11   | <b>Agency Securities</b>                 |            |
| 11/3/95                                   | 2      | FHLB                                     | \$2        |
| 11/8/95                                   | 2      | FNMA                                     | 4          |
| 11/10/95                                  | 2      | FHLMC                                    | 3          |
| 11/13/95                                  | 2      | <b>Bankers Acceptance</b>                |            |
| 11/16/95                                  | 3      | Bankers Trust Company                    | \$3        |
| 11/20/95                                  | 2      | Sanwa Bank                               | 2          |
| 11/21/95                                  | 1      | <b>Commercial Paper</b>                  |            |
| 11/22/95                                  | 1      | Goldman Sachs Group                      | \$3        |
| 11/24/95                                  | 3      | JC Penney Funding                        | 1          |
| 11/27/95                                  | 6      | Ford Motor Credit                        | 2          |
| 12/1/95                                   | 2      | JP Morgan                                | 1          |
| 12/5/95                                   | 1      | AT & T Corporation                       | 1          |
| 12/6/95                                   | 1      | Hershey Foods                            | 1          |
| 12/8/95                                   | 1      | PHH Corporation                          | 2          |
| 12/21/95                                  | 1      | Pitney-Bowes                             | 2          |
| 12/22/95                                  | 1      | Shell Oil                                | 1          |
| 12/29/95                                  | 1      | <b>Certificates of Deposit</b>           |            |
| 1/16/96                                   | 2      | Credit Agricole                          | \$3        |
| 1/22/96                                   | 1      | Banque National De Paris                 | 3          |
| 1/25/96                                   | 1      | Bank of Nova Scotia                      | 2          |
| 1/31/96                                   | 2      | Deutsche Bank                            | 3          |
|   |        | Bank of Montreal                         | 1          |
|   |        | NatWest Bank                             | 1          |
|   |        | Commerzbank                              | 1          |
|   |        | <b>Treasury Collateralized O/N</b>       | <b>\$7</b> |



**County of Orange**  
**Pre Bankruptcy Portfolio - 200**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*37.3 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$49 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 12/1/95                                   | \$5    | <b>Agency Securities</b>                 |        |
| 12/4/95                                   | 1      | FHLB                                     | \$6    |
| 12/5/95                                   | 2      | FNMA                                     | 1      |
| 12/6/95                                   | 3      | FHLMC                                    | 2      |
| 12/7/95                                   | 1      | <b>Bankers Acceptance</b>                |        |
| 12/8/95                                   | 2      | Bankers Trust Company                    | \$1    |
| 12/11/95                                  | 1      | Royal Bank of Canada                     | 1      |
| 12/14/95                                  | 1      | Dai-Ichi Kangyo Bank                     | 1      |
| 12/21/95                                  | 1      | Morgan Guaranty Trust                    | 1      |
| 12/22/95                                  | 1      | Sumitomo Bank                            | 1      |
| 12/26/95                                  | 1      | Bank of Tokyo                            | 1      |
| 12/29/95                                  | 2      | Wachovia Bank                            | 2      |
| 1/9/96                                    | 2      | Republic Bank                            | 2      |
| 1/10/96                                   | 3      | <b>Commercial Paper</b>                  |        |
| 1/12/96                                   | 1      | Daimler-Benz N.A.                        | \$1    |
| 1/16/96                                   | 4      | Nestle Capital                           | 1      |
| 1/22/96                                   | 2      | Ford Motor Credit                        | 2      |
| 1/25/96                                   | 1      | Coca Cola Company                        | 1      |
| 1/26/96                                   | 2      | AT & T Corporation                       | 2      |
| 1/29/96                                   | 2      | Hershey Foods                            | 1      |
| 1/30/96                                   | 1      | PHH Corporation                          | 1      |
| 1/31/96                                   | 2      | Pitney Bowes                             | 1      |
| 2/1/96                                    | 1      | Shell Oil                                | 1      |
| 2/5/96                                    | 1      | GE Capital                               | 1      |
| 2/7/96                                    | 1      | IBM Credit Corporation                   | 1      |
| 2/13/96                                   | 1      | KFW International Finance                | 1      |

**County of Orange**  
**Pre Bankruptcy Portfolio - 200**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*37.3 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$49 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |            |
|---|--------|--|------------|
| Date                                      | Amount | Issuer                                   | Amount     |
| 2/14/96                                   | 2      | <b>Certificates of Deposit</b>           |            |
| 2/28/96                                   | 2      | Banque Nationale De Paris                | \$1        |
|   |        | Bank of Nova Scotia                      | 2          |
|   |        | Deutsche Bank                            | 3          |
|   |        | Bank of Montreal                         | 1          |
|   |        | NatWest Bank                             | 2          |
|   |        | Commerzbank                              | 2          |
|   |        | Mitsubishi Bank Ltd.                     | 1          |
|   |        | Bayerische Landesbank                    | 2          |
|   |        | <b>Treasury Collateralized O/N</b>       | <b>\$2</b> |

**County of Orange**  
**Pre Bankruptcy Portfolio - 274**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

\*All investments are in Treasury and agency securities, and bankers acceptances.

\*Maturities range from November 1, 1995 through December 22, 1995

\*19.1 day average maturity

\*0.49% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$2.5 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 11/1/95   | \$1           | <b>Agency Securities</b>                         |               |
| 11/6/95   | 0.5           | FNMA   | \$0.5         |
| 12/6/95   | 0.5           | FHLMC  | 0.5           |
| 12/22/95  | 0.5           | <b>Bankers Acceptance</b>                        |               |
|   |               | Bankers Trust Company                            | \$0.5         |
|   |               | Treasury Collateralized O/N                      | \$1           |

**County of Orange**  
**Pre Bankruptcy Portfolio - 274**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

- \*All investments are in Treasury and agency securities, and bankers acceptances.
- \*Maturities range from December 1, 1995 through January 29, 1996
- \*11.9 day average maturity
- \*0.47% average portfolio monthly return
- \*5.76% average investment's annualized monthly yield
- \*\$2.5 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 12/1/95   | \$1.2         | <b>Agency Securities</b>                         |               |
| 12/6/95   | .5            | FNMA   | \$.5          |
| 12/22/95  | .5            | FHLMC  | .5            |
| 1/29/96   | .3            | FHLB   | .3            |
|   |               | <b>Treasury Collateralized O/N</b>               | <b>1.2</b>    |

**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from November 1, 1995 through January 31, 1996

\*26.4 day average maturity

\*0.49% average portfolio monthly return

\*5.75% average investment's annualized monthly yield

\*\$1,110 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 11/1/95                                   | \$176  | Agency Securities                        |        |
| 11/2/95                                   | 11     | FHLB                                     | \$46   |
| 11/3/95                                   | 39     | FNMA                                     | 41     |
| 11/6/95                                   | 83     | FFCB                                     | 37     |
| 11/7/95                                   | 13     | FHLMC                                    | 61     |
| 11/8/95                                   | 36     | Bankers Acceptances                      |        |
| 11/9/95                                   | 27     | Morgan Guaranty Trust                    | \$26   |
| 11/10/95                                  | 22     | Bankers Trust Company                    | 40     |
| 11/13/95                                  | 19     | Mellon Bank                              | 5      |
| 11/14/95                                  | 31     | Republic Bank                            | 11     |
| 11/15/95                                  | 2      | Chase Manhattan                          | 5      |
| 11/16/95                                  | 26     | Bank of New York                         | 10     |
| 11/17/95                                  | 10     | Bank of Tokyo                            | 11     |
| 11/20/95                                  | 28     | Dai-Ichi Kangyo                          | 11     |
| 11/21/95                                  | 35     | Fuji Bank                                | 11     |
| 11/22/95                                  | 16     | Wachovia Bank                            | 5      |
| 11/24/95                                  | 22     | Rabobank                                 | 9      |
| 11/27/95                                  | 78     | UBS                                      | 15     |
| 11/28/95                                  | 39     | Bank of America                          | 5      |
| 11/29/95                                  | 13     | Commercial Paper                         |        |
| 11/30/95                                  | 10     | JP Morgan                                | \$10   |
| 12/1/95                                   | 5      | PHH Corporation                          | 32     |
| 12/4/95                                   | 26     | Met Life Funding                         | 25     |
| 12/5/95                                   | 23     | AT&T Corporation                         | 13     |
| 12/6/95                                   | 9      | UBS Finance                              | 32     |
| 12/8/95                                   | 25     | BBV Finance                              | 28     |
| 12/11/95                                  | 11     | JC Penney Funding                        | 27     |
| 12/14/95                                  | 20     | Deutsche Bank Finance                    | 17     |
| 12/15/95                                  | 17     | Goldman Sachs Group                      | 18     |
| 12/19/95                                  | 11     | KFW International Finance                | 11     |
| 12/21/95                                  | 16     | Wal-Mart Stores                          | 7      |

**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from November 1, 1995 through January 31, 1996
- \*26.4 day average maturity
- \*0.49% average portfolio monthly return
- \*5.75% average investment's annualized monthly yield
- \*\$1,110 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 12/22/95  | 70            | IBM Credit Corporation                           | 10            |
| 12/26/95  | 27            | Pitney-Bowes                                     | 9             |
| 12/28/95  | 25            | Smith Barney                                     | 29            |
| 12/29/95  | 6             | Ford Financial                                   | 20            |
| 1/9/96  | 16            | ANZ (DE)   | 8             |
| 1/17/96   | 5             | GE Capital                                       | 25            |
| 1/19/96   | 20            | <b>Certificates of Deposit</b>                   |               |
| 1/22/96   | 6             | Canadian Imperial Bank                           | \$8           |
| 1/25/96   | 18            | Societe Generale                                 | 61            |
| 1/31/96   | 18            | Banque Paribas                                   | 44            |
|   |               | Nat West Bank                                    | 19            |
|   |               | Bank of Nova Scotia                              | 20            |
|   |               | Commerzbank                                      | 29            |
|   |               | NBD Bank   | 9             |
|   |               | Deutsche Bank                                    | 32            |
|   |               | Bank of Montreal                                 | 6             |
|   |               | ABN Amro Bank                                    | 34            |
|   |               | Credit Agricole                                  | 15            |
|   |               | Banque Nationale De Paris                        | 23            |
|   |               | Sanwa Bank                                       | 16            |
|   |               | <b>Treasury Collateralized O/N</b>               | <b>\$124</b>  |

**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*34.2 day average maturity

\*0.48% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$1.023 billion in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 12/1/95                                   | \$129  | <b>Agency Securities</b>                 |        |
| 12/4/95                                   | 48     | FHLB                                     | \$50   |
| 12/5/95                                   | 23     | FNMA                                     | 33     |
| 12/6/95                                   | 8      | FFCB                                     | 14     |
| 12/7/95                                   | 24     | FHLMC                                    | 66     |
| 12/8/95                                   | 30     | <b>Bankers Acceptances</b>               |        |
| 12/11/95                                  | 18     | Morgan Guaranty Trust                    | \$5    |
| 12/12/95                                  | 4      | Bankers Trust Company                    | 27     |
| 12/13/95                                  | 7      | Royal Bank of Canada                     | 15     |
| 12/14/95                                  | 28     | Chase Manhattan                          | 5      |
| 12/15/95                                  | 17     | Sumitomo Bank                            | 7      |
| 12/18/95                                  | 5      | Bank of Tokyo                            | 19     |
| 12/19/95                                  | 11     | Dai-Ichi Kangyo Bank                     | 13     |
| 12/20/95                                  | 15     | Sanwa Bank                               | 2      |
| 12/21/95                                  | 16     | Wachovia Bank                            | 5      |
| 12/22/95                                  | 71     | Rabobank                                 | 6      |
| 12/26/95                                  | 39     | UBS New York                             | 15     |
| 12/27/95                                  | 10     | Bank of America                          | 5      |
| 12/28/95                                  | 32     | Bayerische Landesbank                    | 14     |
| 12/29/95                                  | 14     | Republic Bank                            | 25     |
| 1/4/96                                    | 6      | ABN Amro                                 | 5      |
| 1/8/96                                    | 12     | <b>Commercial Paper</b>                  |        |
| 1/9/96                                    | 36     | JP Morgan                                | \$4    |
| 1/10/96                                   | 32     | PHH Corporation                          | 31     |
| 1/12/96                                   | 4      | Met Life Funding                         | 25     |
| 1/16/96                                   | 17     | AT&T Corporation                         | 9      |
| 1/17/96                                   | 10     | UBS Finance                              | 17     |
| 1/18/96                                   | 10     | Coca Cola Incorporated                   | 19     |
| 1/19/96                                   | 40     | JC Penney Funding                        | 20     |
| 1/22/96                                   | 17     | Deutsche Bank Finance                    | 17     |
| 1/24/96                                   | 9      | HJ Heinz                                 | 4      |

County of Orange  
Pre Bankruptcy Portfolio - 683  
Investment Pool Portfolio Summary  
November 30, 1995

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*34.2 day average maturity

\*0.48% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$1.023 billion in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |              |
|---|--------|--|--------------|
| Date                                      | Amount | Issuer                                   | Amount       |
| 1/25/96                                   | 18     | KFW International Finance                | 13           |
| 1/26/96                                   | 17     | Motorola Incorporated                    | 5            |
| 1/29/96                                   | 34     | IBM Credit Corporation                   | 4            |
| 1/30/96                                   | 17     | Pitney Bowes                             | 9            |
| 1/31/96                                   | 18     | Emerson Electric                         | 15           |
| 2/1/96                                    | 33     | Ford Financial                           | 40           |
| 2/5/96                                    | 12     | ANZ Delaware                             | 18           |
| 2/6/96                                    | 13     | Wal-Mart Stores                          | 7            |
| 2/7/96                                    | 22     | GE Capital                               | 25           |
| 2/13/96                                   | 12     | Nestle Capital                           | 5            |
| 2/14/96                                   | 25     | Anheuser-Busch Company                   | 10           |
| 2/15/96                                   | 5      | <b>Certificates of Deposit</b>           |              |
| 2/20/96                                   | 33     | Mitsubishi Bank                          | \$6          |
| 2/21/96                                   | 5      | Norddeutsche Landesbank                  | 12           |
| 2/26/96                                   | 5      | Societe Generale                         | 35           |
| 2/28/96                                   | 12     | Bayerische Landesbank                    | 27           |
|   |        | Nat West Bank                            | 24           |
|   |        | Bank of Nova Scotia                      | 45           |
|   |        | Commerzbank                              | 18           |
|   |        | NBD Bank                                 | 16           |
|   |        | Deutsche Bank                            | 30           |
|   |        | Bank of Montreal                         | 6            |
|   |        | Bayer Hypo Bank                          | 20           |
|   |        | Banque Nationale De Paris                | 17           |
|   |        | Sanwa Bank                               | 16           |
|   |        | <b>Treasury Collateralized O/N</b>       | <b>\$123</b> |



**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**October 31, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.

\*Maturities range from November 11, 1995 through January 31, 1996

\*25.4 day average maturity

\*0.49% average portfolio monthly return

\*5.75% average investment's annualized monthly yield

\*\$37 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |            |
|---|--------|--|------------|
| Date                                      | Amount | Issuer                                   | Amount     |
| 11/1/95                                   | \$5    | <b>Agency Securities</b>                 |            |
| 11/3/95                                   | 2      | FHLB                                     | \$2        |
| 11/6/95                                   | 3      | FFCB                                     | 2          |
| 11/7/95                                   | 1      | FHLMC                                    | 2          |
| 11/8/95                                   | 2      | <b>Bankers Acceptances</b>               |            |
| 11/9/95                                   | 2      | Morgan Guaranty Trust                    | \$2        |
| 11/10/95                                  | 2      | Bankers Trust Company                    | 3          |
| 11/15/95                                  | 3      | Dai-Ichi Kangyo                          | 1          |
| 11/20/95                                  | 2      | <b>Commercial Paper</b>                  |            |
| 11/21/95                                  | 3      | PHH Corporation                          | \$3        |
| 11/24/95                                  | 1      | BBV Finance                              | 1          |
| 11/27/95                                  | 1      | JC Penney Funding                        | 2          |
| 12/8/95                                   | 1      | Goldman Sachs Group                      | 1          |
| 12/18/95                                  | 1      | Hershey Foods                            | 1          |
| 12/22/95                                  | 1      | Bausch & Lomb                            | 1          |
| 12/29/95                                  | 3      | Shell Oil                                | 1          |
| 1/9/96                                    | 1      | <b>Certificates of Deposit</b>           |            |
| 1/25/96                                   | 1      | Societe Generale                         | \$1        |
| 1/31/96                                   | 2      | Commerzbank                              | 1          |
|   |        | Banque Paribas                           | 2          |
|   |        | Banque National De Paris                 | 2          |
|   |        | Sanwa Bank                               | 1          |
|   |        | NatWest Bank                             | 1          |
|   |        | Deutsche Bank                            | 2          |
|   |        | <b>Treasury Collateralized O/N</b>       | <b>\$5</b> |

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.

