

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

December 16, 1997  
7:30 P.M.  
Library Conference Room

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

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

- 1. Roll Call Administrative Assistant
- 2. Adoption of Agenda

7:35  
Poggy ok

*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 *Sandra / Kab*  
Recommendation: Adopt by Motion

- 3. Minutes of the November 18, 1997 Regular Meeting.
- Presentation: Library Director  
Recommendation: Approve by Motion

*Sandra / Kab*

- 4. Oral Communications *include Pat's recommendation - get copy of letter*

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

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

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

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

5. Board President Report.

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

6. Trustee Reports

*Securidea WC Audit - no longer a need member  
initiate fee - Bureau Point example -  
use ~~securidea~~ for book.*

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

7. Friends of Placentia Library Board of Directors Report.

Presentation: President, Friends of Placentia Library

8. Placentia History Room Report

Presentation: Library Board Representative Pat Irot

CLAIMS (Items 9 - 12) *Securidea / del.*

Presentation: Library Director  
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director and Library Board in the amount of \$4,706.73.

11. Current Claims and Payroll. (Approve)

Current Claims of \$30,032.07; and Payrolls 3572 and 3573 for \$39,852.00.  
Combined total of Current Claims and Payroll of \$69,884.07.

12. FY1997-1998 Cash Flow Analysis with no recommendation for inter-fund transfers.

**FINANCIAL REPORTS (Items 13 - 18)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 13 -18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR (Items 19 - 30)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 - 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

19. Building Maintenance Report for November 1997 (Receive & File)
20. Personnel Report for November 1997 (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 1997 (Receive & File)
22. Circulation Report for November 1997 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Actions taken at the California Library Services Board (CLSB) November 13-14, 1997 Meeting. (Receive & File)
25. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
26. California Library Literacy Services Plan of Service for Fiscal Year 1997-1998, as submitted to the State Library of California. (Receive & File)

27. California Library Literacy Services 1<sup>st</sup> Quarter Report for Fiscal Year 1997-1998, as submitted to the State Library of California. (Receive & File)
28. Building Community Support for CA Public Libraries Direct Mail Campaign Grant Final Report, as submitted to the California State Library. (Receive & File)
29. Summary of Input Received from the Public Forums on the California State Library's Convocation on Providing Public Library Service to California's 21<sup>st</sup> Century Population, as distributed by the State Library of California. (Receive & File)
30. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of November 4, 1997. (Receive & File)

#### CONTINUING BUSINESS

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

Presentation: Library Director  
Recommendation: Discuss and give direction for future action.

32. Review Policy Handbook, Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures.

Presentation: Library Director  
Recommendation: Review and Revise

#### NEW BUSINESS

33. A Resolution to amend the Fiscal Year 1997-1998 Budget for Fund 703 for the Placentia Library District. This Resolution corrects a typographical error in Resolution 97-4.

Presentation: Administrative Assistant  
Recommendation: Read Resolution 97-5 by Title Only.  
Adopt Resolution 97-5.

34. Discussion of Board Procedures

Presentation: Library Board President  
Recommendation:

35. Election of Board Officers for 1998.

Presentation: Library Board President



**STAFF REPORTS (Items 36 - 40)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 36 - 40 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 36. Program Committee Report for November 1997. (Ammar)
- 37. Children's Services Report for November 1997. (Smith)
- 38. Publicity Materials produced for November 1997. (Willauer)
- 39. Placentia Library Literacy Services Report for November 1997. (Matas)
- 40. Safety Committee Minutes for November 1997. (Matas)

**ADJOURNMENT**

- 41. Agenda Preparation for the January Regular Meeting which will be held on January 20, 1998.
- 42. Review of Action Items.

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

- 43. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the December 16, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 11, 1997.

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# December 1997 - November 1998

## Yearly Planner

December 97						
S	M	T	W	T	F	S
	(1)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	(16)	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### December

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

### January

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

### February

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

### March

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

### April

- 6** 7:00 PM Friends Board Meeting, Stark
- 19** National Library Week
- 21** 7:30 PM Library Board Meeting

### May

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

### June

- 1** 7:00 PM Friends Board Meeting, Evans

### June

- 16** 7:30 PM Library Board Meeting
- 25** ALA Conference, Washington D.C.

### July

- 21** 7:30 PM Library Board Meeting

### August

- 18** 7:30 PM Library Board Meeting

### September

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

### October

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

### November

- 2** 7:00 PM Friends Board Meeting, Stark
- 17** 7:30 PM Library Board Meeting
- 19** 11:30 AM - 1:00 PM Foundation Board Meeting

June 98						
S	M	T	W	T	F	S
	(1)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	(16)	17	18	19	20
21	22	23	24	(25)	(26)	(27)
(28)	(29)	(30)				

January 98						
S	M	T	W	T	F	S
				1	2	3
4	(5)	6	7	8	(9)	(10)
(11)	(12)	(13)	(14)	(15)	16	17
18	19	(20)	21	(22)	23	24
25	26	27	28	29	30	31

July 98						
S	M	T	W	T	F	S
				(1)	(2)	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

February 98						
S	M	T	W	T	F	S
						1 2 3
4	(5)	6	7	8	9	10
11	12	(13)	14	15	16	17
18	19	(20)	21	22	23	24
25	26	27	28	29	30	31

August 98						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

March 98						
S	M	T	W	T	F	S
						1 2 3 4 5 6 7
8	(9)	10	11	12	13	14
15	16	(17)	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 98						
S	M	T	W	T	F	S
						1 2 3 4 5
6	7	8	9	10	11	12
13	(14)	(15)	16	(17)	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 98						
S	M	T	W	T	F	S
						1 2 3 4
5	(6)	7	8	9	10	11
12	13	14	15	16	17	18
(19)	(20)	(21)	(22)	(23)	(24)	(25)
26	27	28	29	30		

October 98						
S	M	T	W	T	F	S
						1 2 3
4	(5)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	(20)	21	22	23	24
25	26	27	28	29	30	31

May 98						
S	M	T	W	T	F	S
						1 2
3	(4)	5	6	7	8	9
10	11	12	13	14	15	16
17	18	(19)	20	(21)	22	23
24	25	26	27	28	29	30
31						

November 98						
S	M	T	W	T	F	S
						1 2 3 4 5 6 7
8	9	10	11	12	13	14
15	16	(17)	18	(19)	20	21
22	23	24	25	26	27	28
29	30					



**PRESIDENT'S  
REPORT**

President Dinsmore attended the California Library Trustees and Commissioners (CALTAC) board meeting on November 14. She reported that work is on-going to update The Trustee Handbook. A speakers bureau to assist library boards is also being developed.

President Dinsmore also attended the Southern California Library Literacy Network (SCLLN) meeting on November 13. Al Bennet of the State Library reported that funding for Literacy may improve in January.

On November 16, President Dinsmore attended California Library Association Annual Convention at which State Librarian Kevin Starr gave his State of California State Library address.

During the Convention, President Dinsmore enjoyed many informative presentations including a CALTAC panel discussion, and a talk entitled "How to Survive a Meeting."

She thanked the Board for the opportunity to attend the Convention.

**FRIENDS OF THE  
LIBRARY REPORT**

Friends of the Library President Pat Irot referred to the material in the Board packet. She reminded the Board of the Friend's paperback book sales held on two Sunday afternoons each month which is being managed by the Interact Club of Valencia High School.

President Irot also reported that a new A Senior Training and Employment Program (STEP) volunteer, Rose Marie Edwards, is now working in the Book Sale Room on a daily basis.

She also reported that Friend's membership letters are being prepared and are scheduled to be mailed in early December.

President Irot also reported that a California State University intern, Kevin Cooper, will be volunteering hours in the Placentia History Room using the new software to record the History Room collection.

**TRUSTEE REPORTS**

There were no Trustee Reports.

**FOUNDATION  
REPORTS**

Library Director Minter reported that the Direct Mail Campaign funded by a LSCA grant from the State Library of California is doing well and donations to date are approximately \$6,000.

Trustee Stark reported that a volunteer will be available starting in January to work 4 to 6 hours per week for the Foundation.



**CLAIMS**

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

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director and the Library Board  
in the amount of \$29,781.97  
Current Claims and Payroll in the amount of \$67,246.20  
FY1997-1998 Cash Flow Analysis with no recommendation for  
inter fund transfers.

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

**FINANCIAL  
REPORTS**

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

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

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Evans, seconded by Trustee Stark to receive and file Agenda Items 19 through 35:

Building Maintenance Report for September and October, 1997  
Personnel Report for September and October, 1997 (Receive, File  
and Ratify Appointments)  
Volunteer Report for September and October, 1997 (Receive &  
File)  
Circulation Report for September and October, 1997 (Receive &  
File)  
Review of Shared Maintenance Cost with the City of Placentia  
under the Joint Powers Authority (Receive & File)  
Legislative reports from California Advocates, California Special  
Districts Association, and the California Library Association  
(Receive & File)  
Status report on the preparation of a Strategic Plan for Placentia  
Library District (Receive & File)

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

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

**REVIEW OF  
LIBRARY REVENUE  
ISSUES**

It was moved by Trustee Pappas, seconded by Trustee Masters to continue to the December Board Meeting the discussion of the feasibility of a Library parcel tax measure.

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

**POLICY  
HANDBOOK  
REVIEW**

It was moved by Trustee Stark, seconded by Trustee Masters to continue to the December Board Meeting the review of Section I, Item C: Board of Trustees Handbook, Article III: Board Organization and Procedures.

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

**PROPOSED  
AMENDMENT TO  
THE SPECIAL  
DISTRICT RISK  
MANAGEMENT  
AUTHORITY JOINT  
POWERS  
AUTHORITY  
AGREEMENT**

It was moved by Trustee Masters, seconded by Trustee Pappas to approve proposed changes in the Joint Powers Authority Agreement of the Special District Risk Management Authority.

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

**STAFF REPORTS**

It was moved by Trustee Masters, seconded by Secretary Evans to receive and file Agenda Items 40 through 44:

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

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

**AGENDA  
PREPARATION**

1. Review of Policy Handbook, Section I, Item C Board of Trustees Handbook, Article III: Board Organization and Procedures
2. Feasibility of a Library Parcel Tax Measure

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 10:05 P.M.

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Ray Evans, Secretary



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** December 16, 1997

The Board of Directors of the Friends of the Library met on Monday, December 1, 1997. Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of \$4,290.12 as of December 1, 1997. Most of the balance is committed to projects.

President Irot reviewed the revenue and expenditure analyses for Fiscal Years 1996-1997 and 1997-1998. The Friends annual budget is approximately \$12,000.

The Board approved continuing one session of story hours per week for 3 to 6 year olds from January through May, 1998, at a cost of \$720. They will also make up the difference for the lap sit story hours for children under 2 years of age that is not covered by other donations. The Placentia Round Table is donating \$1,000 to the Children's Department which will be used for story hours for the 2 to 3 year olds and the lap sits during the same time period.

