

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

November 21, 1995
7:30 P.M.
Library Conference Room

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

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

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

~~2.~~ Adoption of Agenda.

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

Presentation: Library Director
Recommendation: Adopt by Motion

~~3.~~ Minutes of the October 17, 1995, Regular Meeting. *skate meet*

Presentation: Library Director
Recommendation: Approve by Motion

~~4.~~ Oral Communications.

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

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

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

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

~~5.~~ Board President's Report.

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

Presentation: Library Board President

~~6.~~ Friends of the Library Board of Directors Report.

Presentation: Library Director

7. Placentia Library Foundation Report.

Presentation: Library Board Secretary

CLAIMS (Items 8 - 10)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

Public / ac
8. Nonstandard Claims in excess of \$300. (Approve)

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$4,457.31.

10. Current Claims and Payroll. (Approve)

Current Claims of \$24,176.53; Payrolls 3349 and 3350, for a cumulative payroll total of \$44,170.00 Combined total of Current Claims and Payrolls of \$97,596.14.

FINANCIAL REPORTS (Items 11 - 17)

ac / Rang
Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 17 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.

11. Financial Reports for October, 1995. (Receive & File)

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

GENERAL CONSENT CALENDAR (Items 18 - 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 - 24 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.

18. Building Maintenance Report for October, 1995. (Receive & File)
19. Personnel Report for October, 1995. (Receive, File, and Ratify Appointments)
20. Volunteer Report for October, 1995. (Receive & File)
21. Circulation Report for October, 1995. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
23. Program Budget Request for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996 as submitted to the State Library of California based upon the allocation approved by the California Library Services Board. (Receive & File)
24. Quarterly Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996. (Receive & File)

CONTINUING BUSINESS

25. Orange County Bankruptcy Settlement Agreement.

Presentation: Library Director
Recommendation: Approve Settlement Agreement

NEW BUSINESS

- 60/1/2/3/4/5/6/7/8/9/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100
26. Travel Authorizations for Library Director to attend the International Conference on Fund Raising sponsored by the National Society of Fund Raising Executives in Los Angeles, March 17-20, 1996, and for Literacy Coordinator Katie Matas to attend the Technology, Reading and Learning Difficulties Conference in San Francisco, January 19 - 20, 1996.

Presentation: Library Director
Recommendation: Approve

STAFF REPORTS

27. Program Report for the Month of October, 1995. (Program Committee)
28. Children's Services Report for the Month of October, 1995. (Schneider)
29. Publicity Materials produced for the Month of October, 1995. (Willauer)
30. Placentia Library Literacy Services Report for the Month of October, 1995. (Matas)
31. Families for Literacy Project Report for the Month of October, 1995. (Walters)
32. Placentia Pride Committee Report for October, 1995. (Ammar)

ADJOURNMENT

33. Agenda Preparation for the December 19, 1995, Regular Meeting.
34. Review of Action Items.

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

35. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the November 21, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 16, 1995.

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 4 (Mon)	ISDOC, 7:00 P.M.
Dec 19 (Tues)	Library Board Meeting, 7:30 P.M.
1996	
Jan 2 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 16 (Tues)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 17-20	NSFRE International Conference, Convention Center, Los Angeles
Mar 19 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 26-30	Public Library Association National Conference, Portland.
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-20	National Library Week
Apr 16 (Tues)	Library Board Meeting, 7:30 P.M.
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 21 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 18 (Tues)	Library Board Meeting, 7:30 P.M.
Jul 4-10	American Library Association Annual Conference, New York City
Jul 16 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 13-16	LITA/LAMA National Conference, Pittsburgh, PA
Oct 15 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 19 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 17 (Tues)	Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 17, 1995**

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on October 17, 1995 at 7:41 P.M. by President Margaret Dinsmore.

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

Members Absent: Secretary Sandra Stark

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

ADOPTION OF AGENDA It was moved by Trustee Masters, seconded by Trustee Shkoler, to adopt the Agenda as presented.

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

MINUTES It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of September 19, 1995 as presented.