\*Maturities range from December 1, 1995 through February 21, 1996

\*37.9 day average maturity

\*0.48% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$36 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 12/1/95   | \$3           | <b>Agency Securities</b>                         |               |
| 12/4/95   | 1             | FNMA   | \$3           |
| 12/5/95   | 1             | FFCB   | 1             |
| 12/6/95   | 2             | FHLMC  | 2             |
| 12/8/95   | 1             | <b>Bankers Acceptances</b>                       |               |
| 12/12/95  | 1             | Morgan Guaranty Trust                            | \$1           |
| 12/18/95  | 1             | Royal Bank of Canada                             | 1             |
| 12/20/95  | 1             | Chase Manhattan Bank                             | 1             |
| 12/22/95  | 2             | Bank of Tokyo                                    | 1             |
| 12/26/95  | 1             | Wachovia Bank                                    | 1             |
| 12/29/95  | 3             | Republic Bank                                    | 1             |
| 1/8/96  | 1             | <b>Commercial Paper</b>                          |               |
| 1/9/96  | 2             | Daimler-Benz N.A                                 | \$1           |
| 1/10/96   | 1             | HJ Heinz   | 1             |
| 1/16/96   | 1             | Hershey Foods                                    | 1             |
| 1/18/96   | 1             | Toys R Us  | 1             |
| 1/24/96   | 1             | Emerson Electric                                 | 1             |
| 1/25/96   | 1             | Bausch & Lomb                                    | 1             |
| 1/30/96   | 1             | Shell Oil  | 1             |
| 1/31/96   | 2             | ANZ Delaware                                     | 1             |
| 2/5/96  | 2             | Anheuser-Busch Company                           | 1             |
| 2/6/96  | 1             | KFW International Finance                        | 1             |
| 2/13/96   | 2             | <b>Certificates of Deposit</b>                   |               |
| 2/14/96   | 1             | Societe Generale                                 | \$1           |
| 2/20/96   | 1             | Bayer Hypo Bank                                  | 1             |
| 2/21/96   | 1             | Deutsche Bank                                    | 2             |

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.

\*Maturities range from December 1, 1995 through February 21, 1996

\*37.9 day average maturity

\*0.48% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$36 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
|   |               | Banque Nationale De Paris                        | 2             |
|   |               | Sanwa Bank                                       | 1             |
|   |               | NatWest Bank                                     | 1             |
|   |               | Norddeutsche Landesbank                          | 1             |
|   |               | Bank of Nova Scotia                              | 1             |
|   |               | Bayerische Landesbank                            | 1             |
|   |               | <b>Treasury Collateralized O/N</b>               | <b>\$3</b>    |

**County of Orange  
Schools Portfolio - 693  
Investment Pool Portfolio Summary  
October 31, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from November 1, 1995 through January 31, 1996

\*31.2 day average maturity

\*0.49% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$517 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 11/1/95                                   | \$34   | <b>Agency Securities</b>                 |        |
| 11/2/95                                   | 14     | FHLB                                     | \$10   |
| 11/3/95                                   | 17     | FNMA                                     | 32     |
| 11/6/95                                   | 36     | FFCB                                     | 41     |
| 11/7/95                                   | 6      | FHLMC                                    | 33     |
| 11/9/95                                   | 16     | <b>Bankers Acceptances</b>               |        |
| 11/10/95                                  | 10     | Morgan Guaranty Trust                    | \$5    |
| 11/13/95                                  | 15     | Bankers Trust Company                    | 17     |
| 11/14/95                                  | 10     | Mellon Bank                              | 4      |
| 11/16/95                                  | 16     | Republic Bank                            | 11     |
| 11/17/95                                  | 20     | Chase Manhattan                          | 5      |
| 11/20/95                                  | 31     | Sanwa Bank                               | 10     |
| 11/21/95                                  | 17     | Union Bank of Switzerland                | 5      |
| 11/22/95                                  | 12     | <b>Commercial Paper</b>                  |        |
| 11/24/95                                  | 25     | GE Company                               | \$15   |
| 11/27/95                                  | 40     | BBV Finance                              | 15     |
| 11/28/95                                  | 16     | PHH Corporation                          | 15     |
| 11/29/95                                  | 12     | JC Penney Funding                        | 14     |
| 12/1/95                                   | 5      | KFW International Finance                | 14     |
| 12/4/95                                   | 6      | Goldman Sachs Group                      | 15     |
| 12/5/95                                   | 12     | AT&T Corporation                         | 5      |
| 12/6/95                                   | 5      | IBM Credit Corp                          | 5      |
| 12/8/95                                   | 5      | Hershey Foods                            | 5      |
| 12/21/95                                  | 29     | UBS Finance                              | 6      |
| 12/22/95                                  | 10     | Smith Barney                             | 8      |
| 12/26/95                                  | 5      | JP Morgan                                | 19     |

**County of Orange  
Schools Portfolio - 693  
Investment Pool Portfolio Summary  
October 31, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from November 1, 1995 through January 31, 1996

\*31.2 day average maturity

\*0.49% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$517 million in portfolio investments

| <b>Maturity Schedule<br/>(in million dollars)</b> |               | <b>Issuer Breakdown<br/>(in million dollars)</b> |               |
|---|---------------|--|---------------|
| <b>Date</b>                                       | <b>Amount</b> | <b>Issuer</b>                                    | <b>Amount</b> |
| 12/29/95  | 12            | Wal-Mart Stores                                  | 17            |
| 1/5/96  | 10            | Shell Oil  | 12            |
| 1/19/96   | 25            | Daimler-Benz NA                                  | 5             |
| 1/22/96   | 8             | <b>Certificates of Deposit</b>                   |               |
| 1/25/96   | 12            | Credit Agricole                                  | \$5           |
| 1/31/96   | 26            | Societe Generale                                 | 28            |
|   |               | Deutsche Bank                                    | 25            |
|   |               | Bank of Montreal                                 | 8             |
|   |               | Commerzbank                                      | 21            |
|   |               | Canadian Imperial Bank                           | 12            |
|   |               | Bank of Nova Scotia                              | 13            |
|   |               | ABN Amro   | 16            |
|   |               | Banque Nationale De Paris                        | 7             |
|   |               | Nat West Bank                                    | 16            |
|   |               | <b>Treasury Collateralized O/N</b>               | <b>\$23</b>   |

**County of Orange  
Schools Portfolio - 693  
Investment Pool Portfolio Summary  
November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*36.6 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$574 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |        |
|---|--------|--|--------|
| Date                                      | Amount | Issuer                                   | Amount |
| 12/1/95                                   | \$110  | <b>Agency Securities</b>                 |        |
| 12/4/95                                   | 9      | FFCB                                     | \$17   |
| 12/5/95                                   | 21     | FHLB                                     | 24     |
| 12/6/95                                   | 9      | FHLMC                                    | 42     |
| 12/8/95                                   | 5      | FNMA                                     | 18     |
| 12/12/95                                  | 9      | <b>Bankers Acceptances</b>               |        |
| 12/18/95                                  | 5      | ABN Amro                                 | \$5    |
| 12/21/95                                  | 35     | Bank Tokyo                               | 9      |
| 12/22/95                                  | 3      | Bankers Trust Company                    | 7      |
| 12/26/95                                  | 19     | Bayerische Landesbank                    | 12     |
| 12/27/95                                  | 19     | Chase Manhattan                          | 5      |
| 12/28/95                                  | 18     | Dai-Ichi Kangyo Bank                     | 8      |
| 12/29/95                                  | 13     | Republic Bank                            | 17     |
| 1/5/96                                    | 10     | Royal Bank of Canada                     | 3      |
| 1/8/96                                    | 3      | Sanwa Bank                               | 5      |
| 1/9/96                                    | 19     | Union Bank of Switzerland                | 5      |
| 1/10/96                                   | 10     | <b>Commercial Paper</b>                  |        |
| 1/16/96                                   | 9      | Anheuser Busch Co.                       | \$10   |
| 1/17/96                                   | 10     | ANZ Delaware                             | 13     |
| 1/18/96                                   | 10     | AT&T Corporation                         | 5      |
| 1/19/96                                   | 24     | Bell Atlantic Finance                    | 5      |
| 1/22/96                                   | 8      | Daimler-Benz NA                          | 14     |
| 1/24/96                                   | 7      | Ford Motor Credit                        | 14     |
| 1/25/96                                   | 12     | GE Capital                               | 5      |
| 1/26/96                                   | 21     | H J Heinz                                | 4      |
| 1/29/96                                   | 25     | Hershey Foods                            | 5      |

**County of Orange  
Schools Portfolio - 693  
Investment Pool Portfolio Summary  
November 30, 1995**

\*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.

\*Maturities range from December 1, 1995 through February 28, 1996

\*36.6 day average maturity

\*0.48% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$574 million in portfolio investments

| Maturity Schedule<br>(in million dollars) |        | Issuer Breakdown<br>(in million dollars) |             |
|---|--------|--|-------------|
| Date                                      | Amount | Issuer                                   | Amount      |
| 1/30/96                                   | 8      | IBM Credit                               | 11          |
| 1/31/96                                   | 26     | JP Morgan & Co.                          | 5           |
| 2/1/96                                    | 28     | Nestle Captial                           | 4           |
| 2/6/96                                    | 8      | PHH Corporation                          | 13          |
| 2/7/96                                    | 9      | Toys R Us                                | 5           |
| 2/14/96                                   | 11     | Shell Oil                                | 12          |
| 2/15/96                                   | 5      | UBS Finance                              | 16          |
| 2/20/96                                   | 4      | Wal-Mart Stores                          | 17          |
| 2/21/96                                   | 4      | <b>Certificates of Deposit</b>           |             |
| 2/23/96                                   | 5      | Norddeutsche Landesbank                  | \$3         |
| 2/26/96                                   | 12     | Bayerische Landesbank                    | 6           |
| 2/28/96                                   | 11     | Bank of Montreal                         | 8           |
|   |        | Bank of Nova Scotia                      | 23          |
|   |        | Mitsubishi Bank                          | 1           |
|   |        | NBD Bank                                 | 18          |
|   |        | Commerzbank                              | 15          |
|   |        | Bayer Hypo Bank                          | 10          |
|   |        | Deutsche Bank                            | 25          |
|   |        | Nat West Bank                            | 13          |
|   |        | Societe Generale                         | 22          |
|   |        | <b>Treasury Collateralized O/N</b>       | <b>\$95</b> |





Placentia Library District  
Balance Sheet

November 30, 1995

Assets

|                         |           |           |
|-------------------------|-----------|-----------|
| General Fund - Checking | 3,558.04  |           |
| Literacy Fund-Checking  | 3,608.19  |           |
| County Exempt-Checking  | 2,185.22  |           |
| Payroll Account         | 9,985.49  |           |
| Savings (P/R Support)   | 3,596.25  |           |
| Savings (P/R Fees)      | 2,173.42  |           |
| Certificates of Deposit | 25,000.00 |           |
| General Fund - Savings  | 2,157.71  |           |
| Literacy Fund - Savings | 3,028.43  |           |
| County Exempt - Savings | 8,507.72  |           |
| Total Assets            |           | 63,800.47 |

Liabilities

|                           |           |           |
|---------------------------|-----------|-----------|
| Manual Payroll Checks     | 12,289.80 |           |
| Payroll Taxes Payable     | 35.30     |           |
| Deferred Comp Payable     | 436.45    |           |
| Insurance Payable         | (238.25)  |           |
| Credit Union Payable      | (775.22)  |           |
| Union Dues Payable        | 318.58    |           |
| Other Employee Deductions | 656.41    |           |
| Total Liabilities         |           | 12,723.07 |

Capital

|                               |           |           |
|-------------------------------|-----------|-----------|
| Fund Balance                  | 51,077.40 |           |
| Total Capital                 |           | 51,077.40 |
| Total Liabilities and Capital |           | 63,800.47 |

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

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT    | CREDITS | BALANC   |
|-------------------|----------|----------|---------|----------|
| Statement Balance |          |          |         | 4,414.43 |
| Checks Out        | 1011     | 2,256.72 |         |          |
|                   | TOTALS   | 2,256.72 | 0.00    |          |
| CHECKBOOK BALANCE |          |          |         | 2,157.71 |

12-8-95  
C. Dumitru

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

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT  | CREDITS | BALANC   |
|-------------------|----------|--------|---------|----------|
| Statement Balance |          |        |         | 3,726.32 |
| Checks Out        | 4170     | 90.00  |         |          |
|                   | 4172     | 78.28  |         |          |
| TOTALS            |          | 168.28 | 0.00    |          |
| CHECKBOOK BALANCE |          |        |         | 3,558.04 |

*12-8-95  
C. Dimitrova*

11/30/95

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

Page 1  
Part 1 of 1 Parts

|                                     | Total    | 11/30/95 |
|-------------------------------------|----------|----------|
| <b>Income</b>                       |          |          |
| Cash Register-Audio Visual          | 0.00     | 0.00     |
| Cash Register-Mis.                  | 14.75    | 14.75    |
| Cash Register-Fines                 | 1,915.75 | 1,915.75 |
| Cash Register-Damaged Items-Not in  | 0.00     | 0.00     |
| Cash Register-Lost Items            | 224.60   | 224.60   |
| Cash Register-Copy Cards            | 0.00     | 0.00     |
| Cash Register-Fax/Laminator         | 0.00     | 0.00     |
| Cash Register-Childrens             | 210.00   | 210.00   |
| Cash Register-Publications          | 0.00     | 0.00     |
| Cash Register-Reserves              | 123.00   | 123.00   |
| Cash Register-Computer Rental       | 1.97     | 1.97     |
| Typewriter Income                   | 11.48    | 11.48    |
| 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               | 2,256.72 | 2,256.72 |
| Interest Income - checking          | 0.00     | 0.00     |
| Interest Income - savings           | 14.31    | 14.31    |
| Miscellaneous Income                | 0.00     | 0.00     |
|                                     | <hr/>    | <hr/>    |
| Total Income                        | 4,772.58 | 4,772.58 |
| <b>Cost of Sales</b>                |          |          |
|                                     | <hr/>    | <hr/>    |
| Gross Profit (Loss)                 | 4,772.58 | 4,772.58 |
| <b>Expenses</b>                     |          |          |
| Transfers to County                 | 5,209.02 | 5,209.02 |
| Employee Insurance (030)            | 0.00     | 0.00     |
| Food (0900)                         | 36.54    | 36.54    |
| Household Expenses (100)            | 0.00     | 0.00     |
| Maintenance-Equip (130)             | 0.00     | 0.00     |
| Maintenance-Bldg (140)              | 0.00     | 0.00     |
| Memberships (160)                   | 0.00     | 0.00     |
| Office Expense (180)                | 58.82    | 58.82    |
| Postage (183)                       | 124.50   | 124.50   |
| Prof. & Spec. Services (190)        | 0.00     | 0.00     |
| Special Departmental Expense (240)  | 0.00     | 0.00     |
| Transportation & Travel (270)       | 604.28   | 604.28   |
| Utilities (280)                     | 0.00     | 0.00     |
| Equipment (400)                     | 0.00     | 0.00     |
| Taxes and Fees (370)                | 0.00     | 0.00     |
| Funds in Transit                    | 2,256.72 | 2,256.72 |

11/30/95

Part 1 of 1 Parts

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

|                         | Total      | 11/30/95   |
|-------------------------|------------|------------|
|                         | -----      | -----      |
| Total Expenses          | 8,289.88   | 8,289.88   |
|                         | -----      | -----      |
| Operating Income (Loss) | (3,517.30) | (3,517.30) |
| Other Income            |            |            |
| Other Expenses          |            |            |
|                         | -----      | -----      |
| Net Income (Loss)       | (3,517.30) | (3,517.30) |
|                         | =====      | =====      |