The Board approved the distribution of \$1,000 to the Director's Fund.

The 1998 membership campaign scheduled to begin in mid-November was delayed until the second week of December because of problems with the District's database software.

Library Director Minter reported that over 200 new donors were recruited through the Foundation's Direct Mail campaign that was funded by a grant from the State Library of California. These new donors will be included in the Friends Membership Campaign.

President Irot asked Library Director Minter to proceed with purchasing the material for the Author's ~~Luncheon~~ aprons. The letters for celebrity waiters will be mailed in December.

The next Friends Board meeting is scheduled for Monday, January 5 at 7:00 P.M. Trustee Ray Evans is scheduled to attend as the Library Board representative.



PLACENTIA HISTORY ROOM COMMITTEE  
REPORT DECEMBER 1997

Three volunteers make an effort each Wednesday evening to work in the History Room. The volunteers are Pat Jertberg, Marie Schmidt, Pat Irot, thus sustaining the combined efforts of the Placentis Historical Committee and the Library.

Pat Jertberg and Pat Irot continue the task of assigning at least four fields to each archival piece. Generally, the fields identify the collection, the date, the type of archive, and the subject. Example: Carpenter Collection, 1974, newspaper clipping, City Council Meeting. These notations have been in progress for several years and were in preparation for the day that a dedicated computer and a computer program would be available.

We obtained a computer last year through a donation from a company associated with Marie Schmidt's son-in-law. There is a monitor, keyboard and hardrive, but no printer.

Julie programmed the computer for us when we obtained a program. As we continue this task, we now have an intern from CSUF who has studied the History Network Computer program, which we purchased from UCLA California History Project; the \$500 purchase was made possible through our Placentia Afghan proceeds. He is planning to do accomplish a great amount of inputting during his interlude between semesters (January). At this writing, we have a very makeshift arrangement for the equipment, which doesn't provide the most comfortable working conditions. This young student, Kevin, is working on a similar project at CSUF and will be including our facility on the school's website.

Marie has taken on the task of establishing the photo resource file. Each photograph is photocopied and placed in a notebook with identification information. The photos are placed in protected, acidfree storage files. In addition, we have purchased photos of oldtime Placentia (possibly about 20) from the First American Title Company in Santa Ana, a company which makes their extensive collection available to interested persons.

The plat maps received as part of the Kraemer Collection are identified and stored in map storage file drawers. The map storage unit was acquired several years ago through a request in the Trouble Shooters Column, O.C. Register.

Recently, on the walls of the room, we hung several paintings of the city, and one of V.Carpenter. Also, the Bradford House photo and Crate Label Posters are displayed in the same manner. We attempt to keep the room orderly, but it is "working" room and patrons use it. Flyers for the several historic venues are displayed for patrons who which to take them.

We recently held an "Open House" during the library's Donor Reception with Marie Schmidt and Pat Jertberg available to answer any questions.

Our current discussion centers around the acquisition from community members of photographs, school annuals, archival materials, oral histories (which is a continuing Placentia Historical Committee project). We are also interested in creating a Placentia History Teacher Resource manual to be provided during 97-98 to the third grade teachers in Placentia Schools. To that end, one of the Historical Committee members is currently updating information on the Bradford House. We have aspirations of providing a teacher inservice session as well.

We have also discussed ways of encouraging organizations within our community to store regularly their archival materials in our setting. We talked about the Historical Committee inviting groups within our city to a meeting where the idea of archival preservation would be explained; it could also be expanded to include family archives which would be maintained by the family.

We have discussed with some frequency the need for more publicity for the History Room, brainstorming various "hooks" we might employ to get news coverage. Perhaps, the Library Newsletter and the Placentia Quarterly might provide some space in an upcoming issue, with the purpose of making citizens aware so that acquisitions could increase. Recognition of the work of the committee would also be in order.

*Pat Jert*



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
December 16,1997

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



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
December 16, 1997

DATE	REPORT NO.	AMOUNT
12/05/97	3566	3,125.17
12/05/97	3567	1,581.56
TOTAL		\$4,706.73

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Dec 16, 1997 528-8236		0700	00		91.51		
N06555A Principal Mutual Dept 900 P.O. Box 7657 Philadelphia, PA 19101-7657	December 1997		0300	00		381.89		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	297 Foster, Adams		1900	00		105.00		
N06686E Office Depot Dept. 56 - 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	Nov 21, 1997 6011 5661 8397 6509		1800	00		15.70		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Nov 27, 1997 19971127		1900	00		169.10		
N13176 AIS Technology 1065 Pacifcenter Dr., STE 150 Anaheim, CA 92806	Dec 1, 1997 38747		1300	00		533.36		
Christenson Electric, Inc. 111 S.W. Columbia, STE 480 Portland, OR 97201-5886	Nov 13, 1997 59219		1400	00		285.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$ 1,581.56) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

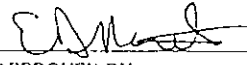
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	Nov 19, 1997		2800	00		24.32		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	Dec 1, 1997		0300	00		87.80		
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367-2555	December 1997		0300	00		2,279.68		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	November 22, 1997 035410		1800	00		24.95		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	Nov 24, 1997		2800	00		237.90		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Nov 17, 1997 52R-1908		0700	00		159.20		
	Nov 4, 1997 524-9784		0700	01		15.67		
	Nov. 7, 1997 253-0470		0700	01		145.65		
	Nov 17, 1997 528-8236		0700	01		17.12		
	528-6022		0700	07		19.27		
	Nov 19, 1997 996-4983		0700	01		95.48		
	996-2865		0700	01		18.13		
						470.52		

The claims listed above (totaling \$ 3,125.17) 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 16, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3568	7,736.78
Subtotal for Immediately		7,736.78
Regular	3569	15,230.98
	3570	4,284.83
	3571	2,779.48
Subtotal for Regular		22,295.29
TOTAL CURRENT CLAIMS		30,032.07
Payroll	3572	19,926.00
	3573	19,926.00
Subtotal for Payroll		39,852.00
TOTAL		69,884.07

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	November, 1997		0300	00		171.25		
N06557 Care Resources 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	December, 1997		1900	00		35.00		
N06785 Hector Vargas Cleaning 318 Capistrano St. Placentia, CA 92870	December 7, 1997 09812		1400	00		950.00		
N13176 AIS Technology Group 1065 Pacificcenter Dr. STE 150 Anaheim, CA 92806	November 12, 1997 38717		1300	00		6,500.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	November 28, 1997 572-1609		0700	02		80.53		

The claims listed above (totaling \$ 7,736.78) 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

7,736.78



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N0692A Special District Risk Management 2400 Venture Oaks Way, STE 460 Sacramento, CA 95833-3291	Dec 1, 1997		1100	00		5,158.36		
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	December 8, 1997		2800	00		3517.79		
	54401		1400	00		2002.19		
	54402		1800	01		1,713.00		
			1800	08		<u>570.00</u>		
						7,802.98		
N03653 Bear State Air Conditioning Services 3548 Enterprise Drive Anaheim, CA 92807-1640	Dec 3, 1997		1400	00		117.42		
	97-12-1609							
	Nov 26, 1997		1400	00		<u>155.50</u>		
	97-11-1572					272.92		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	November 28, 1997		1900	00		34.71		
N03660 Elizabeth D. Minter - petty cash Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	December 14, 1997		0900	00		18.17		
			1800	00		10.23		
			1800	08		19.31		
			1803	00		271.90		
			1803	00		64.00		
			1900	00		100.00		
			2700	01		439.88		
			2700	07		<u>421.02</u>		
						1,344.51		
N03660A Elizabeth Minter 539 Gardenia Placentia, CA 92870	August, 1997		2700	01		84.90		
			2700	01		65.51		
	November, 1997		2700	01		<u>43.27</u>		
						193.68		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	November 20, 1997		0700	05		423.82		

The claims listed above (totaling \$ 15,230.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03858 American Agencies P.O. Box 2829 Torrance, CA 90509-2829	Oct 31, 1997		1900	00		143.27		
N06738 Suad Ammar 411 E. Chapman Placentia, CA 92870	November, 1997		2700	01		37.20		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92870	November, 1997		2700	01		26.46		
N06895 California State Library Budget - Literacy P.O. Box 942837 Sacramento, CA 94237-0001	Aug. 18, 1997		6970	02		2,383.00		
N09110 Special Districts Workers Comp 1030 - 15th Street Sacramento, CA 95814	Nov 14, 1997 3rd Quarter		0350	00		1,180.00		
N01508 Cosmoslink 3030 Saturn St., STE 204 Brea, CA 92821	December 2, 1997 9712-45 December, 1997 9712-44		0700	02		19.95 19.95 39.90		
N16840 Network Intensive 8001 Irvine Center Dr., STE 1130 Irvine, CA 92618	Dec 1, 1997 137752		0700	02		250.00		
National Center for Non-profit Boards 2000 "L" St, NW, Ste. 510 Washington, DC 20036-4907	Membership renewal		1600	00		225.00		

The claims listed above (totaling \$ 4,284.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N03657B Standard & Poors P.O. Box 80-2542 Chicago, IL 60680-2542	Sept 26, 1997							
	148931		2400	01		12.93		
	Nov. 1, 1997							
	175448		2400	01		1993.38		
						2,006.31		
N09111A Ebsco P.O. Box 92901 Los Angeles, CA 90009-2901	Nov. 13, 1997							
	S-47940		2400	04		6.00		
N09178A Grolier Publishing co., Inc. P.O. Box 71049 Chicago, IL 60694-1049	Nov 11, 1997							
	10048756		2400	01		174.40		
Lucent Books P.O. Box 289011 San Diego, CA 9219809011	November 20, 1997							
	L49920S2		2400	08		592.77		

The claims listed above (totaling \$ 2,779.48) 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 12/16/97  
REPORT NO 3572

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	December 16, 1997 Pay period #01 Dec 19, 1997 Jan 1, 1998		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON MONDAY, JAN 5, 1998								

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

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

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

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

Page Total

19,926.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route #12100358	December 16, 1997 Pay period #02 Jan 2, 1998 Jan 15, 1998		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JAN 15, 1998								

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

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

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

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

Page Total

19,926.00




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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Cash Flow Analysis  
**DATE:** December 16, 1997

The first and second Current Secured property tax allocations have been received and are reflected on the Cash Flow Analysis. An additional Current Secured is scheduled for December 18.

The reversal of the interfund transfers will be included on the January, 1998 Agenda.

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

**RECOMMENDATION:**

Receive & File cash flow analysis of December 16, 1997.