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

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

CERTIFICATES OF ACHIEVEMENT President Dinsmore presented Volunteer Certificates of Achievement to the following Volunteers in the Summer Reading Program in the Children's Department: Odette Pirayer, 40 hours; Shalini Gunawardane, 43 hours; Dennis Nunn, 50 hours; Hanny Chao, 64 hours; and Robert Chiu, 144 hours.

BOARD PRESIDENT'S REPORT President Dinsmore reported that she had visited Caro Library in Illinois and was impressed by its historical room.

Secretary Stark arrived at 7:50 P. M.

**FRIENDS OF THE
LIBRARY REPORT**

Library Director Minter reported that the Friends semi-annual booksale will be held November 2, 4 and 5. A campaign by mail for Friends Memberships will be done the last week of October.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$9,549.17; Claims forwarded by the Library Director in the amount of \$4,366.71; and Current Claims and Payroll in the amount of \$97,596.14.

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

**TRANSFER OF
FUNDS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize transfer of \$70,000 from FUND 706 (Bond Redemption) to FUND 708 (General Fund) to be reversed in December after the tax revenues have been received.

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

FINANCIAL REPORT

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

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Evans, seconded by Trustee Shkoler to receive Agenda Items 18 through 25: Building Maintenance Report for September, 1995 (Receive & File); Personnel Report for September, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for September, 1995 (Receive & File); Circulation Report for September, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Fiscal Year 1994-1995 Audit of Financial Transactions Management Letter and Fiscal Year 1994-1995 Audit of Financial Transactions (Receive & File); Annual Report of Financial Transactions of Special Districts, Fiscal Year 1994-1995 (Receive & File); and Fiscal Year 1994-1995 Audit of Financial Transactions and Minutes of the October 2, 1995, Annual Meeting of the Placentia Civic Center Authority Commission (Receive & File).

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

**ORANGE COUNTY
BANKRUPTCY
SETTLEMENT
AGREEMENT**

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

**COMPLIANCE WITH
THE FAIR
POLITICAL
PRACTICES
COMMISSION
CONFLICT OF
INTEREST CODE**

It was moved by Trustee Evans, seconded by Trustee Shkoler to read Resolution 95-9, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Model Conflict of Interest Code as Issued and Amended by the Fair Political Practices Commission.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to adopt Resolution 95-9. Motion was carried by roll call vote:

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

**OPERATIONAL
AREA AGREEMENT
OF THE COUNTY OF
ORANGE AND
POLITICAL
SUBDIVISIONS**

It was moved by Trustee Masters to read Resolution 95-10, a Resolution of the Board of Trustees Establishing the Participation of the Placentia Library District of Orange County in the Orange County Operational Area as Required by the Standardized Emergency Management System, by title only.

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

It was moved by Secretary Stark, seconded by Trustee Masters to adopt Resolution 95-10. Motion was carried by roll call vote:

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

**ADOPT-A-BOOK
SOLICITATION AND
PURCHASE OF
ELECTRONIC
DATABASE**

It was moved by Trustee Shkoler, seconded by Trustee Masters of approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation; and to authorize the purchase of the District's cardholder database in electronic format a cost not to exceed \$1,000.00 to be paid from the County Exempt Fund, pending approval by legal counsel.

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

**PHOTOCOPIER
BIDS**

It was moved by Trustee Masters, seconded by Trustee Evans to authorize release of Bid Requests for purchase, lease purchase ~~of~~ lease of photocopiers.

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


STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 31 through 36: Program Report for Month of September, 1995; Children's Services Report for Month of September, 1995; Publicity Materials produced for the Month of September, 1995; Placentia Library Literacy Services Report for Month of September, 1995; Families for Literacy Project Report for the Month of September, 1995; and Placentia Pride Committee Report for Month of September, 1995.

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

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

Sandra M. Stark, Secretary

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: November 21, 1995
SUBJECT: Friends of the Library Report

The Board of Directors of the Friends of the Library met on Monday, November 6, 1995, with Vice President Bob Olson presiding. Library Board Secretary Sandra Stark and Library Director Elizabeth Minter attended the Meeting.