11/30/95

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

Part 1 of 1 Parts

|                                       | 11/30/95  |
|---------------------------------------|-----------|
| <b>Income</b>                         |           |
| Cash Register-Audio Visual            | 0.00      |
| Cash Register-Mis.                    | 102.10    |
| Cash Register-Fines                   | 9,385.70  |
| Cash Register-Damaged Items-Not in Us | 0.00      |
| Cash Register-Lost Items              | 984.04    |
| Cash Register-Copy Cards              | 0.00      |
| Cash Register-Fax/Laminator           | 0.00      |
| Cash Register-Childrens               | 210.00    |
| Cash Register-Publications            | 0.00      |
| Cash Register-Reserves                | 644.09    |
| Cash Register-Computer Rental         | 230.97    |
| Typewriter Income                     | 56.94     |
| Telephone Income                      | 45.86     |
| Copy Machine Income                   | 0.00      |
| State Library Reimbursements          | 6,762.43  |
| State Library Grants                  | 10,000.00 |
| State of California Foundation Funds  | 0.00      |
| Other Grants                          | 0.00      |
| County Reimbursements                 | 5,948.46  |
| Interest Income - checking            | 5.20      |
| Interest Income - savings             | 36.23     |
| Miscellaneous Income                  | 5,060.87  |
|                                       | -----     |
| Total Income                          | 39,472.89 |
| <br><b>Cost of Sales</b>              |           |
|                                       | -----     |
| Gross Profit (Loss)                   | 39,472.89 |
| <br><b>Expenses</b>                   |           |
| Transfers to County                   | 35,694.62 |
| Employee Insurance (030)              | 87.90     |
| Food (0900)                           | 70.86     |
| Household Expenses (100)              | 12.19     |
| Maintenance-Equip (130)               | 65.00     |
| Maintenance-Bldg (140)                | 115.00    |
| Memberships (160)                     | 395.00    |
| Office Expense (180)                  | 1,314.77  |
| Postage (183)                         | 403.50    |
| Prof. & Spec. Services (190)          | 100.00    |
| Special Departmental Expense (240)    | (487.33)  |
| Transportation & Travel (270)         | 2,044.28  |
| Utilities (280)                       | (217.76)  |
| Equipment (400)                       | 0.00      |
| Taxes and Fees (370)                  | (1.99)    |
| Funds in Transit                      | 2,256.72  |

11/30/95

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

Part 1 of 1 Parts

|                         | 11/30/95                     |
|-------------------------|------------------------------|
| Total Expenses          | -----<br>41,852.76<br>-----  |
| Operating Income (Loss) | (2,379.87)                   |
| Other Income            |                              |
| Other Expenses          |                              |
| Net Income (Loss)       | -----<br>(2,379.87)<br>===== |

11/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 96 Period 5  
General Fund - Savings

| Check             | Date     | Payee                         | Amount   |
|-------------------|----------|-------------------------------|----------|
| 1010              | 11/21/95 | O.C. Auditor                  | 5,209.02 |
|                   |          | 0-5102-01 Transfers to County | 5,209.02 |
| 1011              | 11/21/95 | Placentia Library-ch          | 2,256.72 |
|                   |          | 0-5128-01 Funds in Transit    | 2,256.72 |
| Checkbook 5 Total |          |                               | 7,465.74 |



11/30/95

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

For Fiscal Year 96, Period 5 through Fiscal Year 96, Period 5

| Account Name                  | Total    |
|-------------------------------|----------|
| 0-5102-01 Transfers to County | 5,209.02 |
| 0-5128-01 Funds in Transit    | 2,256.72 |
|                               | 7,465.74 |

11/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 96 Period 5  
General Account

| Check             | Date     | Payee   | Amount                  |
|-------------------|----------|---|-------------------------|
| 4166              | 11/01/95 | Time To Travel<br>0-5122-01 Transportation & Travel (270)                       | 112.00                  |
| 4167              | 11/10/95 | CLA<br>0-5122-01 Transportation & Travel (270)                                  | 31.00                   |
| 4168              | 11/10/95 | Westin Hotel<br>0-5122-01 Transportation & Travel (270)                         | 344.28                  |
| 4169              | 11/11/95 | Malabika Roy<br>0-5122-01 Transportation & Travel (270)                         | 21.00                   |
| 4170              | 11/30/95 | Placentia Chamber/Co<br>0-5122-01 Transportation & Travel (270)                 | 90.00                   |
| 4171              | 11/15/95 | Placentia Chamber/Co<br>0-5122-01 Transportation & Travel (270)                 | 6.00                    |
| 4172              | 11/21/95 | Elizabeth Minter (pc<br>0-5105-01 Food (0900)<br>0-5114-01 Office Expense (180) | 78.28<br>36.54<br>41.74 |
| 4173              | 11/27/95 | U.S. Postmaster<br>0-5116-01 Postage (183)                                      | 148.00                  |
| Checkbook 1 Total |          |   | 830.56                  |

1/30/95

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

For Fiscal Year 96, Period 5 through Fiscal Year 96, Period 5

| Account Name                            | Total  |
|---|--------|
| 0-5105-01 Food (0900)                   | 36.54  |
| 0-5114-01 Office Expense (180)          | 41.74  |
| 0-5116-01 Postage (183)                 | 148.00 |
| 0-5122-01 Transportation & Travel (270) | 604.28 |
|   | -----  |
|   | 830.56 |
|   | =====  |

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

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT | CREDITS | BALANC   |
|-------------------|----------|-------|---------|----------|
| Statement Balance |          |       |         | 3,028.43 |
| Checks Out        |          |       |         |          |
|                   | TOTALS   | 0.00  | 0.00    |          |
| CHECKBOOK BALANCE |          |       |         | 3,028.43 |

*12-9-95  
C. Dimitrova*

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

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT | CREDITS | BALANC   |
|-------------------|----------|-------|---------|----------|
| Statement Balance |          |       |         | 3,608.19 |
| Checks Out        |          |       |         |          |
|                   | TOTALS   | 0.00  | 0.00    |          |
| CHECKBOOK BALANCE |          |       |         | 3,608.19 |

11/30/95

Page 1  
Part 1 of 1 Parts

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

|                            | Total | 11/30/95 |
|----------------------------|-------|----------|
| 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 | 2.96  | 2.96     |
| Interest Income - savings  | 5.70  | 5.70     |
| Miscellaneous Income       | 0.00  | 0.00     |
| Citizenship Tests (CASAS)  | 42.00 | 42.00    |
| Citizenship Tests (CASAS)  | 0.00  | 0.00     |
| Donations to Literacy      | 0.00  | 0.00     |
|                            | ----- | -----    |
| Total Income               | 50.66 | 50.66    |
| Cost of Sales              |       |          |
|                            | ----- | -----    |
| Gross Profit (Loss)        | 50.66 | 50.66    |
| 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     |
|                            | ----- | -----    |
| Total Expenses             | 0.00  | 0.00     |
| Operating Income (Loss)    | 50.66 | 50.66    |
| Other Income               |       |          |
| Other Expenses             |       |          |
|                            | ----- | -----    |
| Net Income (Loss)          | 50.66 | 50.66    |
|                            | ===== | =====    |

11/30/95

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

|                            | 11/30/95 |
|----------------------------|----------|
| Income                     |          |
| Gifts Income               | 0.00     |
| Tutor Training Income      | 120.00   |
| Workshops Income           | 0.00     |
| Book/Materials Income      | 0.00     |
| Interest Income - checking | 10.14    |
| Interest Income - savings  | 39.16    |
| Miscellaneous Income       | 0.00     |
| Citizenship Tests (CASAS)  | 151.00   |
| Citizenship Tests (CASAS)  | 0.00     |
| Donations to Literacy      | 0.00     |
|                            | -----    |
| Total Income               | 320.30   |
| Cost of Sales              | -----    |
| Gross Profit (Loss)        | 320.30   |
| 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                  | 20.30    |
|                            | -----    |
| Total Expenses             | 20.30    |
|                            | -----    |
| Operating Income (Loss)    | 300.00   |
| Other Income               |          |
| Other Expenses             |          |
|                            | -----    |
| Net Income (Loss)          | 300.00   |
|                            | =====    |

11/30/95

Placentia Library District  
Cash Disbursements  
SUMMARY

Page 1

For Fiscal Year 96, Period 5 through Fiscal Year 96, Period 5

| 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 Savings

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT    | CREDITS | BALANC    |
|-------------------|----------|----------|---------|-----------|
| Statement Balance |          |          |         | 10,286.72 |
| Checks Out        | 1003     | 1,500.00 |         |           |
|                   | 1004     | 279.00   |         |           |
|                   | TOTALS   | 1,779.00 | 0.00    |           |
| CHECKBOOK BALANCE |          |          |         | 8,507.72  |

12-8-95  
C. Demetrius

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

November 1995

Prepared December 09, 1995

|                   | DATE/NO. | DEBIT | CREDITS | BALANC   |
|-------------------|----------|-------|---------|----------|
| Statement Balance |          |       |         | 2,283.78 |
| Checks Out        | 986      | 19.56 |         |          |
|                   | 987      | 14.00 |         |          |
|                   | 988      |       |         |          |
|                   | 989      | 65.00 |         |          |
| TOTALS            |          | 98.56 | 0.00    |          |
| CHECKBOOK BALANCE |          |       |         | 2,185.22 |

*balanced  
12-8-95 cd*

11/30/95

Page 1  
Part 1 of 1 Parts

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

|                                     | Total    | 11/30/95 |
|-------------------------------------|----------|----------|
| <b>Income</b>                       |          |          |
| Cash Register-Copy Cards-Exempt Fun | 22.50    | 22.50    |
| Microfilm/Microfich Income          | 0.00     | 0.00     |
| Meeting Room Income                 | 220.00   | 220.00   |
| Test Proctoring Income              | 0.00     | 0.00     |
| Vending Machine Income              | 57.00    | 57.00    |
| Debit Card Income                   | 92.00    | 92.00    |
| Friends Contributions               | 0.00     | 0.00     |
| Friends - Summer Reading            | 1,000.00 | 1,000.00 |
| 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          | 2.22     | 2.22     |
| Interest Income - savings           | 19.02    | 19.02    |
| Miscellaneous Income                | 0.00     | 0.00     |
| Gulf Arab Grant Income              | 0.00     | 0.00     |
| Community Grant Income              | 0.00     | 0.00     |
|                                     | -----    | -----    |
| Total Income                        | 1,412.74 | 1,412.74 |
| <b>Cost of Sales</b>                |          |          |
|                                     | -----    | -----    |
| Gross Profit (Loss)                 | 1,412.74 | 1,412.74 |
| <b>Expenses</b>                     |          |          |
| Copy Cards Purchase                 | 0.00     | 0.00     |
| Vend. Mach.-Repay Capital Equip.    | 0.00     | 0.00     |
| Vending Machine Supplies            | 0.00     | 0.00     |
| Vending Machine Repairs             | 0.00     | 0.00     |
| Bank Fees & Services Charges        | 13.00    | 13.00    |
| Children's Summer Reading Program   | 0.00     | 0.00     |
| Children's Camp Library             | 461.10   | 461.10   |
| Children's-Other                    | 778.27   | 778.27   |
| Debit Card - Repay Capital Equip.   | 279.00   | 279.00   |
| Friend's-Director's Fund            | 14.00    | 14.00    |
| Friend's-Other Activities           | 0.00     | 0.00     |
| Library Board Expenses              | 0.00     | 0.00     |
| Meeting Room Upkeep Expenses        | 65.00    | 65.00    |
| Gulf Arab Grant                     | 0.00     | 0.00     |
| Community Grant Expense             | 0.00     | 0.00     |
| Miscellaneous                       | 0.00     | 0.00     |
| Lobbyist Expense                    | 0.00     | 0.00     |
| Funds in Transit                    | 1,500.00 | 1,500.00 |
|                                     | -----    | -----    |
| Total Expenses                      | 3,110.37 | 3,110.37 |
|                                     | -----    | -----    |

11/30/95

Page 1

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

|                                      | 11/30/95 |
|--------------------------------------|----------|
| <b>Income</b>                        |          |
| Cash Register-Copy Cards-Exempt Fund | 172.00   |
| Microfilm/Microfich Income           | 0.00     |
| Meeting Room Income                  | 975.00   |
| Test Proctoring Income               | 240.00   |
| Vending Machine Income               | 57.00    |
| Debit Card Income                    | 424.00   |
| Friends Contributions                | 0.00     |
| Friends - Summer Reading             | 1,000.00 |
| Gifts Income                         | 0.00     |
| Special Gifts (Non Library)          | 0.00     |
| Children's Dept Income               | 0.00     |
| Lobbyist Income                      | 0.00     |
| Interest Income - checking           | 16.96    |
| Interest Income - savings            | 81.53    |
| Miscellaneous Income                 | 0.00     |
| Gulf Arab Grant Income               | 0.00     |
| Community Grant Income               | 0.00     |
|                                      | -----    |
| Total Income                         | 2,966.49 |
| <br><b>Cost of Sales</b>             |          |
|                                      | -----    |
| Gross Profit (Loss)                  | 2,966.49 |
| <br><b>Expenses</b>                  |          |
| 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         | 13.00    |
| Children's Summer Reading Program    | 355.56   |
| Children's Camp Library              | 461.10   |
| Children's-Other                     | 778.27   |
| Debit Card - Repay Capital Equip.    | 439.00   |
| Friend's-Director's Fund             | 368.60   |
| Friend's-Other Activities            | 0.00     |
| Library Board Expenses               | 374.35   |
| Meeting Room Upkeep Expenses         | 320.94   |
| Gulf Arab Grant                      | 0.00     |
| Community Grant Expense              | 0.00     |
| Miscellaneous                        | 0.00     |
| Lobbyist Expense                     | 0.00     |
| Funds in Transit                     | 1,500.00 |
|                                      | -----    |
| Total Expenses                       | 4,610.82 |
|                                      | -----    |

11/30/95

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

Page 2  
Part 1 of 1 Parts

|                         |                              |
|-------------------------|------------------------------|
| Operating Income (Loss) | 11/30/95<br>(1,644.33)       |
| Other Income            |                              |
| Other Expenses          |                              |
| Net Income (Loss)       | -----<br>(1,644.33)<br>===== |

11/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 96 Period 5  
County Exempt

Page 1

| Check             | Date     | Payee   | Amount   |
|-------------------|----------|---|----------|
| 977               | 11/01/95 | Tall Mouse<br>0-5310-03 Children's Camp Library           | 67.07    |
| 978               | 11/02/95 | Orange Co. Auditor<br>0-5312-03 Children's-Other          | 778.27   |
| 979               | 11/07/95 | Smart & Final<br>0-5310-03 Children's Camp Library        | 34.57    |
| 980               | 11/13/95 | Sam's Club<br>0-5310-03 Children's Camp Library           | 63.11    |
| 981               | 11/13/95 | Ralphs<br>0-5310-03 Children's Camp Library               | 9.75     |
| 982               | 11/17/95 | McDonalds<br>0-5310-03 Children's Camp Library            | 24.00    |
| 983               | 11/17/95 | Yum-Yum Donuts<br>0-5310-03 Children's Camp Library       | 34.68    |
| 984               | 11/17/95 | Sam's Club<br>0-5310-03 Children's Camp Library           | 98.36    |
| 985               | 11/17/95 | Kids Love Music<br>0-5310-03 Children's Camp Library      | 110.00   |
| 986               | 11/21/95 | Elizabeth Minter (pc<br>0-5310-03 Children's Camp Library | 19.56    |
| 987               | 11/21/95 | Elizabeth Minter<br>0-5314-03 Friend's-Director's Fund    | 14.00    |
| 988               | 11/21/95 | VOID void   | 0.00     |
| 989               | 11/30/95 | Emil's Cleaning<br>0-5319-03 Meeting Room Upkeep Expenses | 65.00    |
| Checkbook 3 Total |          |   | 1,318.37 |

11/30/95

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

Page 2

For Fiscal Year 96, Period 5 through Fiscal Year 96, Period 5

| Account Name                           | Total    |
|--|----------|
| 0-5310-03 Children's Camp Library      | 461.10   |
| 0-5312-03 Children's-Other             | 778.27   |
| 0-5314-03 Friend's-Director's Fund     | 14.00    |
| 0-5319-03 Meeting Room Upkeep Expenses | 65.00    |
|  | -----    |
|  | 1,318.37 |
|  | =====    |

11/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 7 Fiscal Year 96 Period 5  
County Exempt - Savings

Page 24

| Check             | Date     | Payee  | Amount               |
|-------------------|----------|--|----------------------|
| 1003              | 11/21/95 | County Exempt Checki<br>0-1030-00 County Exempt-Checking   | 1,500.00<br>1,500.00 |
| 1004              | 11/21/95 | O.C. Auditor<br>0-5313-03 Debit Card - Repay Capital Equip | 279.00<br>279.00     |
| Checkbook 7 Total |          |  | 1,779.00             |