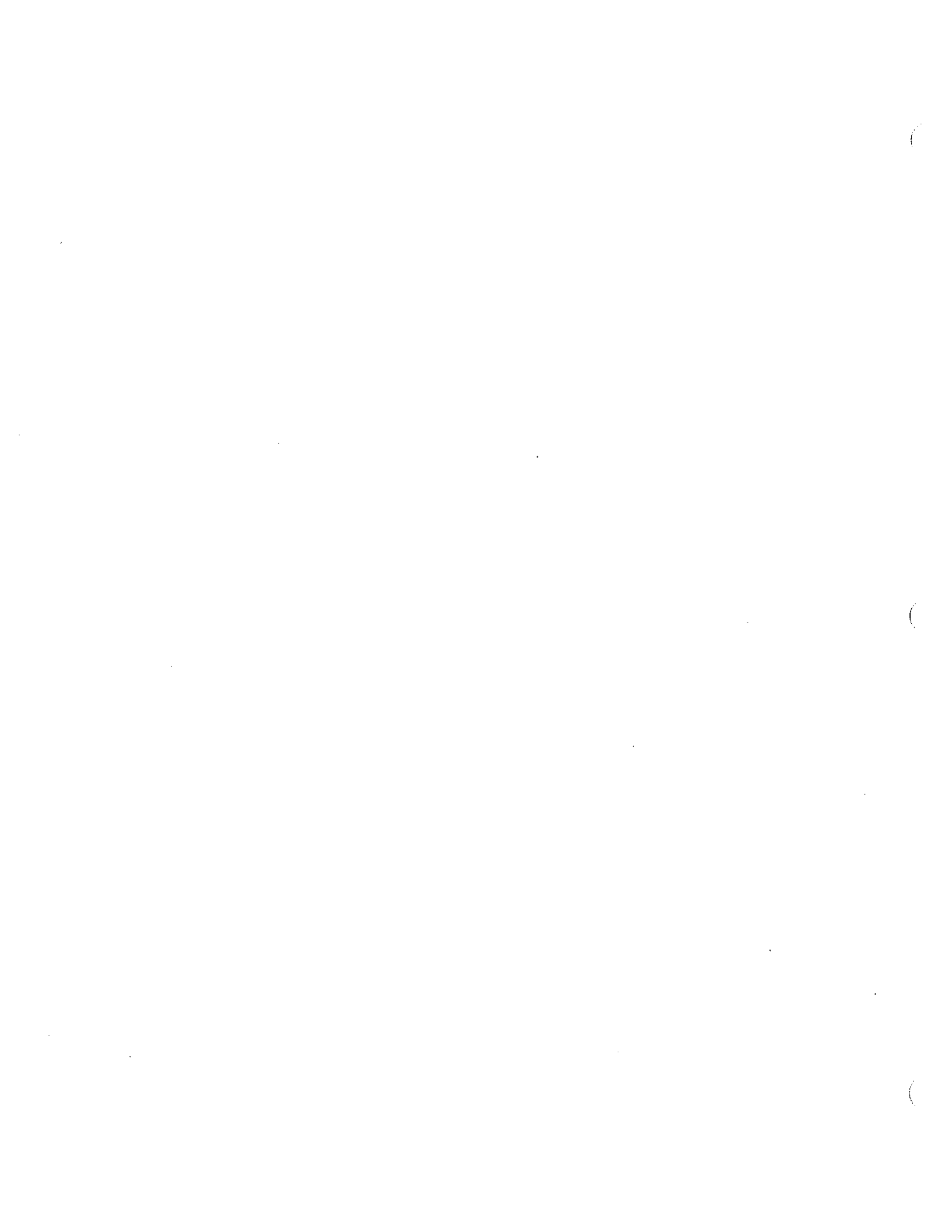
Placentia Library District  
FY1997-1998 General Fund Cash Flow

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



Placentia Library District  
FY1997-1998 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/27/97	3556	PPI by Library Board Members		4,269.93	16,849.61
10/27/97	3557	PPI by Library Board Members		2,459.20	14,390.41
11/03/97	3558	General by Library Director		1,318.57	13,071.84
11/18/97	3559	General - PPI		4,659.78	8,412.06
11/18/97	3560	General		13,989.01	(5,576.95)
11/18/97	3561	General		3,463.88	(9,040.83)
11/18/97	3562	General		1,244.37	(10,285.20)
11/18/97	3563	General		4,037.16	(14,322.36)
11/18/97	3564	Payroll to wire 12/4/97		19,926.00	(34,248.36)
11/18/97	3565	Payroll to wire 12/18/97		19,926.00	(54,174.36)
11/21/97		State TBR	2,104.18		(52,070.18)
11/21/97		321 Grant - Dept. of Educ.	3,426.00		(48,644.18)
11/21/97		Local Revenue, September & October	3,979.21		(44,664.97)
11/24/97		Commingled Interest Allocation	437.94	11.49	(44,238.52)
11/25/97		Current Secured 1st	67,903.18	169.76	23,494.90
12/05/97	3566	General by Library Director		3,125.17	20,369.73
12/05/97	3567	PPI by Library Director		1,581.56	18,788.17
12/09/97		Homeowners Property Tax Relief	2,277.07		21,065.24
12/12/97		Current Secured 2nd	113,423.47		134,488.71
12/16/97	3568	General - PPI		7,736.78	126,751.93
12/16/97	3569	General		15,230.98	111,520.95
12/16/97	3570	General		4,284.83	107,236.12
12/16/97	3571	General		2,779.48	104,456.64
12/16/97	3572	Payroll to wire 1/5/98		19,926.00	84,530.64
12/16/97	3573	Payroll to wire 1/15/98		19,926.00	64,604.64



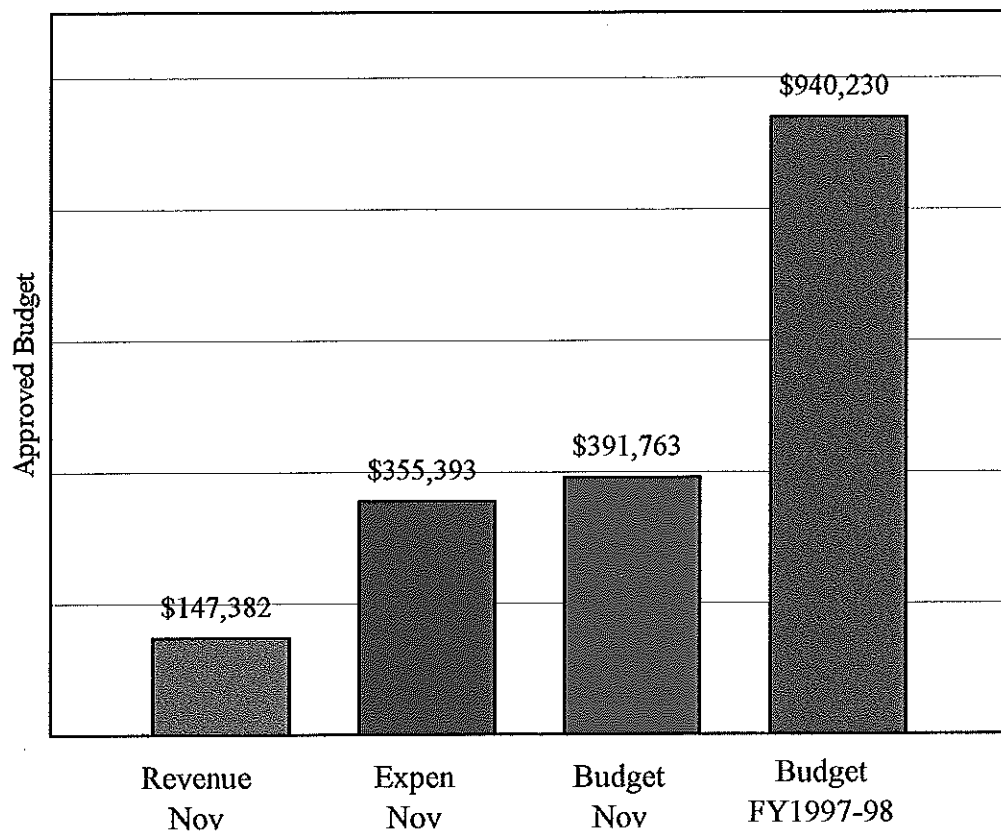
**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 December 16, 1997

	Fiscal Year 1997-1998						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42
31-Dec-97						0.00	0.00
31-Jan-98						0.00	0.00
28-Feb-98						0.00	0.00
31-Mar-98						0.00	0.00
30-Apr-98						0.00	0.00
31-May-98						0.00	0.00
30-Jun-98						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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



### PLACENTIA LIBRARY DISTRICT Fiscal Year 1997-1998 General Fund Cash Flow



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PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
December 16, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY1997 YTD % REV BUD
6210-00	Prop. Taxes - current secured	705,381	67,903.18	77,415.01	67,903.18	77,415.01	9.63%
6210-01	Public Utility	23,624	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	729,005	67,903.18	77,415.01	67,903.18	77,415.01	9.31%
6220	PROP. TAXES - CURRENT UNSECURED	47,500	34,899.83	25,067.82	0.00	0.00	73.47%
6230-00	Prop. Taxes - Prior Secured	30,167	13,088.93	14,180.32	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	5,201.12	4,341.84	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	4.54	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	10,291.73	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	30,167	18,290.05	28,818.43	0.00	0.00	60.63%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,500	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	11,500	1.62	2,536.41	0.00	2,482.94	0.01%
6280-01	Final supplemental for prior years	0	370.60	483.45	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRE	11,500	372.22	3,019.86	0.00	2,482.94	3.24%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,065	951.78	1,065.86	0.00	0.00	89.37%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	400	309.57	448.40	0.00	0.00	
	TOTAL TAXES	821,157	122,726.63	135,835.38	67,903.18	79,897.95	14.95%





REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
December 16, 1997

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
6610-00	Interest	11,000	1,962.55	5,400.79	437.94	377.60	17.84%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	3,649.59	0.00	0.00	
	TOTAL INTEREST	11,000	1,962.55	9,050.38	437.94	377.60	17.84%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,593	0.00	19.39	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	12,500	2,104.18	5,738.36	2,104.18	693.39	16.83%
6970-01	State - CA Foundation Funds	28,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	12,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	3,426.00	3,511.00	3,426.00	3,511.00	97.89%
6970-05	State - Project Grants	9,000	8,861.00	0.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	65,000	14,391.18	9,249.36	5,530.18	4,204.39	22.14%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	27,500	8,295.87	10,120.42	3,979.21	2,533.38	30.17%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	6.20	6.96	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	90,000.00	0.00	40,000.00	
	FUND 707 TOTAL	940,230	147,382.43	254,281.89	77,850.51	127,013.32	15.68%
	FUND 707 TOTAL LESS INTERFUND TRANSFER	940,230	147,382.43	164,281.89	77,850.51	87,013.32	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
0100	Salaries & Wages	481,259	203,610.00	230,613.00	37,020.00	41,914.00	42.31%
0200	Retirement	70,591	15,576.00	17,627.00	2,832.00	3,206.00	22.07%
	Health Insurance/Care America	21,324	6,771.96	10,938.56	(281.52)	1,811.18	31.76%
	Long Term Disability	2,072	685.00	576.29	0.00	0.00	33.05%
	Vision Service Plan	937	268.40	398.00	0.00	99.50	28.63%
	Dental	3,715	1,804.06	1,788.98	381.89	354.80	48.56%
0300	Total Employee Insurance	28,049	9,529.42	13,701.83	100.37	2,265.48	33.97%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,000	1,962.00	2,556.00	0.00	0.00	32.70%
	TOTAL SALARIES & EMPLOYEE BENEFITS	585,899	230,677.42	264,497.83	39,952.37	47,385.48	39.37%
0700-00	Communications - Telephone	2,000	919.37	710.90	274.82	155.50	45.97%
0700-01	Communications - Modem/Fax	900	825.12	1,719.13	40.52	209.16	91.68%
0700-02	Communications - Internet/Database	3,500	1,392.74	0.00	93.60	0.00	39.79%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,271.46	1,695.28	0.00	1,271.46	24.64%
0700-07	Communications - 321 Grant	150	345.29	87.07	19.66	21.67	230.19%
0700-08	Communications - Adult Literacy	250	0.00	149.43	0.00	28.98	0.00%
	Total Communications	11,960	4,753.98	4,361.81	428.60	1,686.77	39.75%
0900-00	Food - General Fund	0	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
0900-09	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,743.57	733.13	0.00	0.00	49.82%
1100-00	Insurance	10,552	5,024.74	5,583.00	0.00	0.00	47.62%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	3,468.90	3,478.00	0.00	0.00	17.34%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	21,000	3,468.90	3,478.00	0.00	0.00	16.52%
	HVAC	6,000	1,825.66	3,342.49	0.00	0.00	30.43%
	Carpet Cleaning	500	0.00	550.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	18,750	7,370.85	6,690.93	0.00	0.00	39.31%
	Plumbing	1,200	531.14	821.20	0.00	0.00	44.26%
	Electrical	3,000	896.00	1,277.44	0.00	448.00	29.87%
	Cleaning Service	11,700	3,800.00	4,750.00	0.00	950.00	32.48%
	Locksmith	200	52.50	0.00	0.00	0.00	26.25%
	Other	1,500	1,079.19	819.00	0.00	0.00	71.95%
1400-00	Total Maintenance of Building & Grounds	42,850	15,555.34	18,251.06	0.00	1,398.00	36.30%
1600-00	Memberships - General Fund	2,400	458.00	50.00	0.00	0.00	19.08%
1600-07	Memberships - 321 Grant	200	0.00	170.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	2,750	553.00	315.00	0.00	0.00	20.11%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	20.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	20.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
	Library Supplies	4,500	1,356.69	223.36	0.00	75.82	30.15%
	Printing	7,000	4,494.81	4,429.94	0.00	0.00	64.21%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	1,151.55	0.00	0.00	(58,014.43)	115.16%
	Paper	600	1,003.84	294.39	0.00	7.83	167.31%
	Drinking Water Service	300	99.80	124.75	24.95	24.95	33.27%
	Other Office Supplies	3,500	1,511.24	1,582.60	0.00	(57.61)	43.18%
1800-00	Total Office Supply Expense - General Fund	16,900	9,617.93	6,655.04	24.95	(37,963.44)	56.91%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	571.00	20.00	0.00	0.00	
	Printing	3,000	81.41	1,225.25	49.35	0.00	2.71%
	Publications	2,750	97.20	0.00	0.00	0.00	3.53%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500	201.27	0.00	0.00	0.00	13.42%
1800-08	Total Adult Literacy Office Supply Expense	7,300	379.88	1,225.25	49.35	0.00	5.20%
1800-09	LSCA Grant Supply Expense	0	5,181.20	0.00	0.00	0.00	
	Total Office Expense	24,200	15,750.01	7,900.29	74.30	(37,963.44)	65.08%
1803-00	Postage Expense - General Fund	750	117.00	121.61	0.00	0.00	15.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400	32.00	96.00	0.00	0.00	8.00%
1803-09	Postage Expense - LSCA Grant	0	1,063.44	0.00	0.00	0.00	
	Total Postage Expense	1,150	1,212.44	217.61	0.00	0.00	105.43%





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

December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	0.00	0.00	33.33%
	Pension Contribution & Operating Expenses	5,000	2,446.36	835.80	0.00	0.00	48.93%
	Anaheim Library Automated System	39,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	136.84	130.84	0.00	0.00	32.58%
	Tax Collection Services & Fees by Orange County	450	99.01	274.85	11.49	11.87	22.00%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	210.00	262.50	0.00	0.00	42.00%
	Collection Services - Accounts Receivable	3,700	970.00	0.00	0.00	0.00	26.22%
	Audit	3,750	2,810.00	3,050.00	0.00	0.00	74.93%
	Payroll Preparation	2,300	972.89	1,033.67	174.30	178.50	42.30%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	0	1,836.95	291.47	0.00	0.00	
1900-00	Total Specialized Services - General Fund	55,540	9,622.05	5,984.13	185.79	190.37	17.32%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	1,625	571.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,500	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	3,603.99	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	1,900	257.01	281.94	169.76	193.54	13.33%
	Total Specialized Services	60,565	14,054.05	6,266.07	355.55	383.91	23.20%
2000-00	Legal Notices - General Fund	500	0.00	842.78	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	842.78	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,015.00	0.00	0.00	0.00	49.95%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	10,000	963.15	1,750.84	0.00	0.00	9.63%
2400-02	Special Department Expense - Video	500	569.85	0.00	0.00	0.00	113.97%
2400-03	Special Department Expense - Electronic	10,000	12,226.50	2,839.32	0.00	0.00	122.27%
2400-04	Special Department Expense - Periodicals	26,000	129.16	4,842.01	0.00	0.00	0.50%
2400-05	Special Department Expense - Audio	1,000	118.05	0.00	0.00	0.00	11.81%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	48,000	14,006.71	9,432.17	0.00	0.00	29.18%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	367.88	687.60	0.00	(1,550.00)	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	268.86	275.97	0.00	0.00	13.44%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	1,000	0.00	250.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,500	239.38	148.00	0.00	0.00	15.96%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,750	876.12	1,361.57	0.00	(1,550.00)	12.98%



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
December 16, 1977

OBJECT CODE	DESCRIPTION	FY1997-98 BUDGETED	FY1997-98 YTD	FY1996-97 YTD	FY1997-98 NOV 1997	FY1996-97 NOV 1996	FY97 YTD % REV BUD
2800-00	Electricity	43,500	13,324.56	14,892.33	0.00	0.00	30.63%
	Gas	3,500	100.91	117.11	0.00	0.00	2.88%
	Water	3,000	1,501.20	1,627.69	259.48	279.71	50.04%
	Total Utilities	50,000	14,926.67	16,637.13	259.48	279.71	29.85%
	TOTAL SUPPLIES & SERVICES	349,967	124,940.53	75,399.62	1,117.93	(35,765.05)	35.70%
3700-00	Taxes, Assessments (Sales Tax)	864	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	2,500	0.00	214.42	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	3,500	0.00	214.42	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	3,500	0.00	214.42	0.00	0.00	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRIC	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	940,230	355,617.95	340,111.87	41,070.30	11,620.45	37.82%



Placentia Library District  
Balance Sheet

November 30, 1997

Assets

General Fund - Checking	6,982.31	
Literacy Fund-Checking	0.00	
County Exempt-Checking	5,828.17	
Payroll Account	18,233.26	
Savings (P/R Support)	4,501.07	
Savings (P/R Fees)	2,263.30	
Certificates of Deposit	27,500.00	
General Fund - Savings	3,320.77	
Literacy Fund - Savings	4,834.86	
County Exempt - Savings	3,228.17	
Total Assets		76,691.91

Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	(411.74)	
Deferred Comp Payable	842.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		397.53

Capital

Fund Balance	76,294.38	
Total Capital		76,294.38
Total Liabilities and Capital		76,691.91

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

November 1997

Prepared 12/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,320.77
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,320.77

*Ed Miller*  
*12/10/97*





11/30/97

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

Page 1  
Part 1 of 1 Parts

	Total	11/30/97
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	9.32	9.32
Cash Register-Fines	1,424.70	1,424.70
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	14.25	14.25
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	198.00	198.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	92.70	92.70
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	0.00	0.00
Telephone Income	28.77	28.77
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	3,926.00	3,926.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	5,693.74	5,693.74
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	5,693.74	5,693.74
<b>Expenses</b>		
Transfers to County	9,509.39	9,509.39
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	0.00	0.00
Postage (183)	38.90	38.90
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	9.00	9.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

11/30/97

Page 2  
Part 1 of 1 Parts

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

	Total	11/30/97
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	9,557.29	9,557.29
	-----	-----
Operating Income (Loss)	(3,863.55)	(3,863.55)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(3,863.55)	(3,863.55)
	=====	=====

11/30/97

Page 1

Placentia Library District Part 1 of 1 Parts  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending November 30, 1997

	11/30/97
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	43.32
Cash Register-Fines	7,500.24
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	609.23
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	198.00
Cash Register-Publications	0.00
Cash Register-Reserves	480.10
Cash Register-Computer Rental	0.90
Typewriter Income	24.05
Telephone Income	28.77
Copy Machine Income	0.00
State Library Reimbursements	2,104.18
State Library Grants	12,787.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	1,879.64
Interest Income - checking	0.00
Interest Income - savings	34.08
Miscellaneous Income	0.00
	-----
Total Income	25,689.51
Cost of Sales	
	-----
Gross Profit (Loss)	25,689.51
Expenses	
Transfers to County	22,687.05
Employee Insurance (030)	0.00
Food (0900)	0.00
Household Expenses (100)	28.61
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	434.18
Postage (183)	335.90
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	1,296.58
Utilities (280)	0.00
Equipment (400)	0.00

11/30/97

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

Page 2  
Part 1 of 1 Parts

	11/30/97
Taxes and Fees (370)	8.50
Funds in Transit	0.00
	-----
Total Expenses	24,790.82
	-----
Operating Income (Loss)	898.69
Other Income	
Other Expenses	
	-----
Net Income (Loss)	898.69
	=====

11/30/97

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

Page

Check	Date	Payee	Amount
1037	11/18/97	O.C. Auditor	9,509.39
		0-5102-01 Transfers to County	9,509.39
		Checkbook 5 Total	9,509.39

11/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 98 Period 5  
General Account

Page 1

Check	Date	Payee	Amount
4408	11/20/97	Bolins Mail Center 0-5116-01 Postage (183)	38.90
4409	11/20/97	Placentia Chamber 0-5122-01 Transportation & Travel (270)	9.00
Checkbook 1 Total			47.90

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

November 1997

Prepared 12/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,834.86
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,834.86

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12/10/97



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

	Total	11/30/97
<b>Income</b>		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	27.16	27.16
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	27.16	27.16
<b>Cost of Sales</b>		
	-----	-----
ss Profit (Loss)	27.16	27.16
<b>Expenses</b>		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----
Operating Income (Loss)	27.16	27.16
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----
Net Income (Loss)	27.16	27.16
	=====	=====