Treasurer Marj Dailey reported that the Book Store received \$855.80, Memberships received \$1,085.00 and the November Semi-Annual Book Sale received \$1,114.54.

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

The Board approved the purchase of a lettering machine for the Children's Department at a cost of \$778.77.

The 1996 Author's Luncheon has been set for Saturday, March 9 at the Alta Vista Country Club. State Librarian Kevin Starr has declined the Friends' invitation to be the speaker.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
November 21, 1995

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

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 November 21, 1995

DATE	REPORT NO.	AMOUNT
11/14/95	3340	\$2,754.80
11/14/95	3341	1,702.51
TOTAL		<u>\$4,457.31</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

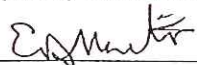
11/14/95
3340

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 706

APPROVED TRANSFERS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	Sc
							Number	
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	November 1995		0300	00		2,046.97		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Oct. 15, 1995		1800	00		24.95		
N03650 Kinko's Customer Administrative Svcs. P.O. Box 8033 Ventura, CA 93002-8033	Oct 12, 1995 004002072472		1800	00		19.40		
	Oct 29, 1995 004002072802		1800	00		6.36		
	Oct. 17, 1995 004002072562		1800	00		<u>30.26</u> 56.02		
N03659-C Southern California Water 139 N. Bradford Placentia, CA 92670	Oct. 26, 1995		2800	00		167.61		
N03752 Pacific Bell Payment enter Van Nuys, CA 91388-0001	Oct. 17, 1995 528-1906		0700	00		124.04		
	Oct. 19, 1995 996-4983		0700	01		76.61		
	Oct 19, 1995 996-2865		0700	01		22.76		
	Oct. 4, 1995 524-9784		0700	01		16.27		
	Nov. 4, 1995 524-9784		0700	01		15.68		
	Oct 7, 1995 253-0470		0700	01		141.61		
	Oct 17, 1995 528-6022		0700	07		15.36		
	Oct 4, 1995 524-8408		0700	08		24.80		
	Nov 4, 1995 524-8408		0700	08		<u>22.12</u> 459.25		

The claims listed above (totaling \$ 2,754.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS.Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N05030A A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	Oct. 16, 1995 018 100 5312 001		0700	00		6.74		
	Oct. 16, 1995 018 297 1115 001		0700	01		12.35		
	Oct 4, 1995 050 181 2583 001		0700	01		5.18		
	Nov 4, 1995 050 181 2583 001		0700	01		5.15		
						29.42		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	Nov., 1995		0300	00		400.60		
N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670	Nov. 7, 1995 41487		1400	00		950.00		
N06686 Office Depot P.O. Box 660337, Dept. 80 Dallas, TX 75266-0337	Nov 10, 1995		1800	00		63.29		
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Oct. 26, 1995 19951026		1900	00		259.20		

The claims listed above (totaling \$ 1,702.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 November 21, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately		
Subtotal for Immediately		0.00
Regular	3342	8,047.71
	3343	2,156.40
	3344	3,197.51
	3345	811.20
	3346	2,177.80
	3347	2,616.95
	3348	5,168.96
Subtotal for Regular		24,176.53
TOTAL CURRENT CLAIMS		24,176.53
Payroll	3349	22,085.00
	3350	22,085.00
Subtotal for Payroll		44,170.00
TOTAL		68,346.53