11/30/95

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

Page 2

For Fiscal Year 96, Period 5 through Fiscal Year 96, Period 5

| Account Name                                | Total    |
|---|----------|
| 0-1030-00 County Exempt-Checking            | 1,500.00 |
| 0-5313-03 Debit Card - Repay Capital Equip. | 279.00   |
|   | -----    |
|   | 1,779.00 |
|   | =====    |

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

Prepared December 09, 1995

|                   | NUMBER | DEBITS   | CREDITS | BALANCE   |
|-------------------|--------|----------|---------|-----------|
| Statement Balance |        |          |         | 15,296.44 |
|                   | 1894   | 26.30    |         |           |
|                   | 1901   | 263.86   |         |           |
|                   | 1905   | 69.45    |         |           |
|                   | 1906   | 1,410.10 |         |           |
|                   | 1907   | 125.03   |         |           |
|                   | 1911   | 434.72   |         |           |
|                   | 1912   | 1,096.56 |         |           |
|                   | 1913   | 211.67   |         |           |
|                   | 1914   | 184.14   |         |           |
|                   | 1916   | 90.35    |         |           |
|                   | 1919   | 116.41   |         |           |
|                   | 1920   | 101.81   |         |           |
|                   | 1923   | 17.43    |         |           |
|                   | 1924   | 52.60    |         |           |
|                   | 1926   | 125.47   |         |           |
|                   | 1927   | 64.70    |         |           |
|                   | 1928   | 26.30    |         |           |
|                   | 1931   | 479.19   |         |           |
|                   | 1935   | 28.86    |         |           |
|                   | 1937   | 386.00   |         |           |
|                   | TOTALS | 5,310.95 | 0.00    |           |
| Checkbook balance |        |          |         | 9,985.49  |

*balanced  
cd  
12-9-95*

11/30/95

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

|                               | Total       | 11/30/95    |
|-------------------------------|-------------|-------------|
| Income                        |             |             |
| Transfers from County         | 44,170.00   | 44,170.00   |
| 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                  | 44,170.00   | 44,170.00   |
| Cost of Sales                 |             |             |
|                               | -----       | -----       |
| Gross Profit (Loss)           | 44,170.00   | 44,170.00   |
| Expenses                      |             |             |
| Salaries                      | 60,124.57   | 60,124.57   |
| Prepaid Salaries              | 0.00        | 0.00        |
| Employee Benefits             | 0.00        | 0.00        |
| Employer Payroll Taxes        | 4,209.67    | 4,209.67    |
| Payroll Processing Fees       | 0.00        | 0.00        |
| Bank Fees and Service Charges | 0.00        | 0.00        |
| Miscellaneous - Unknown       | 0.00        | 0.00        |
|                               | -----       | -----       |
| Total Expenses                | 64,334.24   | 64,334.24   |
|                               | -----       | -----       |
| Operating Income (Loss)       | (20,164.24) | (20,164.24) |
| Other Income                  |             |             |
| Other Expenses                |             |             |
|                               | -----       | -----       |
| Net Income (Loss)             | (20,164.24) | (20,164.24) |
|                               | =====       | =====       |

11/30/95

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

Page 1  
Part 1 of 1 Parts

|                               | 11/30/95   |
|-------------------------------|------------|
| Income                        |            |
| Transfers from County         | 237,364.12 |
| Interest Income-CD's          | 0.00       |
| Interest-Savings-Landmark     | 0.00       |
| Interest-Savings-B of A       | 11.06      |
| Miscellaneous Income          | 0.00       |
|                               | -----      |
| Total Income                  | 237,375.18 |
| Cost of Sales                 | -----      |
| Gross Profit (Loss)           | 237,375.18 |
| Expenses                      |            |
| Salaries                      | 219,858.50 |
| Prepaid Salaries              | 0.00       |
| Employee Benefits             | 0.00       |
| Employer Payroll Taxes        | 16,247.88  |
| Payroll Processing Fees       | 0.00       |
| Bank Fees and Service Charges | 0.00       |
| Miscellaneous - Unknown       | 0.00       |
|                               | -----      |
| Total Expenses                | 236,106.38 |
|                               | -----      |
| Operating Income (Loss)       | 1,268.80   |
| Other Income                  |            |
| Other Expenses                | -----      |
| Net Income (Loss)             | 1,268.80   |
|                               | =====      |


11/30/95

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 96 Period 5  
Payroll Account

Page 1

| Check | Date     | Payee              | Amount |
|-------|----------|--------------------|--------|
| 609   | 11/20/95 | Diana Villanueva   | 23.05  |
|       |          | 0-5402-04 Salaries | 23.05  |
|       |          | Checkbook 4 Total  | 23.05  |



TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: December 19, 1995  
 SUBJECT: Acquisitions Report

**Dollars Spent 11/1/95 to 11/30/95**

|                              |                   |
|------------------------------|-------------------|
| Adult Continuations Print    | \$259.67          |
| Adult Video                  | 277.40            |
| Juvenile Continuations Print | 133.62            |
| Gifts                        | 1,670.31          |
| <b>Total</b>                 | <b>\$2,341.00</b> |

**Dollars Spent 7/1/95 to 11/30/95**

|                                   |                    |
|-----------------------------------|--------------------|
| Adult Continuations Print         | \$1,615.62         |
| Adult Continuations Electronic    | 1,858.69           |
| Adult Fiction                     | 2,172.70           |
| Adult Non-Fiction                 | 1,821.66           |
| Adult Reference                   | 227.45             |
| Adult Audio                       | 487.74             |
| Adult Video                       | 460.40             |
| Adult CD-ROMs                     | 18.59              |
| Juvenile Continuations Print      | 228.12             |
| Juvenile Continuations Electronic |                    |
| Juvenile Fiction                  |                    |
| Juvenile Reference                |                    |
| Juvenile Non-Fiction              | 27.70              |
| Juvenile Audio                    |                    |
| Juvenile Video                    |                    |
| Juvenile CD-ROMs                  |                    |
| Gifts                             | 2,309.83           |
| <b>Total</b>                      | <b>\$11,228.50</b> |

Acquisitions Report, December 19, 1995, Page 2.

| Outstanding Orders: | Dollars Encumbered: |
|---------------------|---------------------|
| Regular Accounts    | \$714.03            |
| Gift Accounts       | 1,802.92            |

**Donated Items 7/1/95 to 12/11/95**

|                 |     |            |
|-----------------|-----|------------|
| Adult Books     | 225 | \$3,518.50 |
| Juvenile Books  | 213 | 1,640.45   |
| Adult Videos    | 31  | 700.00     |
| Juvenile Videos | 7   | 140.00     |
| Audio CDs       | 69  | 1,115.00   |

(These figures do not include paperbacks.)



TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *P.B.*  
 DATE: December 19, 1995  
 SUBJECT: ACS: Overdue Collection Report for Month of November

The report received from ACS Collection Agency on December 9, 1995 is Attachment A

A summary of the current status is as follows:

| FY 1995-96 | # New Accounts Submitted | Total # Active Accounts | # Paid in Full Curr. Month | Amount Received Curr. Month | # Written Off Suspended Curr. Month |
|------------|--------------------------|-------------------------|----------------------------|-----------------------------|-------------------------------------|
| July       | 30                       | 88                      | 12                         | 668.46                      | 7                                   |
| August     | 24                       | 67                      | 14                         | 671.67                      | 24                                  |
| September  | 22                       | 58                      | 18                         | 759.81                      | 13                                  |
| October    | 38                       | 68                      | 10                         | 636.91                      | 20                                  |
| November   | 22                       | 79                      | 23                         | 850.39                      | 14                                  |
| December   |                          |                         |                            |                             |                                     |
| January    |                          |                         |                            |                             |                                     |
| February   |                          |                         |                            |                             |                                     |
| March      |                          |                         |                            |                             |                                     |
| April      |                          |                         |                            |                             |                                     |
| May        |                          |                         |                            |                             |                                     |
| June       |                          |                         |                            |                             |                                     |
| TOTAL YTD  | 136                      | 360                     | 77                         | 3,587.24                    | 78                                  |

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 07 Dec 1995

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

Your consultant is:  
WELDON AND ASSOCIATES  
(714) 733-3558 Ext

PLA400 Representative is:  
OVERDUES DESK  
(714) 528-1906 Ext

|  | MONTH TO DATE |          | YEAR TO DATE |           | INCEPTION TO DATE |           |
|--|---------------|----------|--------------|-----------|-------------------|-----------|
|  | #             | \$       | #            | \$        | #                 | \$        |
| GROSS ASSIGNMENTS                        | 22            | 1,970.40 | 251          | 22,034.30 | 1217              | 82,845.72 |
| GROSS: Mail Return*,<br>Dispute, Bankrpt | 3             | 292.40   | 64           | 5,498.66  | 243               | 17,598.95 |
| NET ASSIGNMENTS                          | 19            | 1,678.00 | 187          | 16,535.64 | 974               | 65,246.77 |
| COLLECTED                                |               |          |              |           |                   |           |
| Paid in Full                             | 2             | 70.00    | 24           | 1,769.57  | 282               | 14,336.55 |
| Settled in Full                          | 3             | 270.11   | 12           | 1,045.73  | 83                | 4,773.75  |
| Partial Payment                          | 17            | 449.78   | 62           | 1,675.38  | 202               | 8,780.58  |
| Resolved                                 | 1             | 60.50    | 6            | 383.12    | 28                | 1,231.00  |
| TOTAL RECOVERED                          | 23            | 850.39   | 104          | 4,873.80  | 595               | 29,121.88 |

| Age of accounts when started | 0-30     | 31-60   | 61-90    | 91-120   | over 120 |
|------------------------------|----------|---------|----------|----------|----------|
|                              | 254      | 52      | 217      | 185      | 509      |
|                              | \$16,401 | \$3,602 | \$12,875 | \$13,063 | \$36,474 |

\* Percentage of Mail Returns - 19.9 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

| PATIENT / DEBTOR | ACS #           | DATE LAST<br>PMT / CHG | DATE<br>ASSIGNED | BALANCE OF<br>ACCOUNT | STAT<br>CODE | DEMAND<br># |
|------------------|-----------------|------------------------|------------------|-----------------------|--------------|-------------|
|                  | 566762          | 11/13/93               | 09/26/95         | 65.00                 | A            | 4           |
|                  | 26018052494913  |                        | AMT: 65.00       |                       |              |             |
|                  | 569512          | 10/18/95               | 11/30/95         | 58.40                 | N            | 0           |
|                  | 26053071075732  |                        | AMT: 58.40       |                       |              |             |
|                  | 566991          | 07/11/95               | 10/04/95         | 139.85                | A            | 3           |
|                  | 26018053282119  |                        | AMT: 139.85      |                       |              |             |
|                  | 567302          | 04/05/95               | 10/10/95         | 82.40                 | A            | 3           |
|                  | 26053071077498  |                        | AMT: 82.40       |                       |              |             |
|                  | 569417          | 05/15/93               | 11/29/95         | 69.95                 | A            | 1           |
|                  | 26019004292306  |                        | AMT: 69.95       |                       |              |             |
|                  | 564836          | 05/23/95               | 08/16/95         | 0.00                  | SU,P         | 1           |
|                  | 26053071119084  |                        | AMT: 69.25       |                       |              |             |
|                  | 567808          | 08/10/95               | 10/18/95         | 106.10                | A            | 2           |
|                  | 26018053210094  |                        | AMT: 106.10      |                       |              |             |
|                  | 564835          | 04/30/95               | 08/16/95         | 55.00                 | CC           | 5           |
|                  | 26019002933224  |                        | AMT: 78.95       |                       |              |             |
|                  | 569024          | 09/06/95               | 11/16/95         | 100.90                | A            | 1           |
|                  | 26018053290377  |                        | AMT: 100.90      |                       |              |             |
|                  | 569422          | 01/02/95               | 11/29/95         | 60.40                 | A            | 1           |
|                  |                 |                        | AMT: 60.40       |                       |              |             |
|                  | 565026          | 06/10/95               | 08/18/95         | 55.85                 | CC           | 5           |
|                  | 26018053283018  |                        | AMT: 55.85       |                       |              |             |
|                  | 564621          | 05/31/95               | 08/15/95         | 83.40                 | CC           | 5           |
|                  | 260190533281426 |                        | AMT: 83.40       |                       |              |             |
|                  | 569416          | 08/14/95               | 11/29/95         | 69.95                 | A            | 1           |
|                  | 26019005061593  |                        | AMT: 69.95       |                       |              |             |
|                  | 564833          | 06/06/95               | 08/16/95         | 41.40                 | CC           | 5           |
|                  | 26018052440130  |                        | AMT: 92.82       |                       |              |             |
|                  | 567974          | 07/22/95               | 10/25/95         | 47.00                 | A            | 2           |
|                  | 26019002053981  |                        | AMT: 47.00       |                       |              |             |
|                  | 566993          | 07/10/95               | 10/04/95         | 73.75                 | A            | 3           |
|                  | 2601853282010   |                        | AMT: 73.75       |                       |              |             |
|                  | 566759          | 06/26/95               | 09/26/95         | 59.65                 | A            | 4           |
|                  | 26018053272318  |                        | AMT: 59.65       |                       |              |             |
|                  | 566808          | 07/23/95               | 09/27/95         | 96.92                 | A            | 4           |
|                  | 26018053238111  |                        | AMT: 96.92       |                       |              |             |
|                  | 568755          | 03/06/95               | 11/13/95         | 59.55                 | A,PP         | 1           |
|                  | 26053071134935  |                        | AMT: 94.40       |                       |              |             |
|                  | 569415          | 04/21/94               | 11/29/95         | 73.80                 | A            | 1           |
|                  | 26019004461042  |                        | AMT: 73.80       |                       |              |             |

|                |          |             |        |      |   |
|----------------|----------|-------------|--------|------|---|
| 568756         | 09/19/94 | 11/13/95    | 80.65  | A    | 1 |
| 26053070977029 |          | AMT: 80.65  |        |      |   |
| 564618         | 06/06/95 | 08/15/95    | 61.97  | SU   | 1 |
| 26018053231223 |          | AMT: 61.97  |        |      |   |
| 567304         | 04/05/95 | 10/10/95    | 92.70  | A    | 3 |
| 26019004980454 |          | AMT: 92.70  |        |      |   |
| 569515         | 05/11/95 | 11/30/95    | 52.85  | N    | 0 |
| 26019004714507 |          | AMT: 52.85  |        |      |   |
| 569418         | 08/20/95 | 11/29/95    | 88.30  | A    | 1 |
| 26018052495589 |          | AMT: 88.30  |        |      |   |
| 567809         | 08/29/95 | 10/18/95    | 113.05 | A    | 2 |
| 26018053296739 |          | AMT: 113.05 |        |      |   |
| 567979         | 08/17/95 | 10/25/95    | 689.13 | A    | 2 |
| 26018053297075 |          | AMT: 689.13 |        |      |   |
| 566274         | 07/19/95 | 09/13/95    | 77.00  | A    | 5 |
| 26018053228070 |          | AMT: 77.00  |        |      |   |
| 566765         | 10/18/93 | 09/26/95    | 65.90  | A    | 4 |
| 26018053123206 |          | AMT: 65.90  |        |      |   |
| 566758         | 06/26/95 | 09/26/95    | 35.00  | A,PP | 4 |
| 26018053284875 |          | AMT: 58.90  |        |      |   |
| 566995         | 06/17/95 | 10/04/95    | 65.00  | A,PP | 3 |
| 2605307048008  |          | AMT: 146.85 |        |      |   |
| 569511         | 08/03/95 | 11/30/95    | 51.95  | N    | 0 |
| 26018053295574 |          | AMT: 51.95  |        |      |   |
| 566810         | 04/28/94 | 09/27/95    | 70.06  | A    | 4 |
| 26019004630778 |          | AMT: 70.06  |        |      |   |
| 569026         | 09/06/95 | 11/16/95    | 0.00   | SF   | 1 |
| 26018053272680 |          | AMT: 77.51  |        |      |   |
| 565030         | 11/28/94 | 08/18/95    | 63.50  | CC   | 5 |
| 26019004461216 |          | AMT: 58.94  |        |      |   |
| 568111         | 10/11/94 | 10/30/95    | 42.60  | A,PP | 2 |
| 2601805321481  |          | AMT: 52.60  |        |      |   |
| 569516         | 07/26/95 | 11/30/95    | 37.56  | N    | 0 |
| 26018052559038 |          | AMT: 37.56  |        |      |   |
| 564507         | 06/01/95 | 08/15/95    | 58.06  | CC   | 5 |
| 26018053280295 |          | AMT: 58.06  |        |      |   |
| 568112         | 08/22/95 | 10/30/95    | 106.55 | A    | 2 |
| 26018053117554 |          | AMT: 106.55 |        |      |   |
| 567804         | 06/21/95 | 10/18/95    | 59.40  | A    | 2 |
| 26019005203963 |          | AMT: 59.40  |        |      |   |
| 567801         | 05/06/95 | 10/18/95    | 39.15  | A    | 2 |
| 26018053190775 |          | AMT: 39.15  |        |      |   |
| 568763         | 05/12/93 | 11/13/95    | 96.95  | A    | 1 |
| 26053070879431 |          | AMT: 96.95  |        |      |   |
| 564620         | 06/05/95 | 08/15/95    | 59.35  | CC   | 5 |
| 26018053078871 |          | AMT: 80.91  |        |      |   |
| 568761         | 07/27/93 | 11/13/95    | 66.80  | A    | 1 |
| 26053070951248 |          | AMT: 66.80  |        |      |   |
| 566754         | 06/26/95 | 09/26/95    | 0.00   | SF   | 4 |
| 26018053242329 |          | AMT: 76.15  |        |      |   |
| 566276         | 07/03/95 | 09/13/95    | 99.20  | A    | 5 |
| 26053071074586 |          | AMT: 99.20  |        |      |   |
| 567303         | 04/10/95 | 10/10/95    | 94.80  | A    | 3 |
| 26018053263606 |          | AMT: 94.80  |        |      |   |
| 568760         | 06/03/93 | 11/13/95    | 40.60  | A,PP | 1 |
| 26019003647294 |          | AMT: 72.55  |        |      |   |