11/30/97

Page 1

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 02  
 YTD Actual Spread Sheet  
 1 Period(s) Ending November 30, 1997

	11/30/97
<b>Income</b>	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	68.18
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	455.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	20.00
Loan Repayment from C.E.	0.00
	-----
<b>Total Income</b>	<b>663.18</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>663.18</b>
 <b>Expenses</b>	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	6,200.00
	-----
<b>Total Expenses</b>	<b>6,200.00</b>
 <b>Operating Income (Loss)</b>	 <b>(5,536.82)</b>
 <b>Other Income</b>	
 <b>Other Expenses</b>	
	-----
<b>Net Income (Loss)</b>	<b>(5,536.82)</b>
	=====

7/30/97

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

Page 1

For Fiscal Year 98, Period 5 through Fiscal Year 98, 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 Fund Petty Cash Savings Account

November 1997

Prepared 12/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,395.27
Checks Out	1038	446.34		
	1039	491.11		
	1040	229.65		
TOTALS		1,167.10	0.00	
CHECKBOOK BAL				3,228.17

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12/10/97

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

November 1997

Prepared 12/10/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,838.99
Checks Out	1119	10.82		
TOTALS		10.82	0.00	
CHECKBOOK BAL				5,828.17

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12/10/97

11/30/97

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

Page 1  
Part 1 of 1 Parts

	Total	11/30/97
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	360.00	360.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	505.60	505.60
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.18	4.18
Interest Income - savings	8.49	8.49
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	1,100.00	1,100.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	2,018.27	2,018.27
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	2,018.27	2,018.27
<b>Expenses</b>		
Copy Cards Purchase	491.11	491.11
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	209.23	209.23
Children's Storytime (Friends)	660.00	660.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00

11/30/97

Page 2  
Part 1 of 1 Parts

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

	Total	11/30/97
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	229.65	229.65
Copier Lease Payments	446.34	446.34
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,036.33	2,036.33
	-----	-----
Operating Income (Loss)	(18.06)	(18.06)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(18.06)	(18.06)
	=====	=====

11/30/97

Page 1

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

Part 1 of 1 Parts

	11/30/97
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,530.00
Test Proctoring Income	80.00
Vending Machine Income	0.00
Debit Card Income	2,365.80
Friends Contributions	275.45
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	22.51
Interest Income - savings	54.22
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	1,100.00
Loan from Literacy	6,200.00
	-----
<b>Total Income</b>	<b>11,627.98</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>11,627.98</b>
 <b>Expenses</b>	
Copy Cards Purchase	491.11
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	26.50
Children's Summer Reading Program	579.01
Children's Camp Library	284.23
Children's Storytime (Friends)	1,290.00
Children's-Other	50.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	219.27
Friend's-Other Activities	0.00
Library Board Expenses	635.90
Meeting Room Upkeep Expenses	437.57
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00



11/30/97

Page 2

Placentia Library District      Part 1 of 1 Parts  
 Income Statement For Department 03  
 YTD Actual Spread Sheet  
 1 Period(s) Ending November 30, 1997

	11/30/97
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,871.34
Copier Lease Payments	8,480.66
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
	-----
Total Expenses	14,990.59
	-----
Operating Income (Loss)	(3,362.61)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(3,362.61)
	=====

11/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 7      Fiscal Year 98 Period 5  
County Exempt - Savings

Page

Check	Date	Payee	Amount
1038	11/18/97	Sharp Electronics 0-5328-03 Copier Lease Payments	446.34
1039	11/18/97	XCP, Inc. 0-5301-03 Copy Cards Purchase	491.11
1040	11/18/97	IKON 0-5327-03 Copier Maintenance Contract	229.65
Checkbook 7 Total			1,167.10

11/30/97

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 98 Period 5  
County Exempt

Page 1

Check	Date	Payee	Amount
1117	11/03/97	Donna Bass 0-5311-03 Children's Storytime (Friends)	660.00
1118	11/18/97	Storytellers & Troub 0-5310-03 Children's Camp Library	150.00
1119	11/18/97	Elizabeth Minter 0-5310-03 Children's Camp Library	10.82
1120	11/20/97	Smart & Final 0-5310-03 Children's Camp Library	48.41
Checkbook 3 Total			869.23

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

Prepared December 12, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				21,423.40
	3408	281.52		
	3443	85.50		
	3467	80.98		
	3469	47.46		
	3470	42.86		
	3471	1,200.99		
	3480	88.70		
	3481	46.28		
	3486	281.52		
	3487	28.86		
	3488	411.00		
	3489	594.47		
	TOTALS	3,190.14	0.00	
Checkbook balance				18,233.26

11/30/97

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

	Total	11/30/97
Income		
Transfers from County	39,852.00	39,852.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	39,852.00	39,852.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	39,852.00	39,852.00
Expenses		
Salaries	36,469.39	36,469.39
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,468.06	2,468.06
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	38,937.45	38,937.45
Operating Income (Loss)	914.55	914.55
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	914.55	914.55
	=====	=====

11/30/97

Page 1

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

Part 1 of 1 Parts

	11/30/97
Income	
Transfers from County	219,186.00
Interest Income-CD's	364.94
Interest-Savings-Landmark	22.20
Interest-Savings-B of A	11.51
Miscellaneous Income	0.00
	-----
Total Income	219,584.65
Cost of Sales	
	-----
Gross Profit (Loss)	219,584.65
Expenses	
Salaries	197,050.43
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	14,546.53
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	211,596.96
	-----
Operating Income (Loss)	7,987.69
Other Income	
Other Expenses	
	-----
Net Income (Loss)	7,987.69
	=====

11/30/97

Placentia Library District  
Cash Disbursements  
SUMMARY

Page 1

For Fiscal Year 98, Period 5 through Fiscal Year 98, Period 5

Account Name

Total

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





ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 1997  
 Prepared by: Julie Sheeh, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	199.51	11	199.51	11	797.10	44	996.61	55
Adult Circulating Non-Fiction	0.00	0	140.19	7	140.19	7	0.00	0	140.19	7
Adult Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Combinations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	140.19	7	140.19	7	3,104.65	200	140.19	7
TOTAL ADULT PRINT MATERIALS	0.00	0	399.70	18	399.70	18	3,537.75	246	1,126.80	0
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	214.45	5	214.45	5	0.00	0	214.45	5
Total Adult Audio	0.00	0	214.45	5	214.45	5	0.00	0	214.45	5
Adult Video Educational	0.00	0	0.00	0	0.00	0	10.00	1	10.00	1
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	10.00	1	10.00	1
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	214.45	5	214.45	5	10.00	1	224.45	6
TOTAL ADULT MATERIALS	0.00	0	554.15	23	554.15	23	3,567.75	247	1,361.25	6
Juvenile Fiction	0.00	0	76.08	8	76.08	8	98.00	17	174.08	25
Juvenile Circulating Non-Fiction	0.00	0	510.03	0	510.03	0	0.00	0	510.03	0
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	35	0.00	35	0.00	0	0.00	35
Juvenile Electronic Combinations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	510.03	35	510.03	35	155.65	12	510.03	35
TOTAL JUVENILE PRINT MATERIALS	0.00	0	586.11	43	586.11	43	253.65	29	684.11	60
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	0.00	0	586.11	43	586.11	43	253.65	29	684.11	60
Total Fiction	0.00	0	275.59	19	275.59	19	895.10	61	1,170.69	80
Total Non-Fiction	0.00	0	650.22	42	650.22	42	3,216.30	214	650.22	42
Total Audio	0.00	0	214.45	5	214.45	5	0.00	0	214.45	5
Total Video	0.00	0	0.00	0	0.00	0	10.00	1	10.00	1
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	0.00	0	1,140.26	66	1,140.26	66	4,221.40	276	2,045.36	128

OUTSTANDING ORDERS AS OF NOVEMBER 30, 1997

General Fund Amount	\$1,023.99
Adopt-A-Book Amount	\$670.46
<b>TOTAL</b>	<b>\$1,694.46</b>

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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	12.48	1	2,267.24	128	2,279.72	129	1,626.00	223	2,755.11	354
Adult Circulating Non-Fiction	20.05	1	2,708.73	134	2,728.78	135	2,072.99	472	3,353.67	607
Adult Reference	1,882.81	35	0.00	0	1,882.81	35	0.00	0	1,143.21	35
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	1,133.69	1	0.00	0	1,133.69	1	0.00	0	1.00	1
Total Adult Non-Fiction	3,036.55	37	4,708.73	134	5,745.28	171	2,072.99	472	4,497.88	643
TOTAL ADULT PRINT MATERIALS	3,049.03	38	4,975.97	262	8,025.00	300	3,698.99	697	7,252.99	997
Adult Audio/Music	0.00	0	0.00	0	0.00	0	95.00	95	91.00	95
Adult Audio Books	450.00	28	214.45	5	664.45	33	0.00	0	455.00	33
Total Adult Audio	450.00	28	214.45	5	664.45	33	95.00	95	546.00	128
Adult Video Educational	119.85	3	0.00	0	119.85	3	209.00	19	328.85	22
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	773.00	55	772.00	55
Total Adult Video	119.85	3	0.00	0	119.85	3	982.00	74	1,100.85	77
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	569.85	31	214.45	5	784.30	36	1,077.00	169	1,646.85	205
TOTAL ADULT MATERIALS	3,618.88	69	5,190.42	267	8,809.30	336	4,775.99	866	8,899.84	1,202
Juvenile Fiction	0.00	0	1,404.12	93	1,404.12	93	90.00	66	148.00	159
Juvenile Circulating Non-Fiction	0.00	0	1,737.86	77	1,737.86	77	135.70	43	1,114.54	120
Juvenile Reference	52.09	1	172.81	4	224.90	5	0.00	0	224.90	5
Juvenile Print Continuations	0.00	0	0.00	34	0.00	35	0.00	0	34.00	35
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	52.09	1	1,910.67	116	1,962.76	117	135.70	43	1,373.44	160
TOTAL JUVENILE PRINT MATERIALS	52.09	1	3,314.79	209	3,366.88	210	225.70	109	1,521.44	319
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Total Juvenile Video	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	135.00	9	135.00	9
TOTAL JUVENILE MATERIALS	52.09	1	3,314.79	209	3,366.88	210	360.70	118	1,656.44	328
Total Fiction	12.48	1	3,671.36	221	3,683.84	222	1,716.00	291	2,903.11	513
Total Non-Fiction	3,088.64	38	4,619.40	250	7,708.04	288	2,208.69	515	5,871.32	803
Total Audio	450.00	28	214.45	5	664.45	33	95.00	95	546.00	128
Total Video	119.85	3	0.00	0	119.85	3	1,117.00	83	1,235.85	86
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	3,670.97	70	8,505.21	476	12,176.18	546	5,136.69	984	10,556.28	1,510

TO: Elizabeth Minter, Library Director  
FROM: Peggy Burkich, Circulation Supervisor PB  
DATE: December 16, 1997  
SUBJECT: Collection Agency Update

Placentia Library District is in the process of changing from American Agencies Collection System to Unique Management Services, Inc.