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/95
REPORT NO 3342

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

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

APPROVED CLAIMS							A C's Use	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC.
			BS Acct					
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	Nov. 9, 1995							
		53450	1400	00		539.57		
	Nov 9, 1995	53449	1400 2800	00 00		835.38 <u>4,341.85</u> 5,716.80		
N01889 Connect, Inc. 515 Ellis Street Mt. View, CA 94043-2242	Oct 31, 1995							
		9 051014495	0700	07		52.69		
N01904 Amsterdam Printing and Litho P.O. Box 701 Amsterdam, NY 1201010	Oct. 13, 1995							
		937388	1800	00		9.51		
N01905 Data Perfect Images 2960 Saturn Street, Unit H Brea, CA 92621	Nov. 3, 1995							
		3310	1800 1800	00 08		642.92 <u>65.00</u> 707.92		
	Sept. 29, 1995		1800	00		33.76		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Oct 10, 1995							
		5454	1400	00		117.42		
	Oct. 10, 1995		1400	00		912.75		
		5706						
N03650 Kinkos Admin. Services P.O. Box 8033 Ventura, CA 93002-8033	Nov 07, 195							
		5634	1400	00		<u>117.42</u> 1,147.59		
	Nov. 7, 1995							
	004002072948	1800	00		20.42			
Nov. 7, 1995								
	004002072946	1800	09		<u>301.70</u> 322.12			
N03655-B Spicers Paper 1298 Bluegum Street Anaheim, CA 92805	Oct 23, 1995							
		622919	1800	00		57.32		

The claims listed above (totaling \$ 8,047.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/95
REPORT NO 3343

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	Only SC
			BS Acct					
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	October, 1995		1900	00		32.71		
N03660A Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	October, 1995		1400 1803 2700 2700	00 00 00 02		65.00 146.00 395.00 <u>112.00</u> 718.00		
N03711 Global Computer Supplies P.O. Box 5465 Carson, CA 90749-5465	Oct. 25, 1995 15174592		1800	00		32.50		
N03742A MobileComm 101 South First Street, STE 300 Burbank, CA 91502	Nov. 4, 1995 91215611195		0700	01		10.50		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Nov 7, 1995 253-0470		0700	01		139.72		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Oct. 26, 1995 A21461		0700	05		423.82		
N03841 Highsmith, Inc. P.O. Box 800 P.O. Box 800 Fort Atkinson, WI 53538-0800	Oct 5, 1995 3740815-001		1800	00		525.63		
N03847 OCLC Dept 630 Columbus, OH 532265-0630	July 31, 1995 513501 09/30/95 Inv. 516298 10/31/95 Inv. 517680		0700 0700 0700	02 02 02		264.08 4.22 5.22 273.52		

The claims listed above (totaling \$ 2,156.40) 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

2,156.40

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	Only
							Number	SC
N03912 California Special Districts 1121 "L" Street, STE 508 Sacramento, CA 95814	Oct, 1995		1600	00		914.00		
N06556 Continental Casualty Co. Spec. Risks- Kansas City P.O. Box 95033 Chicago, IL 60694	November, 1995		0300	00		213.90		
N06557 Care Resources 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	November, 1995		1900	00		35.00		
N06566 Regency Lighting 16665 Arminta St., Van Nuys, CA 91406	Oct. 16, 1995 248477		1000	00		1,095.31		
N06569 Demco P.O. Box 7488 Madison, WI 53707-7488	Oct. 27, 1995 392111		1800	00		147.39		
N06573 First American Trust 421 N. Main Street Santa Ana, CA 92702	Oct. 6, 1995 60-1076-00		1900	00		700.08		
N06736 Library Administrator's Digest Box 993 So. San Francisco, CA 94080	Sept. 15, 1995		1800	00		39.00		
N06786 Katherine Matas 411 E. Chapman Avenue Placentia, CA 92670	November, 1995 October, 1995		2700 2700	08 08		7.25 45.58 52.83		

The claims listed above (totaling \$ 3,197.51) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS							A/C's Use	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06738 Suad Ammar 411 E. Chapman Avenue Placentia, CA 92670	July, 1995		2700	01		3.75		
	October 1995		2700	01		43.21		
							46.96	
N06788 Pro Systems P.O. Box 909 San Juan Capistrano, CA 92693	Oct. 25, 1995		1400	00		136.00		
N06819A American Library Assoc. 155 North Wacker Drive Chicago, IL 60606	Oct. 6, 1995		1800	00		22.50		
N06897 Informaton Plus 2812 Exchange Street Wylie, TX 75098-9990	Nov. 1, 1995		2400	01		122.74		
N06903 Advanced Office Services 1342 East Edinger Avenue Santa Ana, CA 92705	November 1, 1995		1300	00		63.85		
N13151 PC Systems Design Corp. 3040 Saturn Street, STE 100 Brea, CA 92621	Oct. 6, 1995		0700	02		94.00		
	Oct. 4, 1995		1300	00		110.00		
	Oct. 18, 1995		1800	00		62.50		
						266.50		
Automatic Storefront Service, Inc. 4550 Schaeffer Avenue Chino, CA 91710	Oct. 24, 1995		1400	00		88.00		
Price Costco Membership P.O. Box 34535 Seattle, WA 98124-1535	December 1995		1600	00		64.65		