|                |          |             |        |      |   |
|----------------|----------|-------------|--------|------|---|
| 566992         | 06/12/95 | 10/04/95    | 127.79 | A    | 3 |
| 26018053282200 |          | AMT: 127.79 |        |      |   |
| 564504         | 11/02/93 | 08/15/95    | 65.00  | CC   | 5 |
| 26018053106169 |          | AMT: 69.95  |        |      |   |
| 562849         | 03/29/95 | 07/17/95    | 215.35 | SU   | 5 |
| 26019004713673 |          | AMT: 215.35 |        |      |   |
| 566281         | 07/24/95 | 09/13/95    | 0.00   | A,PP | 5 |
| 26053071122005 |          | AMT: 109.00 |        |      |   |
| 566760         | 04/05/94 | 09/26/95    | 58.85  | A    | 4 |
| 26053070693824 |          | AMT: 58.85  |        |      |   |
| 566763         | 05/08/95 | 09/26/95    | 65.00  | A,PP | 4 |
| 26018053110450 |          | AMT: 80.35  |        |      |   |
| 567975         | 07/11/95 | 10/25/95    | 61.80  | A    | 2 |
| 26018053284354 |          | AMT: 61.80  |        |      |   |
| 566990         | 07/11/95 | 10/04/95    | 94.30  | A    | 3 |
| 26018053284347 |          | AMT: 94.30  |        |      |   |
| 566996         | 06/17/95 | 10/04/95    | 92.65  | A    | 3 |
| 26018053243798 |          | AMT: 92.65  |        |      |   |
| 567976         | 06/13/95 | 10/25/95    | 60.50  | SU   | 1 |
| 26053070633168 |          | AMT: 60.50  |        |      |   |
| 564503         | 11/08/93 | 08/15/95    | 47.80  | CC   | 5 |
| 26053070815302 |          | AMT: 47.80  |        |      |   |
| 569025         | 09/10/95 | 11/16/95    | 41.40  | A,PP | 1 |
| 26018053290633 |          | AMT: 72.90  |        |      |   |
| 566994         | 06/14/95 | 10/04/95    | 68.80  | A    | 3 |
| 26018053283638 |          | AMT: 68.80  |        |      |   |
| 567306         | 04/15/95 | 10/10/95    | 89.80  | A    | 3 |
| 26018053238137 |          | AMT: 89.80  |        |      |   |
| 567300         | 07/22/95 | 10/10/95    | 0.00   | SF   | 2 |
| 26018053257525 |          | AMT: 147.60 |        |      |   |
| 568764         | 05/14/94 | 11/13/95    | 65.40  | MR   | 1 |
| 26019005034970 |          | AMT: 65.40  |        |      |   |
| 566277         | 06/07/95 | 09/13/95    | 55.54  | A    | 5 |
| 26053071133242 |          | AMT: 55.54  |        |      |   |
| 567811         | 05/07/95 | 10/18/95    | 35.00  | A,PP | 2 |
| 26018053219152 |          | AMT: 51.90  |        |      |   |
| 569513         | 08/09/95 | 11/30/95    | 57.90  | N    | 0 |
| 26018053284131 |          | AMT: 57.90  |        |      |   |
| 568110         | 07/17/95 | 10/30/95    | 62.65  | A    | 2 |
| 26019004318838 |          | AMT: 62.65  |        |      |   |
| 566279         | 06/02/95 | 09/13/95    | 25.00  | A,PP | 5 |
| 26053071077662 |          | AMT: 55.00  |        |      |   |
| 568759         | 05/15/95 | 11/13/95    | 72.60  | A    | 1 |
| 26053071082340 |          | AMT: 72.60  |        |      |   |
| 564834         | 08/08/94 | 08/16/95    | 84.80  | CC   | 5 |
| 26018053194827 |          | AMT: 84.80  |        |      |   |
| 569420         | 08/05/95 | 11/29/95    | 181.18 | A    | 1 |
| 26018053243871 |          | AMT: 181.18 |        |      |   |
| 566764         | 05/08/95 | 09/26/95    | 51.00  | A    | 4 |
| 2018053111748  |          | AMT: 51.00  |        |      |   |
| 567805         | 04/11/95 | 10/18/95    | 53.00  | A    | 2 |
| 26018053245850 |          | AMT: 53.00  |        |      |   |
| 567803         | 03/14/95 | 10/18/95    | 75.00  | A    | 2 |
| 26018053213247 |          | AMT: 75.00  |        |      |   |
| 567978         | 07/19/95 | 10/25/95    | 59.90  | A    | 2 |
| 2601805328694  |          | AMT: 59.90  |        |      |   |

|                 |          |             |        |      |   |
|-----------------|----------|-------------|--------|------|---|
| 564615          | 05/20/95 | 08/15/95    | 82.45  | CC   | 5 |
| 26018053280808  |          | AMT: 82.45  |        |      |   |
| 564832          | 06/06/95 | 08/16/95    | 97.74  | CC   | 5 |
| 26018052779081  |          | AMT: 97.74  |        |      |   |
| 565027          | 05/16/95 | 08/18/95    | 73.09  | CC   | 5 |
| 26018053280360  |          | AMT: 73.09  |        |      |   |
| 566998          | 06/13/95 | 10/04/95    | 61.10  | MR   | 2 |
| 26018053237923  |          | AMT: 61.10  |        |      |   |
| 566997          | 06/18/95 | 10/04/95    | 112.35 | A    | 3 |
| 26019005166004  |          | AMT: 112.35 |        |      |   |
| 569023          | 09/10/95 | 11/16/95    | 128.47 | A    | 1 |
| 26018053291037  |          | AMT: 128.47 |        |      |   |
| 566757          | 06/28/95 | 09/26/95    | 45.00  | A,PP | 4 |
| 26018053286466  |          | AMT: 47.95  |        |      |   |
| 566280          | 06/04/95 | 09/13/95    | 49.92  | A    | 5 |
| 26018053209518  |          | AMT: 49.92  |        |      |   |
| 567977          | 07/10/95 | 10/25/95    | 95.75  | A    | 2 |
| 26018053246114  |          | AMT: 95.75  |        |      |   |
| 569419          | 11/05/92 | 11/29/95    | 84.25  | A    | 1 |
| 26053070855506  |          | AMT: 84.25  |        |      |   |
| 569518          | 05/17/94 | 11/30/95    | 56.85  | N    | 0 |
| 26018052784958  |          | AMT: 56.85  |        |      |   |
| 567308          | 06/01/94 | 10/10/95    | 79.90  | A    | 3 |
| 26053070977227  |          | AMT: 79.90  |        |      |   |
| 566753          | 07/20/95 | 09/26/95    | 45.00  | A,PP | 4 |
| 26018053221760  |          | AMT: 59.20  |        |      |   |
| 564505          | 05/31/95 | 08/15/95    | 45.30  | SU,P | 2 |
| 26018053215028  |          | AMT: 52.45  |        |      |   |
| 569517          | 07/31/95 | 11/30/95    | 32.95  | N    | 0 |
| 26018053275378  |          | AMT: 32.95  |        |      |   |
| 567973          | 05/11/95 | 10/25/95    | 48.70  | A    | 2 |
| 26019004631990  |          | AMT: 48.70  |        |      |   |
| 564616          | 05/27/95 | 08/15/95    | 95.82  | CC   | 5 |
| 26018053281202  |          | AMT: 95.82  |        |      |   |
| 569414          | 04/25/95 | 11/29/95    | 68.34  | A    | 1 |
| 26019005193784  |          | AMT: 68.34  |        |      |   |
| 569421          | 05/08/95 | 11/29/95    | 69.95  | A    | 1 |
| 26018053209443  |          | AMT: 69.95  |        |      |   |
| 566809          | 07/20/95 | 09/27/95    | 83.35  | A    | 4 |
| 26018053294379  |          | AMT: 83.35  |        |      |   |
| 567807          | 07/31/95 | 10/18/95    | 120.48 | A    | 2 |
| 26018053260180  |          | AMT: 120.48 |        |      |   |
| 567307          | 03/29/95 | 10/10/95    | 86.74  | A    | 3 |
| 26053071052475  |          | AMT: 86.74  |        |      |   |
| 568758          | 01/15/94 | 11/13/95    | 165.90 | MR   | 1 |
| 260153070833842 |          | AMT: 165.90 |        |      |   |
| 567305          | 05/08/95 | 10/10/95    | 74.95  | A    | 3 |
| 26019005020805  |          | AMT: 74.95  |        |      |   |
| 568762          | 12/19/91 | 11/13/95    | 109.25 | A    | 1 |
| 20653070754402  |          | AMT: 109.25 |        |      |   |

TOTAL STILL ON SYSTEM :

7,788.96

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: December 19, 1995  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR NOVEMBER, 1995

SUMMARY OF ACCOUNTS NOVEMBER 1-30, 1995

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Beginning Balance 11/01/95     |                  |                  | \$ 279.00        |
|                                | <u>Income</u>    | <u>Expend.</u>   |                  |
| Total Deposits                 | \$ 149.00        |                  |                  |
| Total Materials & Supplies     |                  | 0.00             |                  |
| Total Repairs                  |                  | 0.00             |                  |
| Debit Card System Loan Payback |                  | <u>279.00</u>    |                  |
|                                | <u>\$ 149.00</u> | <u>\$ 279.00</u> |                  |
| Ending Balance 11/30/95        |                  |                  | <u>\$ 149.00</u> |

SUMMARY OF LOAN PAYBACK

|                                 |                    |
|---------------------------------|--------------------|
| Original Loan Amount (07/01/94) | \$ 11,008.20       |
| Payback Balance 10/31/95        | 9,386.20           |
| November Payment                | <u>279.00</u>      |
| Balance 11/30/95                | <u>\$ 9,007.20</u> |

Prepared by: Charlene Dumitru





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: December 19, 1995  
 SUBJECT: Gift Fund Report

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

Donations to Adopt-a-Book program:

| <u>Name</u>                             | <u>Amount</u>   |
|---|-----------------|
| Mr. & Mrs. Charles Cain                 | 50.00           |
| Ms. Diane Cunningham (adopt-a-magazine) |                 |
| Mr. & Mrs. Richard C. Gilbert           | 15.00           |
| Ms. Michelle Hammer-Avelino             | 25.00           |
| <i>(in memorium Theodore J. Hammer)</i> |                 |
| Ms. Susan Hochman                       | 25.00           |
| Ms. Sandy Koizumi                       | 50.00           |
| Mr. Tom O'Connor                        | 20.00           |
| Mr. Stephen D. Pischel                  | 25.00           |
| Ms. Ann Robinson                        | 25.00           |
| Cash in donation box                    | 23.50           |
| <br>                                    |                 |
| <b>Total of Adopt-a-Book Donations</b>  | <b>\$258.50</b> |

Donations to Placentia Library Foundation Operations Fund:

|   |                  |
|---|------------------|
| Mr. Charles Munson                                    | \$150.00         |
| <br>  |                  |
| <b>Total Foundation Operating Expenses Donations:</b> | <b>\$ 150.00</b> |


Donations to Placentia Library Foundation Endowment Fund:

|  |                    |
|--|--------------------|
| Dr. & Mrs. Daniel A. Farkas                      | \$ 250.00          |
| Mr. & Mrs. Loyce D. Hartlein                     | 1,000.00           |
| <br>   |                    |
| <b>Total Foundation Endowment Fund Donations</b> | <b>\$ 1,250.00</b> |

|                                  |                    |
|----------------------------------|--------------------|
| <b>TOTAL CASH DONATIONS</b>      |                    |
| <b>Through December 12, 1995</b> | <b>\$ 1,635.00</b> |

Prepared by: Charlene Dumitru



TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant   
DATE: December 19, 1995  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR NOVEMBER, 1995**

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



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: December 19, 1995  
SUBJECT: PERSONNEL REPORT FOR NOVEMBER, 1995

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:


None

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator  
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Gloria Clark, Volunteer Coordinator   
 DATE: December 19, 1995  
 SUBJECT: Volunteer Report for the Month of November 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR             | FY 95-96<br>November | FY 95-96<br>YTD | Starting<br>Dates | Cumulative<br>Totals |
|---------------------|----------------------|-----------------|-------------------|----------------------|
| Andrade, Linda      | 4.00                 | 22.00           | 9/95              | 26.00                |
| Cain, Ruth          | 2.00                 | 2.00            | 10/95             | 2.00                 |
| Contampasis, Jeff   | 2.00                 | 2.00            | 11/95             | 2.00                 |
| Covington, Darlene  | 20.00                | 102.05          | 3/95              | 173.50               |
| Dailey, Marjorie    | 6.00                 | 12.00           | 10/95             | 12.00                |
| Deputy, Paul        | 66.75                | 307.25          | 7/82              | 5,609.75             |
| Farris, John        | 0.00                 | 35.25           | 1/94              | 174.75               |
| Fitzgerald, Joan    | 25.25                | 130.00          | 10/93             | 606.00               |
| Goldbaum, Mae       | 14.50                | 21.00           | 7/88              | 313.00               |
| Horrocks, Marjorie  | 2.00                 | 12.00           | 10/95             | 12.00                |
| Hemmerling, Barbara | 0.00                 | 2.00            | 10/95             | 2.00                 |
| Johnson, Beverly    | 0.00                 | 2.00            | 10/95             | 2.00                 |
| Joseph, Courtney    | 11.00                | 36.50           |                   | 111.00               |
| Livezey, Jane       | 6.00                 | 12.00           | 10/95             | 12.00                |
| Marquardt, Melvin   | 0.00                 | 0.00            | 9/95              | 7.50                 |
| Mignot, Shirley     | 6.00                 | 22.00           | 9/95              | 28.00                |
| Moore, Susan        | 0.00                 | 6.25            | 8/95              | 6.25                 |
| Myers, Claire       | 18.75                | 26.75           | 10/95             | 26.75                |
| Nakamoto, Blanca    | 0.00                 | 0.00            | 10/94             | 88.50                |
| Olson, Bob          | 8.00                 | 18.00           | 9/95              | 18.00                |
| Olson, Jean         | 8.00                 | 16.00           | 9/95              | 16.00                |
| Redinbo, Sandy      | 0.00                 | 0.00            | 10/94             | 55.50                |
| Reynolds, Penny     | 20.00                | 37.00           | 9/95              | 42.00                |
| Rice, Sharon        | 0.00                 | 25.50           | 4/95              | 93.75                |
| Robinson, Marcia    | 0.00                 | 14.75           | 9/95              | 22.50                |
| Ryan, Kristen       | 3.00                 | 3.00            | 11/95             | 3.00                 |
| Schlichter, Allan   | 10.00                | 34.00           | 10/93             | 229.25               |
| Shaw, Dixie         | 1.25                 | 12.50           | 5/94              | 48.75                |
| Shkoler, Al         | 0.00                 | 0.00            |                   | 53.50                |
| Stark, Sandra       | 7.25                 | 12.75           |                   | 16.50                |
| Stoller, Frances    | 5.00                 | 29.00           | 9/95              | 29.00                |
| Tapia, Gerald       | 6.00                 | 10.50           | 6/95              | 13.00                |
| Westberg, Carl      | 6.00                 | 69.00           | 9/93              | 311.75               |
| J.T.P.A.            | 0.00                 | 0.00            |                   |                      |
| S.T.E.P.            | 70.00                | 324.00          |                   |                      |
| <b>TOTALS</b>       | <b>320.75</b>        | <b>1,333.05</b> |                   | <b>8,137.50</b>      |