We have met with Unique Management Services, Inc. and it has been determined that our database is compatible with their system. Anaheim Library was to have met with the city attorney in November, but that meeting was postponed until January. Nothing can be done until Anaheim resolves their legal issues. Once this is resolved Placentia Library will send a letter of termination to American Agencies Collection System.

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *FB*

DATE: December 16, 1997

SUBJECT: ACS: Overdue Collection Report for Months of August and September

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

A summary of the current status is as follows:

FY 1997-98	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	24	23	7	1,880.00	34
August	23	39	5	319.58	36
September	13	33	0	0.00	0
October	8	33	1	31.00	8
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	68	128	13	2,230.58	78

STATUS CODE LEGEND

ACT - active (demands being sent)	CC - cycle completed
PIF - paid in full	PAY - partial payment
S - settled in full	MIR - mail returned
D.L. - disputed	BAN - bankruptcy
SUS - action suspend	

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR CLIENT REF #	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	13845	09/17/97	11/30/97 AMT: 123.90	123.90	CC	0
	13877	04/03/97	12/01/97 AMT: 93.94	93.94	CC	0
	113878	08/25/97	12/01/97 AMT: 91.05	91.05	CC	0
	12459	08/04/97	10/29/97 AMT: 164.30	164.30	ACT	2
	13876	08/25/97	12/01/97 AMT: 94.50	94.50	CC	0
	13844	09/14/97	11/30/97 AMT: 74.80	74.80	CC	0
	13843	09/10/97	11/30/97 AMT: 52.90	52.90	CC	0
	12460	08/16/97	10/29/97 AMT: 108.19	108.19	ACT	2
	13879	08/11/97	12/01/97 AMT: 76.00	76.00	CC	0
	13846	09/17/97	11/30/97 AMT: 129.15	129.15	CC	0

TOTAL STILL ON SYSTEM :

1,008.73

ADVANCED COLLECTION SYSTEMS

2158 W 190TH ST  
Torrance, CA 90509

CLIENT PROGRESS REPORT  
NOVEMBER 1997

PLA400  
PLACENTIA PUBLIC LIBRARY  
ATTN: PEGGY BURKICH  
411 E CHAPMAN  
PLACENTIA, CA 92670

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	8	736.24	113	11,366.92	1571	114,122.51
LESS: Mail Returns*, Dispute, Bankrpt	0	0.00	29	40,652.55	315	62,278.85
NET ASSIGNMENTS	8	736.24	84	-29,285.63	1256	51,843.66
COLLECTED						
Paid In Full	0	0.00	17	1,526.91	358	19,609.43
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	1	31.00	30	1,196.44	310	12,811.69
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	1	31.00	47	2,723.35	796	38,448.50

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 120
# ASSIGNED	257	58	363	272	652
\$ ASSIGNED	\$16,614	\$4,033	\$26,719	\$20,928	\$85,206

\* Percentage of Mail Returns - 54.5 %  
\* Age of accounts when started

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EM*  
 DATE: December 16, 1997  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT NOVEMBER, 1997

SUMMARY OF PRINTER/COPIER ACCOUNTS NOVEMBER, 1997

Beginning Balance 11/01/97			(\$ 797.40)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in November	505.60		
Total Materials & Supplies		0.00	
Total Repairs		491.11	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in November		446.34	
Total Copier Maintenance Payment in November		229.65	
Debit Card System Loan Payback	<u>505.60</u>	<u>00.00</u>	
		1,167.10	
Ending Balance 11/30/97			<u>(\$ 1,458.90)</u>
December payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
November Purchases (Fund 702)	0.00
November Payment (Fund 702)	0.00
November Payment (Literacy Fund)	<u>0.00</u>
Balance 11/30/97	<u>\$ 14,194.02</u>

Prepared by: Charlene Dumitru





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EA*  
 DATE: December 16, 1997  
 SUBJECT: **GIFT REPORT**

The following gifts were received from November 13, 1997 through December 11, 1997

**ADOPT-A-BOOK - ANNUAL MAILING**

Dianne Earick  
 Bill & Joan Fitzgerald  
 Robert & Arline Kennedy  
 Kaye Lennon  
 Sharon & Pat McDonald  
 Jo Ann Nelson  
 Dennis O'Hern

Ann Robinson  
 Allan & Shirley Schlichter  
 Daryll & Brenda Thomann  
 Glen & JoAnn Seto  
 J.C. & Ellen Wang  
 Victoria Weselich

**TOTAL ANNUAL MAILING 425.00**

**ADOPT-A-BOOK - DIRECT MAIL CAMPAIGN**

David & Ella Anderson  
 Mr. & Mrs. Wasim Arain  
 Ronald Bean  
 Donald & Shirley Bickel  
 Nek & Lynne Buzdar  
 William & June Charles  
 Faye Christlieb & Faye Hartley  
 Ben Chu  
 David & Holly Cross  
 Richard & Karen Davis  
 Timothy & Michelle Dean  
 Thomas & Mary Ann Egan  
 Dana Fisher  
 Carol Fizzard  
 William & Anne Guse  
 John & Lora Hanel  
 Michael & Valerie Harris  
 Jeffrey Horner  
 Bruce & Wendy Hutain  
 Masanobu Ikeda  
 Mr. & Mrs. R. C. Jimenez  
 Ronald & Karen Jones  
 Bernadette Kanoti  
 Thomas & Irene Kelly  
 Edna King  
 L. A. Klein  
 James Ko  
 Rosemary Koenig  
 Mr. & Mrs. Genjiro Kotake  
 Harold & Darlene Kuchel  
 Patrick & Colleen  
 Karleen Lawler  
 Chao Tun Lee  
 In Kyu Lim  
 Don & Jill Martinez

James & Florence McGillivray  
 Alan & Deborah Nichols  
 Mr. & Mrs. Hrach Nuyujukian  
 Jean Oelschig  
 Michele Ohanian  
 Sumi Okura  
 Richard & Betty Palmer  
 James & Lucy Polen  
 Vernon & Mary Jane Pryer  
 Stan & Slavica Raskovic  
 Howard & Barbara Reed  
 Phillip Rothstein  
 Fran Seiford  
 Robert & Dorcas Senga  
 Mr. & Mrs. Tim Shaffer  
 Shakey's Pizza Restaurant  
 Ronald and Charlene Sheffer  
 Michael & Linda Shellabarger  
 George & Barbara Shimono  
 Janice Stephens  
 Steven and Yazmin Stutzel  
 Suda Family  
 Stephen Tang  
 Hwie The  
 Jeanne Thomas  
 Manuel & Julie Toledo  
 Jennic Trokso  
 Ruben & Magda Valle  
 Eldon & Joan Vaughn  
 Joseph Vigh  
 Timothy & Terri Wamba  
 Elaine Wentz  
 John & Gayle Wheatley  
 Mr. & Mrs. Takeo Yamada  
 Jeffrey & Szuchi Young  
 Heriberto & Adrienne Zavala

**TOTAL DIRECT MAIL 2,815.00**

NOTE: Total of Direct Mail Campaign since inception 7,985.00

**ADOPT-A-BOOK - OTHER DONATIONS**

Capital Group Companies matching funds  
for Jean Murphy  
Canyon Hills Jr. Women's Club  
Donation box at Circ Desk

**TOTAL AAB OTHER 277.00**

**TOTAL ADOPT-A-BOOK 3,517.00**

**BOOK ENDOWMENT DONATIONS**

William & Anne Guse  
Jean Haney

**TOTAL BOOK ENDOWMENT 350.00**

**OPERATING FUND DONATIONS**

David & Karren Hiskey

**TOTAL OPERATING FUND 100.00**

**TOTAL DONATIONS 3,967.00**

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: December 16, 1997

SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH NOVEMBER, 1997**

1. **Air Conditioning** - Regular inspection, furnaces turned on for heating
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting. Faulty wiring discovered in childrens department has been rewired.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: December 16, 1997  
SUBJECT: PERSONNEL REPORT FOR NOVEMBER, 1997

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Cheryl Willauer, <sup>cw</sup>Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of November 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY97/98 November	FY97/98 YTD	Starting	Cumulative
Andrade, Linda	6.00	40.50	9/95	193.75
Covington, Darlene	4.25	34.00	3/95	345.00
Cummings, Dottie	0.00	11.50	1/97	56.00
Deputy, Paul	25.25	107.50	7/82	6,311.00
Floroni, Pete	2.00	20.50	3/97	36.25
Floroni, Ruth	2.00	20.50	3/97	36.25
Fitzgerald, Joan	13.00	69.00	10/93	1,091.00
Godwin, Nita	2.00	28.50	2/96	124.25
Grismer, Luci	0.00	31.00	12/93	137.25
Hemmerling, Barbara	9.00	37.75	10/95	210.25
Horrocks, Marjorie	4.00	18.00	10/95	132.00
Irot, Pat	14.00	145.50	2/96	148.00
Livesey, Jane	4.50	35.25	4/96	148.00
Lord, Audrey	14.00	28.00	10/97	28.00
Malik, Shamim	32.50	184.50	5/97	264.50
Mignot, Shirley	6.00	28.50	9/95	192.50
Mockler, Amanda	0.00	4.00	7/96	110.50
Myers, Claire	14.00	75.00	10/95	368.00
Olson, Bob	4.50	21.75	9/95	123.00
Olson, Jeanne	4.00	16.00	9/95	100.25
Neil-Zorn, Edie	0.00	3.75	1/97	23.50
Schlichter, Allan	4.00	34.25	10/93	408.50
Shaw, Dixie	1.00	12.00	5/94	112.25
Stark, Allan	0.00	10.00	4/97	15.50
Stark, Sandra	1.50	11.50		76.50
Wymer, Betty	13.50	59.50	1/96	246.75
J.T.P.A. / Job Training Partnership Act	61.00	271.50		500.50
S.T.E.P. / Senior Training & Employment Program	187.00	794.50		2,764.75
<b>TOTAL</b>	<b>429.00</b>	<b>2,154.50</b>		<b>14,989.75</b>