The claims listed above (totaling \$ 811.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/95
REPORT NO 3346

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
Data Tek Systems 703 Pier Ave., STE 235 Hermosa Beach, CA 90254	Oct. 31, 1995 2045		1800	08		499.00		
PLEASC c/o Al Milo Fullerton Public Library 353 W. Commonwealth Ave., Fullerton, CA 92632-1796	1995 Dues		1600	00		5.00		
World Almanac Education Church Street Station P.O. Box 9575 New York, NY 10256-9575	Oct. 4, 1995 505219400011		1800	00		17.00		
Cogent Software, Inc. 221 East Walnut St., STE 215 Pasadena, CA 91101-1554	Nov. 1, 1995 2296		1800	00		20.00		
Wingfoot International 205 West 700 South, STE 405 Salt Lake City, UT 84101	Oct. 31, 1995 8604		1800	00		1,621.30		
Fedex P.O. Box 1140 Memphis, TN 38101-1140	Oct. 9, 1995 5-619-43563		1803	00		15.50		

The claims listed above (totaling \$ 2,177.80) 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

2,177.80

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01962 Taylor Publishing Co. 1550 West Mockingbird Dallas, TX 75235	Oct. 5, 1995							
		417737	2400	01		11.94		
	Oct. 5, 1995	417087	2400	01		9.97		
	Sept 27, 1995	390997	2400	01		7.47		
	Oct 4, 1995	416288	2400	01		6.47		
						35.85		
N03657 Standard & Poor's P.O. Box 80-2542 Chicago, IL 60680-2542	Oct 20, 1995	6435855	2400	01		1826.37		
N03830 Banker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Oct 5, 1995	K04 5038	2400	01		16.54		
	Oct. 30, 1995	K30 6067	2400	01		136.93		
						153.47		
N03832 Books on Tape P.O. Box 7900 Newport Beach, CA 92658	Oct. 27, 1995	2102378M	2400	05		16.16		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Oct. 6, 1995	23225892	2400	01		85.51		
	Oct. 19, 1995	23371576	2400	01		48.27		
	Oct 12, 1995	23289007	2400	01		69.58		
	Oct. 18, 1995	23354269	2400	01		211.18		
						414.54		
N03844 Los Angeles Times P.O. Box 60164 Los Angeles, CA 90060-0164	Oct 16, 1995	Subscription 95-96	2400	04		170.56		

The claims listed above (totaling \$ 2,616.95) 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

2,616.95

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/21/95
REPORT NO 3348

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03845 Marshall Cavendish P.O. Box 587 North Bellmore, NY 11710	Oct. 12, 1995 R 307648		2400	01		133.62		
N09111A EBSCO P.O. Box 92901 Los Angeles, CA 90009-2901	Oct 5, 1995 0109638		2400	03		4,080.56		
N09167-A CCH Incorporated P.O. Box 4766 Chicago, IL 60680-4766	697486		2400	01		432.48		
N09184 World Book Educational Products School and Library P.O. Box 182288 Chattanooga, TN 37422-7288	Oct. 25, 1995 S002195224528		2400	03		85.12		
Medical Media/Humancare 1366 South 740 East Orem, UT 84058	Nov 2, 1995 024970		2400	01		277.40		
N06901 Margaret V. Dinsmore 411 E. Chapman Placentia, CA 92670	Nov 10-13, 1995 November 13, 1995		2700	02 } 01 }		91.54 11.60 103.14		
N03660A Elizabeth D. Minter 411 E. Chapman Placentia, CA 92670	Sept. 1995		2700	00 } 01 }		49.68		
Cynthia McClain 411 E. Chapman Placentia, CA 92670	Nov. 14, 1995		2700	01		6.96		