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

Volunteer Report for the Month of November 1995

**TEMPORARY VOLUNTEERS**

|                       | FY95-96<br>November | FY95-96<br>YTD |                   | FY95-96<br>November | FY95-96<br>YTD |
|-----------------------|---------------------|----------------|-------------------|---------------------|----------------|
| Ashbough, Amanda      | 0.00                | 15.50          | Knutson, Andrea   | 0.00                | 5.25           |
| Bone, Shawanda        | 5.00                | 26.75          | Lee, Peter        | 6.00                | 10.50          |
| Cabral, Philip        | 24.75               | 43.00          | Meiners, Christie | 0.00                | 23.00          |
| Capris, Marcelle      | 0.00                | 1.50           | Meshreky, Mary    | 2.00                | 11.50          |
| Chang, Michael        | 0.00                | 13.00          | Nunn, Dennis      | 0.00                | 55.75          |
| Chao, Christine       | 0.00                | 9.50           | Pirayev, Odette   | 0.00                | 38.50          |
| Chao, Hanna           | 0.00                | 64.00          | Rahman, Shayan    | 0.00                | 13.75          |
| Chao, Sunny           | 0.00                | 15.00          | Shatal, Dalal     | 0.00                | 3.00           |
| Chiu, Robert          | 0.00                | 143.50         | Taylor, Daniel    | 0.00                | 3.00           |
| Deeble, Blake         | 0.00                | 50.00          | Taylor, Rosemary  | 0.00                | 3.00           |
| Ekelund, Lindsey      | 0.00                | 34.50          | Theodros, Rachel  | 0.00                | 9.50           |
| Gonzalez, Auturo      | 15.00               | 15.00          | Valdivia, Jason   | 0.00                | 23.25          |
| Guadarramo, Cesar     | 5.50                | 5.50           | Vo, Tai           | 4.00                | 12.00          |
| Gunewardane, Sharlini | 0.00                | 42.50          | Vetter, Dianna    | 0.00                | 3.00           |
| Harnett, Tom          | 7.50                | 39.50          | Wang, Suching     | 2.00                | 8.75           |
| Jivan, Neetal         | 0.00                | 3.00           | Yada, Julie       | 5.00                | 21.00          |
| Kamachi, Jennifer     | 2.00                | 2.00           | Yang, Denny       | 8.50                | 82.25          |
| Kang, Jin             | 0.00                | 27.75          |                   |                     |                |
| <b>TOTAL</b>          | <b>59.75</b>        | <b>551.5</b>   |                   | <b>27.50</b>        | <b>327.00</b>  |

**LVA VOLUNTEERS**

Literacy Volunteer Hours 449.50

**TOTAL VOLUNTEER HOURS 867.50**

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 |         |
|-----------|--------------------------|---------|---------------------|---------|
|           | FY94/95                  | FY95/96 | FY94/95             | FY95/96 |
| January   | 609.75                   | 362.75  | 481.00              | 523.00  |
| February  | 455.00                   | 511.50  | 680.50              | 509.00  |
| March     | 654.00                   | 437.50  | 654.00              | 509.00  |
| April     | 352.00                   | 554.25  | 603.50              | 467.00  |
| May       | 362.50                   | 406.25  | 530.50              | 546.50  |
| June      | 383.50                   | 386.75  | 479.00              | 297.00  |
| July      | 572.25                   | 433.00  | 698.50              | 423.00  |
| August    | 506.25                   | 573.00  | 488.50              | 333.50  |
| September | 148.75                   | 354.25  | 568.50              | 377.50  |
| October   | 264.75                   | 432.25  | 708.50              | 580.00  |
| November  | 248.75                   | 418.00  | 563.00              | 449.50  |
| December  | 216.00                   |         | 329.00              |         |



Placentia Library District  
Circulation Report  
DECEMBER 19, 1995

|                                    | FY 95-96 YTD | FY94-95 YTD | % CHANGE<br>FY95 TO FY96 | FY95-96<br>NOV 95 | FY94-95<br>DEC 94 |
|------------------------------------|--------------|-------------|--------------------------|-------------------|-------------------|
| 1st Time Checkouts                 | 88,810       | 89,906      | -1.22%                   | 16,799            | 18,089            |
| Phone Renewals                     | 4,831        | 5,728       | -15.66%                  | 1,207             | 1,304             |
| In-Building Renewals               | 10,522       | 10,884      | -3.33%                   | 2,397             | 2,457             |
| Total Renewals                     | 15,353       | 16,612      | -7.58%                   | 3,604             | 3,761             |
| TOTAL CHECKOUTS                    | 104,163      | 106,518     | -2.21%                   | 20,403            | 21,850            |
| On-Time Checkins                   | 88,621       | 86,292      | 2.70%                    | 16,158            | 16,143            |
| Late Checkins                      | 14,843       | 16,169      | -8.20%                   | 3,302             | 4,100             |
| TOTAL CHECKINS                     | 103,464      | 102,461     | 0.98%                    | 19,460            | 20,243            |
| Holdings Placed                    | 2,120        | 1,960       | 8.16%                    | 401               | 324               |
| Holdings Cancelled                 | 359          | 378         | -5.03%                   | 66                | 63                |
| Holdings Filled                    | 1,814        | 1,739       | 4.31%                    | 0                 | 308               |
| Holdings Expired                   | 9            | 56          | -83.93%                  | 2                 | 11                |
| Overdue Items                      | 4,659        | 4,966       | -6.18%                   | 1,135             | 1,284             |
| Overdue Notices                    | 2,114        | 2,292       | -7.77%                   | 490               | 592               |
| Billing Notices                    | 2,672        | 2,904       | -7.99%                   | 575               | 662               |
| Patrons Registered                 | 1,971        | 1,827       | 7.88%                    | 382               | 403               |
| Titles Added                       | 4,362        | N/A         |                          | 743               | 852               |
| Volumes Added                      | 7,574        | N/A         |                          | 1,601             | 1,119             |
| CIRCULATION BY TYPE OF MATERIAL    |              |             |                          |                   |                   |
| Adult Print                        | 48,799       | 49,786      | -1.98%                   | 10,151            | 10,181            |
| Juvenile Print                     | 44,474       | 44,217      | 0.58%                    | 8,299             | 9,058             |
| Total Print                        | 93,273       | 94,003      | -0.78%                   | 18,450            | 19,239            |
| Audio                              | 4,218        | 5,180       | -18.57%                  | 844               | 951               |
| Visual                             | 6,946        | 9,750       | -28.76%                  | 1,017             | 1,680             |
| Equipment                          | 0            | 0           | 0.00%                    | 0                 | 0                 |
| Total Audio Visual                 | 11,164       | 14,930      | -25.22%                  | 1,861             | 2,611             |
| TOTAL CIRCULATION                  | 104,163      | 106,518     | -2.21%                   | 20,403            | 21,850            |
| Placentia Circulation              | 62,811       | 63,933      | -1.75%                   | 11,952            | 12,508            |
| % Placentia Circulation            | 60.14%       | 58.69%      | 2.47%                    | 58.84%            | 57.24%            |
| Anaheim/Yorba Linda Circulation    | 20,786       | 21,287      | -2.35%                   | 4,337             | 4,662             |
| % Anaheim/Yorba Linda Circulation  | 19.90%       | 19.54%      | 1.84%                    | 21.35%            | 21.34%            |
| TYPES OF BORROWERS                 |              |             |                          |                   |                   |
| Adult                              | 71,728       | 81,514      | -12.01%                  | 14,550            | 15,918            |
| Young Adult                        | 912          | 743         | 22.75%                   | 205               | 179               |
| Juvenile                           | 24,258       | 24,699      | -1.79%                   | 4,305             | 4,899             |
| New Borrower                       | 7,948        | 1,931       | 311.60%                  | 1,335             | 854               |
| Non Resident                       | 0            | 0           | 0.00%                    | 0                 | 0                 |
| Other                              | 22           | 46          | -52.17%                  | 8                 | 0                 |
| TOTAL BORROWERS                    | 104,868      | 106,518     | -1.55%                   | 21,383            | 21,850            |
| ATTENDANCE                         |              |             |                          |                   |                   |
| Adult Reference - In Building      | 7,946        | 7,882       | 0.81%                    | 1,937             | 3,048             |
| Adult Reference - Telephone        | 3,450        | 1,490       | 131.54%                  | 320               | 490               |
| Children's Reference - In Building | 4,003        | 4,886       | -18.07%                  | 873               | 1,096             |
| Children's Reference - Telephone   | 330          | 277         | N.A.                     | 54                | 81                |
| Total Adult Reference              | 11,396       | 9,372       | 21.60%                   | 2,257             | 3,538             |
| Total Children's Reference         | 4,333        | 4,993       | -13.22%                  | 927               | 1,177             |
| Total In Building Reference        | 11,949       | 12,768      | -6.41%                   | 2,810             | 4,144             |
| Total Telephone Reference          | 3,780        | 1,767       | 113.92%                  | 374               | 571               |
| TOTAL REFERENCE                    | 15,729       | 14,535      | 8.21%                    | 3,184             | 4,715             |

New Borrower line indicates 311.60% increase because items were done in batch process



CITY OF PLACENTIA INVOICES

| PERIOD COVERED<br>FY1992-1993 | DATE<br>INVOICE | S. CA<br>EDISON | TURF      | GROUND    | MAINT/<br>REPAIRS | CIV CTR<br>FIRE INS | CIV CTR<br>BONDS | TOTAL     |
|-------------------------------|-----------------|-----------------|-----------|-----------|-------------------|---------------------|------------------|-----------|
| Jul 1992                      | Aug 27, 1992    | 6,272.41        | 971.48    | 737.51    | 0.00              |                     |                  | 7,981.40  |
| Aug 1992                      | Oct 22, 1992    | 6,524.22        | 971.48    | 935.65    | 116.60            |                     |                  | 8,547.95  |
| Sep 1992                      | Oct 22, 1992    | 6,171.20        | 971.48    | 784.06    | 660.13            |                     |                  | 8,566.87  |
| Oct 1992                      | Nov 24, 1992    | 4,992.07        | 971.48    | 696.84    | 307.17            |                     |                  | 6,967.36  |
| Nov 1992                      | Dec 18, 1992    | 4,232.76        | 971.48    | 957.68    | 0.00              |                     |                  | 6,161.92  |
| Dec 1992                      | Feb 24, 1993    | 2,965.93        | 971.48    | 743.27    | 84.42             |                     |                  | 4,765.10  |
| Jan 1993                      | Feb 24, 1993    | 2,953.86        | 971.48    | 768.77    | 173.14            |                     |                  | 4,867.25  |
| Feb 1993                      | Apr 21, 1993    | 3,525.55        | 971.48    | 969.05    | 288.92            |                     |                  | 5,755.00  |
| Mar 1993                      | Apr 21, 1993    | 3,790.10        | 971.48    | 785.83    | 337.01            |                     |                  | 5,884.42  |
| Apr 1993                      | Jun 10, 1993    | 4,325.98        | 971.48    | 694.27    | 0.00              |                     | 3,614.72         | 9,606.45  |
| May 1993                      | Jun 21, 1993    | 4,707.57        | 971.48    | 1,072.18  | 0.00              |                     |                  | 6,751.23  |
| Jun 1993                      | Jul 29, 1993    | 5,952.07        | 971.48    | 1,036.71  | 0.00              |                     |                  | 7,960.26  |
| TOTAL                         |                 | 56,413.72       | 11,657.78 | 10,161.62 | 1,967.39          | 0.00                | 3,614.72         | 83,815.21 |
| AVG                           |                 | 4,701.14        | 971.48    | 846.80    | 163.95            |                     |                  | 6,984.60  |

| PERIOD COVERED<br>FY1993-1994 | DATE<br>INVOICE | S. CA<br>EDISON | TURF      | GROUND   | MAINT/<br>REPAIRS | CIV CTR<br>FIRE INS | CIV CTR<br>BONDS | TOTAL     |
|-------------------------------|-----------------|-----------------|-----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1993                      | Sep 2, 1993     | 5,529.93        | 971.48    | 727.93   | 0.00              |                     |                  | 7,229.34  |
| Aug 1993                      | Oct 11, 1993    | 5,715.29        | 971.48    | 734.39   | 0.00              | 1,796.25            |                  | 9,217.41  |
| Sep 1993                      | Dec 15, 1993    | 4,803.98        | 971.48    | 1,063.29 | 0.00              |                     |                  | 6,838.75  |
| Oct 1993                      | Dec 15, 1993    | 3,885.50        | 971.48    | 619.84   | 0.00              |                     |                  | 5,476.82  |
| Nov 1993                      | Dec 15, 1993    | 3,688.52        | 971.48    | 908.50   | 0.00              |                     | 234.50           | 5,803.00  |
| Dec 1993                      | Feb 10, 1994    | 3,664.30        | 971.48    | 982.15   | 335.31            |                     |                  | 5,953.24  |
| Jan 1994                      | Mar 14, 1994    | 3,349.29        | 971.48    |          | 0.00              |                     |                  | 4,320.77  |
| Feb 1994                      | Mar 24, 1994    | 3,715.12        | 971.48    | 1,658.34 | 391.89            |                     |                  | 6,736.63  |
| Mar 1994                      | Jun 10, 1994    | 3,801.89        | 971.48    | 748.54   | 0.00              |                     |                  | 5,521.91  |
| Apr 1994                      | Jun 10, 1994    | 3,952.49        | 971.48    | 765.39   | 2,264.69          |                     | 1,605.50         | 9,549.55  |
| May 1994                      | Jun 14, 1994    | 4,332.79        | 971.48    | 785.36   | 387.88            |                     |                  | 6,477.51  |
| Jun 1994                      | Jul 22, 1994    | 5,636.36        | 971.48    | 725.34   | 0.00              | 0.00                | 0.00             | 7,333.18  |
| TOTAL                         |                 | 52,075.46       | 11,657.78 | 9,709.07 | 3,379.57          | 1,796.25            | 1,840.00         | 80,458.11 |
| AVG                           |                 | 4,339.62        | 971.48    | 809.09   | 281.63            |                     |                  | 6,704.84  |

| PERIOD COVERED<br>FY1994-1995 | DATE<br>INVOICE | S. CA<br>EDISON | TURF     | GROUND   | MAINT/<br>REPAIRS | CIV CTR<br>FIRE INS | CIV CTR<br>BONDS | TOTAL     |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1994                      | Aug 19, 1994    | 5,482.30        | 609.68   | 1,036.62 | 443.32            | 0.00                | 0.00             | 7,571.92  |
| Aug 1994                      | Sep 19, 1994    | 5,954.67        | 900.00   | 711.90   | 0.00              | 0.00                | 0.00             | 7,566.57  |
| Sep 1994                      | Oct 20, 1994    | 5,588.85        | 900.00   | 688.04   | 107.50            | 0.00                | 0.00             | 7,284.39  |
| Oct 1994                      | Nov 16, 1994    | 4,312.18        | 900.00   | 691.73   | 107.50            | 0.00                | 0.00             | 6,011.41  |
| Nov 1994                      | Jan, 1995       | 3,091.73        | 900.00   | 720.39   | 0.00              | 0.00                | 0.00             | 4,712.12  |
| Dec 1994                      | Jan 11, 1995    | 3,837.58        | 0.00     | 710.90   | 107.50            | 0.00                | 0.00             | 4,855.98  |
| Jan 1995                      | Feb 15, 1995    | 3,408.78        | 1,530.00 | 927.11   | 107.50            | 0.00                | 0.00             | 5,973.39  |
| Feb 1995                      | Mar 9, 1995     | 3,584.55        | 765.00   | 713.10   | 107.50            | 0.00                | 0.00             | 5,170.15  |
| Mar 1995                      | Apr 11, 1995    | 3,645.82        | 765.00   | 709.87   | 153.34            | 0.00                | 0.00             | 5,274.03  |
| Apr 1995                      | May 8, 1995     | 3,655.84        | 765.00   | 720.60   | 0.00              | 0.00                | 0.00             | 5,141.44  |
| May 1995                      | Jun 13, 1995    | 3,684.88        | 765.00   | 731.86   | 215.33            | 0.00                | 1,732.03         | 7,129.08  |
| Jun 1995                      | Jul 26, 1995    | 4,618.99        | 765.00   | 710.90   | 797.50            |                     |                  | 8,892.39  |
| TOTAL                         |                 | 50,866.15       | 9,564.68 | 9,073.02 | 2,146.99          | 0.00                | 1,732.03         | 73,382.87 |
| AVG                           |                 | 4,238.85        | 797.06   | 756.09   | 178.92            |                     |                  | 6,671.17  |