TEMPORARAY VOLUNTEERS

	FY97/98			FY97/98	
	November	YTD		November	YTD
Arañ, Nazlee	0.00	10.00	Lopez, Armando	0.00	30.00
Ataris, Andy	5.00	5.00	Lui, Wen-Tsu	0.00	28.75
Bengstern, Bob	0.00	5.00	Minh, David	0.00	15.00
Bickford, Lance	0.00	2.50	Mirza, Rabia	0.00	3.25
Bone, Shawnda	0.00	2.50	Mohan, Kavita	0.00	25.25
Blonston, Scott	0.00	2.50	Nguyen, Hien	0.00	0.00
Burns, John	0.00	5.00	O'brien, Cathy	2.50	2.50
Chang, Albert	0.00	24.00	Patel, Ashish	0.00	77.50
Chib, Sheetal	0.00	28.00	Patel, Mayur	0.00	21.00
Chou, Katherine	0.00	49.75	Perez, Manual	0.00	7.50
Cipres, Marcella	2.50	9.50	Pham, Nan	0.00	3.25
Dadhaniya, Ammla	0.00	3.00	Pham, Tu	0.00	3.25
Dakins, Cindy	2.50	2.50	Pi, Irene	0.00	3.25
El Mohawar, Samah	0.00	12.00	Reed, Robert	0.00	5.00
Fahim, Fady	0.00	66.50	Shah, Niketa	0.00	2.00
Fahim, Runia	0.00	80.50	Silva, Pamela	9.00	16.25
Giorgi, Charlie	2.50	12.00	Soo, Mary	12.75	35.50
Govea, Melissa	4.00	13.00	Stewart, Morgan	0.00	30.00
Guzman, Jessica	0.00	8.50	Tolu, Sonuyi	0.00	35.25
Harnett, Tom	2.50	7.50	Um, Tricia	0.00	28.00
Hayashi, Colleen	0.00	2.50	Villa, Eric	6.00	6.00
Hayashi, Kristen	0.00	2.50	Vo, Anh-Thu	3.25	3.25
Issacs, Ryan	0.00	10.00	Yada, Julie	0.00	17.00
Jaques, Lura	0.00	11.00	Yorga, Greg	5.50	10.50
Kal, Jarhou	0.00	62.50	Yu, Liang	4.00	33.75
Kim, Brian	2.50	2.50	Yu, Stacy	0.00	13.00
LaBonte, Ryan	0.00	10.25			
Kumar, Puresh	8.00	14.00			
LaBonte, Ryan	0.00	10.25			
Lichtenstein, George	0.00	1.00			
Lim, Michael	0.00	7.00			
Lin, Jeff	0.00	27.00			
Lin, Sherry	0.00	14.00			
Lin, Steven	6.00	33.00			
<b>TOTAL</b>	<b>30.00</b>	<b>556.25</b>	<b>TOTAL</b>	<b>33.75</b>	<b>456.00</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 369.00

TOTAL VOLUNTEER HOURS

861.75

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY95/96	FY96/97	FY97/98	FY95/96	FY96/97	FY97/98
July	433.00	808.25	898.50	423.00	457.00	818.00
August	573.00	776.75	864.25	333.50	209.00	405.00
September	354.25	773.75	433.00	377.50	279.00	376.00
October	432.25	756.50	486.00	580.00	482.00	435.00
November	418.00	519.75	492.75	449.50	257.00	369.00
December	301.00	370.00		297.50	142.00	
January	361.25	488.60		469.00	367.00	
February	339.25	480.00		601.50	517.00	
March	410.50	675.00		476.00	493.00	
April	702.25	788.00		455.00	633.00	
May	473.00	620.50		445.00	430.00	
June	437.25	740.25		270.00	380.00	



Placentia Library District  
Circulation Report  
DECEMBER 16, 1997

	FY97-98 YTD	FY96-97 YTD	% CHANGE FY97 TO FY98	FY97-98 NOV 97	FY96-97 NOV 96
1st Time Checkouts	74,348	83,666	-11.14%		
Phone Renewals	5,830	5,422	7.52%	13,283	15,574
In-Building Renewals	5,975	8,645	-30.88%	1,310	1,101
Total Renewals	11,805	14,067	-16.08%	1,219	1,938
TOTAL CHECKOUTS	86,153	97,733	-11.85%	2,529	3,039
				15,812	18,613
On-Time Checkins	71,759	84,840	-15.42%		
Late Checkins	12,934	15,255	-15.21%	12,208	15,317
TOTAL CHECKINS	84,693	100,095	-15.39%	2,851	3,303
				15,059	18,630
Holds Placed	1,690	1,932	-12.53%		
Holds Cancelled	306	342	-10.53%	334	295
Holds Filled	1,534	1,707	-10.13%	52	52
Holds Expired	17	11	54.55%	286	265
				3	2
Overdue Items	4,412	4,472	-1.34%		
Overdue Notices	1,899	2,028	-6.36%	934	1,097
Billing Notices	2,306	2,448	-5.80%	419	477
				461	499
Patrons Registered	1,552	1,592	-2.51%		
				249	344
Titles Added	3,037	3,014	0.76%		
Volumes Added	5,748	6,247	-7.99%	374	476
				1,528	488
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	35,855	45,025	-20.37%	7,003	8,801
Juvenile Print	43,889	43,130	1.76%	7,680	7,991
Total Print	79,744	88,155	-9.54%	14,683	16,792
Audio	2,708	4,054	-33.20%		
Visual	4,361	5,522	-21.02%	470	794
Equipment	0	0	0.00%	659	1,027
Total Audio Visual	7,069	9,576	-26.18%	0	0
				1,129	1,821
TOTAL CIRCULATION	86,153	97,733	-11.85%		
				15,812	18,613
Placentia Circulation	57,407	59,142	-2.93%		
% Placentia Circulation	66.13%	60.52%	9.27%	9,879	10,949
				62.48%	58.82%
Anaheim/Yorba Linda Circulation	14,956	19,446	-23.08%		
% Anaheim/Yorba Linda Circulation	17.23%	19.90%	-13.42%	3,278	2,496
				20.73%	13.41%
TYPES OF ACTIVE BORROWERS					
Adult	54,724	66,666	-17.91%		
Young Adult	1,536	1,067	43.96%	10,288	12,949
Juvenile	24,267	23,146	4.84%	456	315
New Borrower	6,280	6,502	-3.41%	4,203	4,089
Non Resident	0	2	0.00%	865	1,260
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	86,807	97,698	-11.15%	0	0
TOTAL REGISTERED BORROWERS	27,027			15,812	18,613
				27,027	
ATTENDANCE					
Adult Reference - -In Building	140,518	157,465	-10.76%		
Adult Reference - Telephone	5,714	6,402	-10.75%	27,138	29,056
Children's Reference - In Building	1,325	1,293	2.47%	1,240	1,094
Children's Reference - Telephone	4,285	2,623	62.60%	222	241
	197	239	-17.57%	685	546
				54	36
Total Adult Reference	7,039	7,695	-8.53%		
Total Children's Reference	4,462	2,862	55.90%	1,462	1,341
				739	582
Total In Building Reference	9,979	9,025	10.57%		
Total Telephone Reference	1,522	1,532	-0.65%	1,925	1,640
TOTAL REFERENCE	11,501	10,557	8.94%	276	283
				2,201	1,923



CITY OF PLACENTIA INVOICES

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

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

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97								0.00
Dec-97								0.00
Jan-98								0.00
Feb-98								0.00
Mar-98								0.00
Apr-98								0.00
May-98								0.00
Jun-98								0.00
<b>TOTAL</b>		<b>17,465.46</b>	<b>3,309.66</b>	<b>2,804.06</b>	<b>430.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,009.18</b>
<b>AVG</b>		<b>4,366.37</b>	<b>827.42</b>	<b>701.02</b>	<b>107.50</b>			<b>6,002.30</b>

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97				0.00	0.00
Dec-97				0.00	0.00
Jan-98				0.00	0.00
Feb-98				0.00	0.00
Mar-98				0.00	0.00
Apr-98				0.00	0.00
May-98				0.00	0.00
Jun-98				0.00	0.00
TOTAL	4,748.44	756.00	103.75	5,608.19	2,804.10
AVG	1,187.11	189.00	25.94	1,402.05	701.02

## 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	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
May 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Jun 1996	261.36	216.00	51.04		560.88	1,089.28
TOTAL	3,126.78	3,046.58	595.68	95.28	7,721.70	14,586.02
AVG	260.57	253.88	49.64	7.94	643.48	1,215.50

## DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Feb 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Mar 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Apr 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
May 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Jun 1997	262.08	216.00	51.04	0.00	934.80	1,463.92
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80	14,580.96
AVG	272.69	225.00	51.04	4.21	662.15	1,215.08

## DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	1,048.32	972.00	204.16	0.00	2,523.96	4,748.44
AVG	262.08	243.00	51.04	0.00	630.99	1,187.11

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
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	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996	8.00	10.00	2.00		30.00	50.00
Mar 1996	8.00	10.00	2.00		30.00	50.00
Apr 1996	8.00	10.00	2.00		30.00	50.00
May 1996	10.00	10.00	2.00		30.00	52.00
Jun 1996	8.00	8.00	2.00		24.00	42.00
TOTAL	98.00	116.00	24.00	4.00	340.00	582.00
AVG	8.17	9.67	2.00	0.33	28.33	48.50

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97	8.00	10.00	2.00	0.00	30.00	50.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	32.00	36.00	8.00	0.00	108.00	184.00
AVG	8.00	9.00	2.00	0.00	27.00	46.00



# California Library Services Board

LIBRARY-COURTS BUILDING  
P.O. BOX 942837  
SACRAMENTO, CA 94237-0001

(916) 654-0266

## MEMORANDUM

TO: Members, California Library Services Board

FROM: Pat Earnest, CLSA Program Coordinator *Patricia A. Earnest*

DATE: November 26, 1997

SUBJECT: CLSB Actions taken at the November 13-14, 1997 Meeting

### Purpose of the California Library Services Act:

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or the tax base of their local government. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.

### Goals of the California Library Services Board:

The California Library Services Board will be and will be known as a pro-active Board with an impact on state and federal legislation affecting libraries.

The California Library Services Board will continue to support the California Literacy Campaign.

The California Library Services Board will develop and implement a statewide program for young adult services, based on appropriate supporting statistics and evaluation.

The California Library Services Board seeks to provide adequate financial and technical support to libraries for resource sharing services.

By the year 2000, the California Library Services Board will have successfully implemented the Library of California.

By the year 2000, the California Library Services Board will have been successful in seeing that unfunded components of the California Library Services Act are funded.

The California Library Services Board will continue to seek a higher visibility throughout the state.

The California Library Services Board will review and develop initiatives to ensure adequate citizen participation.

**CLSB Actions, November 13-14, 1997****Page 2**

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Pasadena on November 13-14, 1997:

**1. Adoption of Agenda**

It was moved, seconded (Spence/Snyder) and carried unanimously that the California Library Services Board adopt the agenda as presented.

**2. Approval of Minutes**

It was moved, seconded (Fong/Wang) and carried unanimously that the California Library Services Board approve the draft minutes of the August 21, 1997 CLSB meeting as presented.

**3. Election of 1998 Board Officers**

It was moved by the Nominating Committee (Fong) and carried unanimously that the California Library Services Board elect John Kallenberg as President and James Dawe as Vice President of the California Library Services Board for the year 1998.

**4. Resolutions**

It was moved, seconded (Dawe/Spence) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 97-02 in honor of former Secretary to the Board Suzanne V. Fox. (See Attachment A)

**Legislative Committee**

5. It was moved by the Legislative Committee (Dawe) and carried unanimously that the Board comment to the California Utilities Commission in support of its November 7, 1997 ruling realigning the California Teleconnect Fund program with the federal E-Rate (Universal Service) program.
6. It was moved by the Legislative Committee (Dawe) and carried unanimously that the Board urge the California Congressional delegation to support comprehensive digital copyright law in accordance with the WIPO (World Intellectual Property Organization) treaties.