The claims listed above (totaling \$ 5,168.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

5,168.96

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	Only
			BS Acct				Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	November 21, 1995 Pay #25 Nov. 24, 1995 Dec. 7, 1995		0100	00		20,515.00		
	FICA		0200	00		1,570.00 22,085.00		
PLEASE WIRE ON THURSDAY, DECEMBER 7, 1995								

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

11/21/95
3350

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

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

APPROVED CLAIMS							A/C's Use Only	Doc Number	Only SC
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT			
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	November 21, 1995 Pay #25 Dec. 8, 1995 Dec. 21, 1995		0100	00		20,515.00			
	FICA		0200	00		<u>1,570.00</u> 22,085.00			
PLEASE WIRE ON THURSDAY, DECEMBER 21, 1995									

The claims listed above (totaling \$ 22,085.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

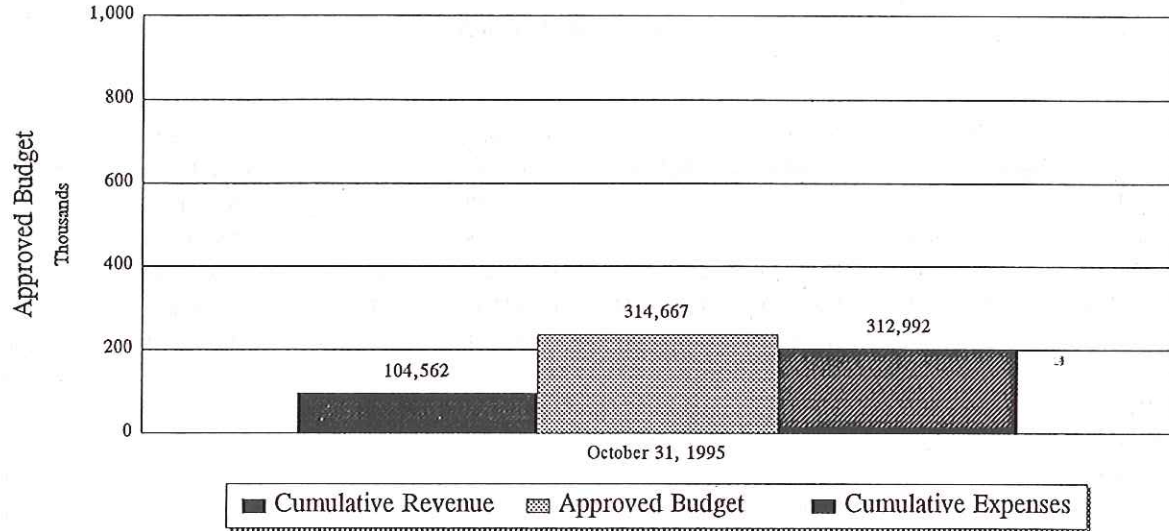
ATTESTED AND/OR COUNTERSIGNED BY

Page Total

22,085.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
November 21, 1995

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 OCT 1995	FY1994-95 OCT 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Treter Plan - current delinquent	725,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED						
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	40,060.75	39,701.89	0.00	0.00	80.12%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(269.26)	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,532.49	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Treter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of Impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	22,474.71	7,263.23	0.00	0.00	42.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	8,500.00	4,702.12	1,908.66	2,123.71	0.00	55.32%
6280-01	Final supplemental for prior years	0.00	396.78	108.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	8,500.00	5,098.90	2,016.88	2,123.71	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	1,687.58	0.00	0.00	17.21%
6340	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88		0.00		
	TOTAL TAXES	839,500.00	68,463.47	50,669.58	2,123.71	0.00	8.16%
6610-00	Interest	25,000.00	6,462.46	6,722.46	0.00	0.00	25.85%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	6,462.46	6,722.46	0.00	0.00	25.85%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	19,000.00	5,820.95	1,288.77	494.81	1,288.77	30.64%
6970-01	State - CA Foundation Funds	16,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	20,000.00	10,000.00	11,500.00	0.00	11,500.00	50.00%
6970-04	State - Dept of Education 321 Grant	10,000.00	0.00	3,294.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	15,820.95	16,082.77	494.81	12,788.77	21.05%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	34,000.00	13,814.73	7,003.91	7,060.80	2,552.28	40.63%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	104,561.61	80,478.72	9,679.32	15,141.05	10.52%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 21, 1995