| PERIOD COVERED<br>FY1995-1996 | DATE<br>INVOICE | S. CA<br>EDISON | TURF     | GROUND   | MAINT/<br>REPAIRS | CIV CTR<br>FIRE INS | CIV CTR<br>BONDS | TOTAL     |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|---------------------|------------------|-----------|
| Jul 1995                      | Aug 11, 1995    | 5,270.48        | 724.83   | 835.38   | 0.00              | 0.00                | 0.00             | 6,830.67  |
| Aug 1995                      | Sep 11, 1995    | 5,423.86        | 720.61   | 835.38   | 107.50            | 0.00                | 0.00             | 7,087.35  |
| Sep 1995                      | Oct 5, 1995     | 5,607.26        | 523.47   | 835.38   | 40.78             |                     |                  | 7,006.89  |
| Oct 1995                      | Nov 9, 1995     | 4,341.85        | 712.90   | 835.38   | 539.57            |                     |                  | 6,429.70  |
| Nov 1995                      | Dec 8, 1995     | 3,678.53        | 718.12   | 835.38   |                   |                     | 255.66           | 5,487.69  |
| Dec 1995                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| Jan 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| Feb 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| Mar 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| Apr 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| May 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| Jun 1996                      |                 |                 |          |          |                   |                     |                  | 0.00      |
| TOTAL                         |                 | 24,321.96       | 3,399.93 | 4,176.90 | 687.85            | 0.00                | 255.66           | 32,842.30 |
| AVG                           |                 | 4,864.39        | 679.99   | 835.38   | 137.57            |                     |                  | 6,568.46  |

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

Agenda Item 24

TOTAL DOLLARS SPENT

| FY1992-1993 | LABOR     | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY |           |
|-------------|-----------|-----------|----------|-------------------|-----------|
| Jul 1992    | 1,180.60  | 275.00    | 19.41    | 1,475.01          | 737.51    |
| Aug 1992    | 1,415.02  | 411.00    | 45.27    | 1,871.29          | 935.65    |
| Sep 1992    | 1,058.78  | 437.00    | 32.34    | 1,528.12          | 764.06    |
| Oct 1992    | 1,092.90  | 258.00    | 42.37    | 1,393.27          | 696.64    |
| Nov 1992    | 1,403.88  | 505.00    | 6.48     | 1,915.36          | 957.68    |
| Dec 1992    | 1,118.20  | 292.00    | 32.34    | 1,442.54          | 721.27    |
| Jan 1993    | 1,213.20  | 292.00    | 32.34    | 1,537.54          | 768.77    |
| Feb 1993    | 1,458.68  | 462.00    | 17.41    | 1,938.09          | 969.05    |
| Mar 1993    | 1,213.32  | 326.00    | 32.34    | 1,571.66          | 785.83    |
| Apr 1993    | 1,081.20  | 275.00    | 32.34    | 1,388.54          | 694.27    |
| May 1993    | 1,723.03  | 360.00    | 61.32    | 2,144.35          | 1,072.18  |
| Jun 1993    | 1,624.08  | 417.00    | 32.34    | 2,073.42          | 1,036.71  |
| TOTAL       | 15,582.89 | 4,310.00  | 386.30   | 20,279.19         | 10,139.60 |
| AVG         | 1,298.57  | 359.17    | 32.19    | 1,689.93          | 844.97    |

TOTAL DOLLARS SPENT

| FY1993-1994 | LABOR     | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY |          |
|-------------|-----------|-----------|----------|-------------------|----------|
| Jul 1993    | 1,212.44  | 224.00    | 19.41    | 1,455.85          | 727.93   |
| Aug 1993    | 1,212.44  | 224.00    | 32.34    | 1,468.78          | 734.39   |
| Sep 1993    | 1,403.88  | 687.00    | 35.69    | 2,126.57          | 1,063.29 |
| Oct 1993    | 992.92    | 224.00    | 22.76    | 1,239.68          | 619.84   |
| Nov 1993    | 1,433.52  | 309.00    | 74.48    | 1,817.00          | 908.50   |
| Dec 1993    | 1,466.11  | 440.00    | 58.20    | 1,964.31          | 982.16   |
| Jan 1994    | 1,407.67  | 343.00    | 25.87    | 1,776.54          | 888.27   |
| Feb 1994    | 1,213.32  | 292.00    | 34.82    | 1,540.14          | 770.07   |
| Mar 1994    | 1,162.20  | 292.00    | 42.87    | 1,497.07          | 748.54   |
| Apr 1994    | 1,125.36  | 366.00    | 19.41    | 1,510.77          | 755.39   |
| May 1994    | 1,213.32  | 309.00    | 48.39    | 1,570.71          | 785.36   |
| Jun 1994    | 1,213.32  | 207.00    | 30.35    | 1,450.67          | 725.34   |
| TOTAL       | 15,056.50 | 3,917.00  | 444.59   | 19,418.09         | 9,709.05 |
| AVG         | 1,254.71  | 326.42    | 37.05    | 1,618.17          | 809.09   |

TOTAL DOLLARS SPENT

| FY1994-1995 | LABOR     | EQUIPMENT | MATERIAL | TOTAL 50% LIBRARY |          |
|-------------|-----------|-----------|----------|-------------------|----------|
| Jul 1994    | 1,660.80  | 360.00    | 52.44    | 2,073.24          | 1,036.62 |
| Aug 1994    | 1,213.32  | 204.00    | 6.48     | 1,423.80          | 711.90   |
| Sep 1994    | 1,151.10  | 204.00    | 20.97    | 1,376.07          | 688.04   |
| Oct 1994    | 1,151.10  | 204.00    | 28.36    | 1,383.46          | 691.73   |
| Nov 1994    | 1,213.32  | 204.00    | 23.46    | 1,440.78          | 720.39   |
| Dec 1994    | 1,213.32  | 204.00    | 4.48     | 1,421.80          | 710.90   |
| Jan 1995    | 1,495.74  | 354.00    | 4.48     | 1,854.22          | 927.11   |
| Feb 1995    | 1,213.32  | 189.00    | 23.88    | 1,426.20          | 713.10   |
| Mar 1995    | 1,259.16  | 189.00    | 17.41    | 1,465.57          | 732.79   |
| Apr 1995    | 1,213.32  | 204.00    | 23.88    | 1,441.20          | 720.60   |
| May 1995    | 1,213.32  | 204.00    | 46.40    | 1,463.72          | 731.86   |
| Jun 1995    | 1,213.32  | 204.00    | 4.48     | 1,421.80          | 710.90   |
| TOTAL       | 15,211.14 | 2,724.00  | 256.72   | 18,191.86         | 9,095.93 |
| AVG         | 1,267.60  | 227.00    | 21.39    | 1,515.99          | 757.99   |

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    |          |           |          | 0.00              | 0.00     |
| Jan 1996    |          |           |          | 0.00              | 0.00     |
| Feb 1996    |          |           |          | 0.00              | 0.00     |
| Mar 1996    |          |           |          | 0.00              | 0.00     |
| Apr 1996    |          |           |          | 0.00              | 0.00     |
| May 1996    |          |           |          | 0.00              | 0.00     |
| Jun 1996    |          |           |          | 0.00              | 0.00     |
| TOTAL       | 5,705.80 | 990.00    | 104.02   | 6,799.82          | 3,399.91 |
| AVG         | 1,141.16 | 198.00    | 20.80    | 1,359.96          | 679.98   |

Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

Agenda Item 24

DOLLARS BY TYPE OF WORKER

| FY1992-1993 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL     |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul 1992    | 125.32     | 149.46   | 47.02   |         | 858.80     | 1,180.60  |
| Aug 1992    | 187.98     | 149.46   | 47.02   |         | 1,030.56   | 1,415.02  |
| Sep 1992    | 125.32     | 149.46   | 47.02   | 92.88   | 644.10     | 1,058.78  |
| Oct 1992    | 186.66     | 153.36   | 48.24   |         | 704.64     | 1,092.90  |
| Nov 1992    | 248.88     | 255.60   | 48.24   | 190.56  | 660.60     | 1,403.88  |
| Dec 1992    | 248.88     | 204.48   | 48.24   |         | 660.60     | 1,162.20  |
| Jan 1993    | 248.88     | 255.60   | 48.12   |         | 660.60     | 1,213.20  |
| Feb 1993    | 311.00     | 306.72   | 48.24   |         | 792.72     | 1,458.68  |
| Mar 1993    | 248.88     | 255.60   | 48.24   |         | 660.60     | 1,213.32  |
| Apr 1993    | 248.88     | 255.60   | 48.24   |         | 528.48     | 1,081.20  |
| May 1993    | 311.11     | 306.72   | 48.24   |         | 1,056.96   | 1,723.03  |
| Jun 1993    | 248.88     | 255.60   | 48.24   | 190.56  | 880.80     | 1,624.08  |
| TOTAL       | 2,740.67   | 2,697.66 | 575.10  | 474.00  | 9,139.46   | 15,626.89 |
| AVG         | 228.39     | 224.81   | 47.93   | 39.50   | 761.62     | 1,302.24  |

DOLLARS BY TYPE OF WORKER

| FY1993-1994 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL     |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul 1993    | 248.00     | 255.60   | 48.24   |         | 660.60     | 1,212.44  |
| Aug 1993    | 248.00     | 255.60   | 48.24   |         | 660.60     | 1,212.44  |
| Sep 1993    | 248.88     | 255.60   | 48.24   | 190.56  | 660.60     | 1,403.88  |
| Oct 1993    | 248.88     | 255.60   | 48.24   |         | 440.20     | 992.92    |
| Nov 1993    | 248.88     | 255.60   | 48.24   |         | 880.80     | 1,433.52  |
| Dec 1993    | 311.11     | 255.60   | 48.24   | 190.56  | 660.60     | 1,466.11  |
| Jan 1994    | 311.11     | 255.60   | 48.24   |         | 792.72     | 1,407.67  |
| Feb 1994    | 248.88     | 255.60   | 48.24   |         | 660.60     | 1,213.32  |
| Mar 1994    | 248.88     | 204.48   | 48.24   |         | 660.60     | 1,162.20  |
| Apr 1994    | 248.88     | 204.48   | 48.24   | 95.28   | 528.48     | 1,125.36  |
| May 1994    | 248.88     | 255.60   | 48.24   |         | 660.60     | 1,213.32  |
| Jun 1994    | 248.88     | 255.60   | 48.24   |         | 660.60     | 1,213.32  |
| TOTAL       | 3,109.26   | 2,964.96 | 578.88  | 476.40  | 7,927.00   | 15,056.50 |
| AVG         | 259.11     | 247.08   | 48.24   | 39.70   | 660.58     | 1,254.71  |

DOLLARS BY TYPE OF WORKER

| FY1994-1995 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL     |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul 1994    | 248.88     | 306.72   | 48.24   | 0.00    | 1,056.96   | 1,660.80  |
| Aug 1994    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| Sep 1994    | 186.66     | 255.60   | 48.24   | 0.00    | 660.60     | 1,151.10  |
| Oct 1994    | 186.66     | 255.60   | 48.24   | 0.00    | 660.60     | 1,151.10  |
| Nov 1994    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| Dec 1994    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| Jan 1995    | 311.10     | 255.60   | 48.24   | 0.00    | 880.80     | 1,495.74  |
| Feb 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| Mar 1995    | 248.88     | 255.60   | 48.24   | 23.82   | 682.62     | 1,259.16  |
| Apr 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| May 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| Jun 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32  |
| TOTAL       | 2,924.34   | 3,118.32 | 578.88  | 23.82   | 8,565.78   | 15,211.14 |
| AVG         | 243.70     | 259.86   | 48.24   | 1.99    | 713.82     | 1,267.60  |

DOLLARS BY TYPE OF WORKER

| FY1995-1996 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL    |
|-------------|------------|----------|---------|---------|------------|----------|
| Jul 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32 |
| Aug 1995    | 248.88     | 255.60   | 48.24   | 0.00    | 660.60     | 1,213.32 |
| Sep 1995    | 248.88     | 204.08   | 48.24   | 0.00    | 352.32     | 853.52   |
| Oct 1995    | 248.88     | 255.10   | 48.24   | 0.00    | 660.60     | 1,212.82 |
| Nov 1995    | 248.88     | 255.10   | 48.24   |         | 660.60     | 1,212.82 |
| Dec 1995    |            |          |         |         |            | 0.00     |
| Jan 1996    |            |          |         |         |            | 0.00     |
| Feb 1996    |            |          |         |         |            | 0.00     |
| Mar 1996    |            |          |         |         |            | 0.00     |
| Apr 1996    |            |          |         |         |            | 0.00     |
| May 1996    |            |          |         |         |            | 0.00     |
| Jun 1996    |            |          |         |         |            | 0.00     |
| TOTAL       | 1,244.40   | 1,225.48 | 241.20  | 0.00    | 2,994.72   | 5,705.80 |
| AVG         | 248.88     | 245.10   | 48.24   | 0.00    | 598.94     | 1,141.16 |

TIME BY TYPE OF WORKER

| FY1992-1993 | SUPERVISOR | CREWLEAD | SWEeper | BLDG MAINT TRIMMER | MAINT WORK | TOTAL  |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1992    | 4.00       | 6.00     | 2.00    | 0.00               | 40.00      | 52.00  |
| Aug 1992    | 6.00       | 6.00     | 2.00    | 0.00               | 48.00      | 62.00  |
| Sep 1992    | 4.00       | 6.00     | 2.00    | 4.00               | 30.00      | 46.00  |
| Oct 1992    | 6.00       | 6.00     | 2.00    |                    | 32.00      | 46.00  |
| Nov 1992    | 8.00       | 10.00    | 2.00    | 8.00               | 30.00      | 58.00  |
| Dec 1992    | 8.00       | 8.00     | 2.00    |                    | 30.00      | 48.00  |
| Jan 1993    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Feb 1993    | 10.00      | 12.00    | 2.00    |                    | 36.00      | 60.00  |
| Mar 1993    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Apr 1993    | 8.00       | 10.00    | 2.00    |                    | 24.00      | 44.00  |
| May 1993    | 10.00      | 12.00    | 2.00    |                    | 48.00      | 72.00  |
| Jun 1993    | 8.00       | 10.00    | 2.00    | 8.00               | 40.00      | 68.00  |
| TOTAL       | 88.00      | 106.00   | 24.00   | 20.00              | 418.00     | 656.00 |
| AVG         | 7.33       | 8.83     | 2.00    | 1.67               | 34.83      | 54.67  |

TIME BY TYPE OF WORKER

| FY1993-1994 | SUPERVISOR | CREWLEAD | SWEeper | BLDG MAINT TRIMMER | MAINT WORK | TOTAL  |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1993    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Aug 1993    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Sep 1993    | 8.00       | 10.00    | 2.00    | 8.00               | 30.00      | 58.00  |
| Oct 1993    | 8.00       | 10.00    | 2.00    |                    | 20.00      | 40.00  |
| Nov 1993    | 8.00       | 10.00    | 2.00    |                    | 40.00      | 60.00  |
| Dec 1993    | 10.00      | 10.00    | 2.00    | 8.00               | 30.00      | 60.00  |
| Jan 1994    | 10.00      | 10.00    | 2.00    |                    | 36.00      | 58.00  |
| Feb 1994    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Mar 1994    | 8.00       | 8.00     | 2.00    |                    | 30.00      | 48.00  |
| Apr 1994    | 8.00       | 8.00     | 8.00    | 4.00               | 24.00      | 52.00  |
| May 1994    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| Jun 1994    | 8.00       | 10.00    | 2.00    |                    | 30.00      | 50.00  |
| TOTAL       | 100.00     | 116.00   | 30.00   | 20.00              | 360.00     | 626.00 |
| AVG         | 8.33       | 9.67     | 2.50    | 1.67               | 30.00      | 52.17  |