**CLSB RESOLUTION 97-02**

**WHEREAS**, the California Library Services Board desires to recognize the contributions of Suzanne V. Fox, its secretary, on the occasion of her leaving the Board's services; and

**WHEREAS**, the Board wishes to honor Suzanne V. Fox for her outstanding service to the Board as its secretary; and

**WHEREAS**, Suzanne Fox worked tirelessly to provide support in all activities of the Board including arranging Board travel and in establishing good communication with the various appointing authorities; and

**WHEREAS**, her ready smile, upbeat approach and willingness to go "the extra mile" was greatly appreciated by each and every Board member;

**NOW THEREFORE, BE IT RESOLVED**, that

the California Library Services Board  
extends its sincere appreciation to

**SUZANNE V. FOX**

and wishes her the very best in her new position as Assistant Executive Director of the California Sesquicentennial Commission.

**Adopted: November 13, 1997**

**CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES**

December 1, 1997	2nd 1997/98 Direct Loan sample data due at California State Library
January, 1998 *	Training Workshop for new Literacy Coordinators (Anaheim Public Library)
January, 1998 *	Training Workshop for new Literacy Coordinators (California State Library, Sacramento)
January 12-25, 1998	3rd 1997/98 Direct Loan sample period
January 15, 1998	2nd Quarter ILL Claim due at California State Library
January 16, 1998	Letters of Intent to pursue initial applications for California Library Literacy Service funding due at California State Library
January 30, 1998	2nd Quarter California Library Literacy Service reports due at California State Library
February 9, 1998	3rd 1997/98 Direct Loan sample data due at the California State Library
February 13, 1998	Families for Literacy Mid-Year Report due at California State Library
February 18-20, 1998	CLSB Meeting, Sacramento

\* Dates to be announced


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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director   
**SUBJECT:** Status Report on Strategic Plan for Placentia Library District  
**DATE:** December 16, 1997

**BACKGROUND:**

There has been no activity on the Strategic Plan since the November 18, 1997 Board Meeting.

**RECOMMENDATION:**

Receive and File



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** California Library Literacy Services Plan of Service for Fiscal Year 1997-1998, as submitted to the State Library of California

**DATE:** December 16, 1997

**BACKGROUND:**

Attached is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 1997-1998.

Filing the Plan of Service with the State Library of California is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

**RECOMMENDATION:**

Receive and File



**CLSA California Library Literacy Service**

**PLAN OF SERVICE ABSTRACT** (CLSA-46 page 1)

1. Library Name: Placentia Library District

2. Address: 411 E. Chapman Ave.

Placentia, CA 92870-6198

3. Contact Person: Katie Matas

4. Telephone No. (714) 524-8408 ext. 213

5. Electoral District(s): Assembly: 72

State Senate: 33

6. # of literacy FTE .5

Principal Outcomes:	<u>Goals</u>
Number of Adult Learners To Be Served	<u>145</u>
Number of Tutors To Be Trained	<u>80</u>
Number of Library Branches To Be Included	<u>NA</u>

8. Proposed Program Operating Budget

CLSA Request: \$ 6,594

Other Revenues: \$ 30,864

**TOTAL:** \$ 37,458

9. Signature \_\_\_\_\_  
Library Director

10. Date: \_\_\_\_\_

## CLLS Plan of Service Narrative, Matching Funds

### Library Name Placentia Library District

Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 1997/98.

#### **1. Recruiting adult learners**

Overall objective: Recruit 70 new adult learners during FY 1997/98.

- A. Encourage referrals through local human service providers at the monthly meetings of the Placentia Community Service Organization Network.
- B. Encourage learner-to-learner referrals.
- C. Distribute flyers to local employers to encourage learner referrals.
- D. Encourage workplace literacy referrals through articles in Chamber of Commerce and Rotary Club newsletters.
- E. Keep the Southern California Library Literacy Network (SCLLN) informed of PLLS services and continue to cooperate in mutual referrals.

#### **2. Recruiting volunteers**

Overall objective: Recruit 80 volunteer tutors and a minimum of 15 other volunteers to support program operations (tutor training, intake and assessment, referral, tutor/learner support activities, etc.) during FY 1997/98.

- A. Continue listing tutor training workshops in the North Orange County Community College District Continuing Education Class Schedule.
- B. Continue use of local cable station, flyers, and library activity calendar to encourage library patrons to volunteer for PLLS.
- C. Update volunteer job descriptions with Volunteer Center of Orange County and continue to accept referrals of volunteers from that agency.
- D. Distribute flyers to individuals who take the monthly exam for U.S. Citizenship.
- E. List tutor training workshops in Placentia Quarterly.
- F. Distribute flyers to local employers to recruit volunteers.

#### **3. Training**

Overall objectives: Train 80 new tutors in learner centered approach of teaching basic skills; train a minimum of 15 other volunteers to assist in implementation of program goals during FY 1997/98.

- A. In conjunction with the North Orange County Community College District, conduct 4 tutor training workshops: July, October, January, and April.
- B. Conduct tester's training and training in office procedures as needed.
- C. Conduct group and individual training for tutors and learners as needed in use of literacy computers.



#### 4. Matching

Overall objectives: Match 80 trained tutors with adult learners, and match 15 trained volunteers to specific jobs within PLLS during FY 1997/98.

- A. Continue current strategy of matching tutors and learners on basis of compatible schedules, geographic proximity, expressed preferences of tutor/learner, and similarity of interests wherever possible. Information for matching is gathered from intake forms (both tutor and learner), interviews/conversation (both), learner assessment, and observation of tutors in workshop.
- B. Attempt to match each student with a tutor within 60 days of the student's application.
- C. Circulate specific job descriptions for each volunteer position to the Volunteer Center of Orange County, Placentia Quarterly, at volunteer recruitment events (CSUF Internship Day, Placentia Open House), at tutor workshops and within program newsletter. Interview applicants before matching.

#### 5. Support of learners and tutors

Overall objectives: Increase tutor participation in tutor support activities to 75% and involve a minimum of 15% of adult learners in learner support activities during FY 1997/98.

- A. Conduct 3 continuing education events for tutors during the year: January, March, and May.
- B. Keep tutors informed of literacy related inservice training opportunities sponsored by other agencies, including OTAN.
- C. Continue distribution of "Placentia Reads" (PLLS program newsletter) to learners, tutors, and supporters. Each issue contains samples of student writing, along with tips and other information of use to tutors and learners.
- D. Encourage tutors to participate in continuing education opportunities through written and telephone contact.
- E. Purchase support materials: books, workbooks, books-on-tape, magazines, newspapers, and computer software.
- F. Participate in the Friends of the Library annual recognition event in April and a minimum of 2 social events for program participants during the year (February and June).

#### 6. Communications

Overall objective: Provide community visibility to support tutor/learner recruitment objectives during FY 1997/98.

- A. Participate in local events: Taste of Placentia (July), Chamber of Commerce Business Expo (May), Placentia City Open House (May).
- B. Submit regular press releases regarding PLLS events and participant accomplishments.
- C. Provide speakers to local service groups and other organizations.
- D. Participate in joint media ventures with SCLLN.
- E. Distribute a bimonthly newsletter "Placentia Reads" to PLLS participants, community supporters, and other literacy providers.

## 7. Planning and evaluation

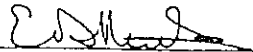
Overall objectives: Obtain information regarding program efficacy to use in planning during FY 1997/98.

- A. Monitor number of matches, tutoring hours and other volunteer hours through monthly reports completed by volunteers and by telephone contact. Compile in a monthly report for Placentia Library Board of Trustees.
- B. CALPEP Semi-Annual reports will provide information on learner progress, along with overall progress toward program goals.
- C. Participants will evaluate individual tutor workshops and tutor/learner support events as they occur.

CLSA Program Budget Request for California Library Literacy Service Programs  
 Fiscal Year 1997/98

Placentia Library District

Name of Library



Library Director Signature

November 14, 1997

Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)  Dr. Kevin Starr
1. Personnel (Inc. Benefits)	1,250	23,039	24,289	
2. Library Materials	-0-	1,000	1,000	
3. Operations Total (3a-3g)	5,044	6,325	11,369	
3a. Contract Services	-0-	1,625	1,625	
3b. Travel	-0-	1,450	1,450	
3c. Office Supplies	900	650	1,550	
3d. Printing	1,890	1,200	3,090	
3e. Instructional Resources	800	200	1,000	
3f. Communications	1,250	950	2,200	
3g. Other	204	250	454	
4. Equipment		500	500	
5. Indirect	300	-0-	300	
6. TOTAL	6,594	30,864	37,458	

FM-46pg2  
 10/97



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** California Library Literacy Services 1<sup>st</sup> Quarter Report for Fiscal Year 1997-1998, as submitted to the State Library of California

**DATE:** December 16, 1997

**BACKGROUND:**

Attached is a copy of the District's 1st Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-1998.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and File



CALIFORNIA LIBRARY LITERACY SERVICE  
Adult Learner Activity Report (Fiscal Year 1997/98)

Placentia Library District \_\_\_\_\_  1st Quarter \_\_\_\_\_ 2nd Quarter  
 Name of Library \_\_\_\_\_ July-September \_\_\_\_\_ October-December  
 \_\_\_\_\_ 3rd Quarter \_\_\_\_\_ 4th Quarter  
 \_\_\_\_\_ January-March \_\_\_\_\_ April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY				TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)			1.	85
2. Adult Learners who began during quarter			2.	12
3. Adult Learners who left during quarter				
a. Learners who met goal	3a.	5		
b. Learners who became physically inaccessible this quarter	3b.	10		
c. Learners who left program for other reasons	3c.	17		
d. Learners who left program WITHOUT notification *	3d.	0		
e. TOTAL (Sum of items #3a thru #3d)	3e.			32
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)			4.	97
5. Adult Learners referred to other programs (never instructed) this quarter			5.	3

CUMULATIVE SUMMARY				TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)			6.	97
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)			7.	3

END OF QUARTER STATUS				TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)			8.	65
9. Prospective Adult Learners awaiting instruction at end of quarter			9.	32

\* Reminder: BE SURE you use 3d to calculate line 4!

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

\*\*\* BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page.\*\*\*

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	20	0	33	0	0	9	2	1	65

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	12	27	14	9	0	2	1	65

12. Gender	Male	Female	Not Specified	TOTAL
	15	50	0	65

Double Check:

Do Items #10, #11, & #12 = #8 on  
previous page?

Placentia Library District  
Name of Library

K. Matas  
Signature of person submitting this report

Literacy Coordinator 10/20/97  
Title Date

Katie Matas  
Contact Person

Literacy Coordinator (714) 524-8408 ext. 213  
Title Phone