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 OCT 1995	FY1994-95 OCT 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	201,270.43	186,300.00	61,545.00	41,800.00	39.25%
0200	Retirement	72,746.00	15,401.41	14,251.95	4,710.00	3,197.70	21.17%
	Health Insurance/Care America	21,688.00	4,293.65	4,293.35	(279.46)	1,673.98	20.15%
	Long Term Disability	2,462.00	849.37	623.01	213.90	207.67	34.50%
	Vision Service Plan	1,934.00	620.13	478.78	307.95	207.00	32.06%
	Dental	4,295.00	1,602.40	1,197.68	400.60	381.08	37.31%
0300	Total Employee Insurance	30,379.00	7,441.55	6,592.82	642.99	2,469.73	24.50%
0310	Unemployment Insurance	1,000.00	0.00	1,414.03	0.00	0.00	0.00%
0350	Workers Compensation - General	3,800.00	1,697.00	966.00	1,697.00	966.00	44.66%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	225,810.39	209,524.80	68,594.99	48,453.43	36.38%
0700-00	Communications - Telephone	3,000.00	401.53	521.95	171.15	11.60	13.38%
0700-01	Communications - Modem/Fax	1,800.00	904.14	353.08	270.03	116.53	
0700-02	Communications - Internet/Database	500.00	319.61	293.95	280.01	268.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	1,271.46	1,442.88	847.64	423.82	
0700-07	Communications - 321 Grant	135.00	72.94	0.00	41.65		
0700-08	Communications - Adult Literacy	575.00	62.98	123.99	14.36	34.63	10.95%
	Total Communications	11,510.00	3,032.66	2,735.85	1,625.84	854.38	26.55%
0900-00	Food - General Fund	100.00	35.00	19.80	0.00	19.80	35.00%
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	0.00	30.43	0.00	0.00	
090-009	Food - Family Literacy	50.00	0.00	0.00	0.00	0.00	
	Total Food	250.00	35.00	50.23	0.00	19.80	14.00%
1000-00	Household Expense	3,500.00	1,167.64	690.89	263.59	0.00	33.36%
1100-00	Insurance	15,500.00	9,549.17	0.00	0.00	0.00	61.61%
1300-00	Maintenance of Equipment - General Fund	8,000.00	1,330.16	2,673.50	1,250.16	175.00	16.63%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	0.00	969.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	9,000.00	1,330.16	3,642.50	1,250.16	175.00	16.63%

11/08/95

Expenditure Report

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report
November 21, 1995)

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 OCT 1995	FY1994-95 OCT 1994	FY94 YTD % OF BUD
1400-00	Total Maintenance of Building & Grounds	45,990.00	15,802.89	13,471.79	6,138.75	6,192.07	40.88%
	HVAC	3,600.00	2,287.16	352.26	117.42	234.84	63.53%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	800.00	0.00%
	Groundskeeping - City of Placentia	24,000.00	6,896.73	5,398.34	4,623.33	3,701.52	28.74%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	3,740.00	988.00	1,131.71	448.00	505.71	26.42%
	Cleaning Service	11,700.00	3,800.00	3,800.00	950.00	950.00	32.48%
	Locksmith	200.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	4,831.00	1,989.48	0.00	0.00	966.20%
	Total	45,990.00	15,802.89	13,471.79	6,138.75	6,192.07	40.88%
1600-00	Memberships - General Fund	2,400.00	50.00	50.00	50.00	0.00	2.08%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	100.00	135.00	100.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	285.00	185.00	150.00	0.00	11.18%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	363.51	3,424.41	317.51	2,944.46	4.04%
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	(702.50)	0.00	0.00	0.00	
1800-00	Total Office Supply Expense - General Fund	22,700.00	6,173.48	6,626.27	3,881.89	4,658.16	27.20%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Library Supplies	6,000.00	3,729.03	1,454.70	2,292.34	735.50	62.15%
	Printing	9,000.00	363.51	3,424.41	317.51	2,944.46	4.04%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	193.74	232.45	177.61	36.00	19.37%
	Paper	900.00	234.83	440.85	234.83	209.64	26.09%
	Drinking Water Service	300.00	99.80	99.80	24.95	24.95	33.27%
	Other Office Supplies	5,500.00	1,532.57	974.06	834.65	707.61	28.23%
	Total	22,700.00	6,173.48	6,626.27	3,881.89	4,658.16	27.20%
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	1,623.25	3,038.96	1,490.05	1,526.10	29.51%
1800-09	Family Literacy Supply Expense	6,000.00	760.57	1,495.76	544.52	106.04	12.68%
	Total Office Expense	34,200.00	8,557.30	11,180.99	5,916.46	6,290.30	23.02%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 21, 1995