TIME BY TYPE OF WORKER

| FY1994-1995 | SUPERVISOR | CREWLEAD | SWEeper | BLDG MAINT TRIMMER | MAINT WORK | TOTAL  |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1994    | 8.00       | 12.00    | 2.00    | 0.00               | 48.00      | 70.00  |
| Aug 1994    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Sep 1994    | 6.00       | 10.00    | 2.00    | 0.00               | 30.00      | 48.00  |
| Oct 1994    | 6.00       | 10.00    | 2.00    | 0.00               | 30.00      | 48.00  |
| Nov 1994    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Dec 1994    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Jan 1995    | 10.00      | 10.00    | 2.00    | 0.00               | 40.00      | 62.00  |
| Feb 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Mar 1995    | 8.00       | 10.00    | 2.00    | 1.00               | 31.00      | 52.00  |
| Apr 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| May 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Jun 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| TOTAL       | 94.00      | 122.00   | 24.00   | 1.00               | 389.00     | 630.00 |
| AVG         | 7.83       | 10.17    | 2.00    | 0.08               | 32.42      | 52.50  |

TIME BY TYPE OF WORKER

| FY1995-1996 | SUPERVISOR | CREWLEAD | SWEeper | BLDG MAINT TRIMMER | MAINT WORK | TOTAL  |
|-------------|------------|----------|---------|--------------------|------------|--------|
| Jul 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Aug 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Sep 1995    | 8.00       | 8.00     | 2.00    | 0.00               | 16.00      | 34.00  |
| Oct 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Nov 1995    | 8.00       | 10.00    | 2.00    | 0.00               | 30.00      | 50.00  |
| Dec 1995    |            |          |         |                    |            | 0.00   |
| Jan 1996    |            |          |         |                    |            | 0.00   |
| Feb 1996    |            |          |         |                    |            | 0.00   |
| Mar 1996    |            |          |         |                    |            | 0.00   |
| Apr 1996    |            |          |         |                    |            | 0.00   |
| May 1996    |            |          |         |                    |            | 0.00   |
| Jun 1996    |            |          |         |                    |            | 0.00   |
| TOTAL       | 40.00      | 48.00    | 10.00   | 0.00               | 136.00     | 234.00 |
| AVG         | 8.00       | 9.60     | 2.00    | 0.00               | 27.20      | 46.80  |

TO: Library Board of Trustees

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

DATE: December 19, 1995

**SUBJECT: Submission of the District's Certification for the Public Library Fund Grant and Request for Waiver from its 100% Maintenance of Effort Requirement for 1995-1996, to the State Library of California**

**BACKGROUND:**

Each year the District is required to certify to the State Library of California certain library appropriation information in order to establish eligibility to receive a grant from the Public Library Fund.

One of the requirements for eligibility requirements is maintenance of effort -- the jurisdiction may not spend less for library services than it had the previous year. As a result of the property tax shift in Fiscal Year 1993-1994 and the refunds in Orange County for property tax reevaluation in 1994-1995, the property tax estimates as provided by the Office of the Orange County Auditor show approximately a \$12,000 decrease in property tax revenues for Fiscal Year 1995-1996 from Fiscal Year 1994-1995. Thus, a waiver from the 100% maintenance of effort requirement has been requested.

A copy of the Certification for Fiscal Year 1994-1995 and the Waiver Request is attached.

**RECOMMENDATION:**

Receive and File.

**ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND**

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 1995-96

**FILING DATE: December 1, 1995**

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 303, Statutes of 1995, item 6120-221-001, Provision 1, "Notwithstanding any other provision of the law, for the 1995-96 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1995."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Special District Augmentation Funds, for counties and districts
  - Homeowner and business inventory exemption reimbursements for the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay
  - Amount for facility maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
  - California Library services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Construction Act (LSCA) funds
  - Appropriation or allocation for major capital improvements (see definition over)
6. Certification. Complete both entries.
 

|   | FY 1994-95     | FY 1995-96     |
|---|----------------|----------------|
| a. Local revenue appropriated (see para. 4 above) | <u>936,250</u> | <u>929,000</u> |

(A 100% maintenance of effort has been authorized for the 1995-96 year)



I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that data for the report are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1995-96.

Signature of Fiscal Officer Elizabeth D. Minter Date Nov. 27, 1995  
Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925  
Address 411 E. Chapman Avenue, Placentia, CA 92670

Mail to: PUBLIC LIBRARY FUND, California State Library, Fiscal Office  
P.O. Box 942837, Sacramento, CA 94237-0001.  
(For Federal Express/hand delivery: 900 N Street, 3rd Floor, Sacramento, CA 95814)

PUBLIC LIBRARY FINANCE  
(Education code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

**ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND** Page 4

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 1995-96

**REQUEST FOR WAIVER OF EDUCATION CODE SECTION 18025(d)**

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 303, Statutes of 1995, item 6120-221-001, Provision 1, "Notwithstanding any other provision of the law, for the 1995-96 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1995."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Special District Augmentation Funds, for counties and districts
  - Homeowner and business inventory exemption reimbursements for the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay
  - Amount for facility maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
  - California Library services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Construction Act (LSCA) funds
  - Appropriation or allocation for major capital improvements (see definition over)
6. Waiver Request. I hereby request a waiver for the 1995-96 fiscal year of the requirements of Education code Section 18025(d) under the provisions of Education code Section 18025(c), and attach to this request documentation, certified by the duly authorized officer of this jurisdiction, demonstrating the conditions that necessitate this request.

Signature of Library Director Elizabeth D. Minter Date: November 27, 1995

Print Name Elizabeth D. Minter Telephone No. (714) 528-1925

Address 411 E. Chapman, Placentia, CA 92670

Revised 7/18/95

Placentia Library District  
 Proposed Revenue Budget for Fund 707 for Fiscal Year 1994-1995  
 July 18, 1995 - Revised

| Object Code<br>FY1993-1994 | Category   | FY1990-1991<br>Actual | FY1991-1992<br>Actual | FY1992-1993<br>Actual | FY1993-1994<br>Actual | FY1994-1995<br>Budgeted | FY1994-1995<br>Actual | FY1995-1996<br>Proposed |
|----------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-------------------------|
| 6210                       | Current Secured  | 823,832               | 892,734               | 824,818               | 688,080               | 700,000                 | 644,816               | 700,000                 |
| 6230                       | Prior Secured  | 24,856                | 37,363                | 47,569                | 100,660               | 50,000                  | 6,809                 | 53,000                  |
|                            | TOTAL SECURED  | 848,688               | 930,097               | 872,387               | 788,740               | 750,000                 | 651,626               | 753,000                 |
| 6211                       | PUBLIC UTILITY   | 25,633                | 27,090                | 28,058                | 24,362                | 24,500                  | 25,128                | 25,000                  |
| 6220                       | Current Unsecured  | 64,438                | 72,956                | 58,872                | 46,640                | 50,000                  | 47,239                | 50,000                  |
| 6240                       | Prior Unsecured  | 978                   | 1,258                 | 435                   | 815                   | 0                       | 461                   | 500                     |
|                            | TOTAL UNSECURED  | 65,416                | 74,214                | 57,307                | 47,455                | 50,000                  | 47,700                | 50,500                  |
| 8690                       | HOMEOWNER  | 19,790                | 20,375                | 16,101                | 13,993                | 14,000                  | 12,454                | 15,500                  |
|                            | TOTAL ESTIMATE PROVIDED<br>BY ORANGE COUNTY AUDITOR        | 959,527               | 1,051,776             | 975,853               | 854,549               | 898,500                 | 796,908               | 844,000                 |
| 6260                       | PENALTIES/DELINQUENCIES                                    | 4,289                 | 6,019                 | 7,676                 | 2,158                 | 2,500                   | 0                     | 0                       |
| 6280                       | SUPPLEMENTAL - CURRENT                                     | 72,614                | 48,227                | 34,058                | 10,037                | 30,000                  | 8,242                 | 8,500                   |
| 6300                       | SUPPLEMENTAL - PRIOR                                       | 2,103                 | 3,704                 | 4,939                 | 3,644                 | 3,750                   | 2,312                 | 2,500                   |
| 6610                       | INTEREST   | 48,331                | 40,373                | 36,589                | 31,037                | 25,000                  | 13,041                | 25,000                  |
|                            | TOTAL CATEGORIES NOT ESTIMATED<br>BY ORANGE COUNTY AUDITOR | 125,337               | 98,323                | 83,272                | 46,876                | 81,250                  | 23,595                | 36,000                  |
|                            | TOTAL PROPERTY TAX REVENUE                                 | 1,084,864             | 1,150,099             | 1,058,125             | 901,426               | 899,750                 | 760,503               | 880,000                 |
| 8970                       | STATE LIBRARY  | 144,784               | 123,758               | 105,612               | 86,938                | 85,000                  | 74,112                | 75,000                  |
| 7130                       | BANKRUPTCY RECOVERY DISTRIBUTIONS                          |                       |                       |                       |                       |                         | 5,324                 | 5,000                   |
| 7615                       | TRANSFER FROM OTHER LIBRARY FUNDS                          |                       | 18,899                | 100,000               | 0                     | 76,743                  | 0                     | 0                       |
| 7670                       | LOCAL REVENUE  | 13,969                | 17,115                | 32,866                | 36,424                | 36,500                  | 32,251                | 34,000                  |
| 7680                       | 6 MO. EXPIRED (OUTLAW) CHECKS                              |                       |                       | 9,102                 | (8,005)               | 0                       | (750)                 | 0                       |
|                            | TOTAL REVENUE  | 1,243,597             | 1,308,871             | 1,308,705             | 1,016,782             | 1,097,983               | 871,441               | 894,000                 |



DOCUMENTATION OF WAIVER REQUEST

Education Code Section 18025(e):

(1) Notwithstanding subdivision (d), or any other provision of law, in the 1993-94 fiscal year, any city, county, district, or city and county, that reduces local revenues appropriated for the public library for the 1993-94 fiscal year shall continue to receive state funds appropriated under this chapter for the 1993-94 fiscal year only, provided that the amount of the reduction to the appropriation to that public library for the 1993-94 fiscal year is no more than 20 percent of the 1992-93 fiscal year appropriation made to that public library as certified by the fiscal officer of the public library and transmitted to the State Librarian pursuant to Section 18023.

(2) Commencing with the 1993-94 fiscal year, and each fiscal year thereafter, any city, county, district, or city and county may request from the State Librarian a waiver of the requirements of subdivision (d) or of paragraph (1) by demonstrating that the percentage of the reduction in local revenues appropriated for the public library is no greater than the percentage of the reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of changes made to Chapter 6 (commencing with Section 95) of Part 0.5 of the Revenue and Taxation Code by statutes enacted during or after the 1991-92 Regular Session having the effect of shifting property tax revenues from cities, counties, special districts, and redevelopment agencies to school districts and community colleges. Requests for the waiver and the substantiating documentation shall be submitted to the State Librarian along with the annual report of appropriation required by Section 18023 or any other report of appropriations applying to public libraries required by any other provision of law.

I submit the following in demonstration of this request for waiver of Education Code Section 18025(d): [Use as much space as necessary.]

\$7,250 maintenance of effort shortfall is caused by the \$12,251 reduction in property tax revenue for the District as estimated by the Orange County Auditor (see attachment A). All property tax and other local revenue estimated for Fiscal Year 1995-1996 has been appropriated for current year expenditures in addition to over \$90,000 of reserve funds which have been appropriated for equipment purchase. The reasons for the decrease in property tax revenue is that the property tax appeals refunds are greater than the property tax growth for this allocation period according to the Office of the Orange County Auditor-Controller.

Certification: I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that the data herein are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1995-96.

Signature of Fiscal Officer Elizabeth D. Minter Date November 27, 1995

Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925

Address 411 E. Chapman Avenue, Placentia, CA 92670

Mail to: PUBLIC LIBRARY FUND, California State Library, Fiscal Office  
P.O. Box 942837, Sacramento, CA 94237-0001  
(Federal Express/hand delivery: 900 N Street 3rd Floor, Sacramento, CA 95814)



AB68R203 08-31-94

ESTIMATED 1994-95 PROPERTY TAX REVENUE

FUND  
5071-01 PLACENTIA LIBRARY DIST

|                |            |
|----------------|------------|
| SECURED        | 691,190.64 |
| PUBLIC UTILITY | 25,169.79  |
| HOMEOWNER      | 14,419.87  |
| UNSECURED      | 43,230.35  |
| TOTAL          | 774,010.65 |

AB68R203 08-31-95

ESTIMATED 1995-96 PROPERTY TAX REVENUE

FUND  
5071-01 PLACENTIA LIBRARY DIST

|                |            |
|----------------|------------|
| SECURED        | 679,270.59 |
| PUBLIC UTILITY | 24,672.24  |
| HOMEOWNER      | 14,628.21  |
| UNSECURED      | 43,188.67  |
| TOTAL          | 761,759.71 |





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2. With respect to entities having interests in CAAs, those parties signing the Joint Agreement will have immediate access to their account balances, while those not signing the Joint Agreement may not have immediate access to those balances;

3. With respect to schools, there is a distribution priority from litigation proceeds in excess of \$50 million;

4. With respect to all Pool Participants, those signing the Joint Agreement will avoid the possible appointment of a State Trustee,<sup>2</sup> and will receive the priority of distribution of litigation proceeds set forth in the Agreement.

These considerations are benefits to which Pool Participants would not be automatically entitled under a Plan of Adjustment, or otherwise.

Ultimately, each entity needs to be prepared to weigh the prospect of losing recourse status for its allowed claims against the County in return for a different percentage of litigation proceeds. This is a difficult analysis because it is impossible at this point to know what the actual value of Pool Participants' remaining claims are against the County, because we do not know the County's capacity to make payment on those claims.

Likewise, it is impossible at this stage of the litigation to be able to value the Merrill Lynch, or recently filed Peat Marwick, litigation. Those litigations could prove to be very valuable. On the other hand, they could be defeated in their entirety by technical defenses which have yet to be surfaced.

What can be said is that, as of this date, the County's Second Amended Complaint has survived a motion to dismiss by Merrill Lynch, and the comments of the Judge at the hearing on the motion to dismiss were such that it does not appear that the Complaint, or its principal component parts, are subject to immediate dismissal on technical grounds. No responsive pleadings have yet been filed in the Peat Marwick litigation. There is likely to be other litigations filed by the County against brokers and professionals relating to pre-bankruptcy actions.

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<sup>2</sup> Under the recovery legislation enacted in October of this year, a State Trustee could, under certain conditions, be appointed by the Governor for the County and for any Pool Participant to facilitate the Plan of Adjustment.

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The Orange County bankruptcy case is moving into its final stage with the submission and confirmation of a Plan of Adjustment. The County filed its Plan of Adjustment on Thursday, December 21. The bankruptcy court extended the time for the County to file its Disclosure Statement, which is the narrative description of the Plan of Adjustment with related projections and financial material, until January 19, 1996. It is the intent of the County to obtain confirmation of the Plan of Adjustment by May of 1996.


If the Joint Agreement is approved by overwhelming numbers of Option A Pool Participants, and the Plan of Adjustment is confirmed incorporating the material elements of the Joint Agreement, the County will likely emerge from this bankruptcy case by the summer of 1996. Thereafter, third party litigation will be prosecuted by the Representative on behalf of the County and Pool Participants.

This case continues to be a monumental effort on the part of the OCIP Committee. The members of the Committee have placed the collective interests of the community above their own, and have established a disciplined and successful course and direction for Pool Participants as a united constituency. This Joint Agreement is being presented to you as the next step in the bankruptcy process and it has been approved unanimously by the OCIP Committee.

If you have any questions, or would like to have a further presentation by the financial or legal professionals of the Committee, please telephone me as soon as possible. If your municipal entity supports the Joint Agreement, an appropriately executed signature page must be returned to Price Waterhouse LLP, attention Bernar Burke, 575 Anton Boulevard, Suite 1100, Costa Mesa, CA 92626.

Thank you for your continued courtesies and support in this case.

Very sincerely,



Patrick C. Shea

PCS/wpc

cc: Official Committee of Pool Participants and Counsel