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 OCT 1995	FY1994-95 OCT 1994	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	157.25	825.57	24.25	769.06	8.74%
1803-04	Postage Expense - LSCA II Grant	100.00	0.00	19.95	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	300.00	0.00	67.86	0.00	31.32	0.00%
1803-09	Postage Expense - Family Literacy	150.00	0.00	83.52	0.00	83.52	
	Total Postage Expense	2,350.00	157.25	996.90	24.25	883.90	6.69%
	Care Resources (Employee Assistance)	650.00	105.00	0.00	35.00	700.00	16.15%
	Pension Contribution & Operating Expenses	5,800.00	675.52	3,562.14	0.00	647.83	11.65%
	Anaheim Library Automated System	40,000.00	26.23	647.83	0.00	32.71	0.07%
	Clipping Service	400.00	130.84	98.13	65.42	0.00	32.71%
	Tax Collection Services & Fees by Orange County	175.00	96.57	138.85	0.00	0.00	55.18%
	Advertising	200.00	0.00	0.00	0.00	0.00	0.00%
	Medical Exams	750.00	95.00	237.50	47.50	47.50	12.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,750.00	2,950.00	2,950.00	0.00	0.00	78.67%
	Payroll Preparation	2,500.00	774.65	712.37	333.55	392.90	29.39%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	3,000.00	1,596.75	836.60	1,588.75	251.64	53.23%
	Total Specialized Services - General Fund	60,825.00	6,410.56	9,183.42	2,070.22	2,072.58	10.52%
1900-00							
1900-01	Specialized Services - LSCA II Grant	0.00	1,489.14	3,540.00	0.00	3,540.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	496.25	1,350.00	496.25	450.00	18.05%
1900-09	Specialized Services - Family Literacy	5,500.00	0.00	95.00	0.00	95.00	0.00%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	100.15	99.25	0.00	0.00	5.01%
	Total Specialized Services	71,175.00	8,496.10	14,267.67	2,566.47	6,157.58	11.94%
2000-00	Legal Notices - General Fund	500.00	112.50	0.00	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	0.00	0.00	0.00	9.00%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
November 21, 1995

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 OCT 1995	FY1994-95 OCT 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00%
2400-01	Special Department Expense - Books	25,056.00	7,796.55	5,061.48	4,380.71	1,361.22	31.12%
2400-02	Special Department Expense - Video	2,000.00	183.00	0.00	0.00	0.00	9.15%
2400-03	Special Department Expense - Electronic	25,000.00	3,944.54	7,316.13	0.00	1,693.75	1.76%
2400-04	Special Department Expense - Periodicals	5,000.00	88.09	8,583.17	576.42	514.71	16.26%
2400-05	Special Department Expense - Audio	3,000.00	487.74	0.00	487.74	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	554.66	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	0.00	0.00	0.00%
	Total Special Department Expense	61,156.00	12,499.92	21,515.44	5,444.87	3,569.68	20.44%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	423.82	893.50	0.00	743.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	914.07	673.48	889.57	660.98	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	275.00	524.00	275.00	524.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	279.00	1,117.70	279.00	1,117.70	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	0.00	6.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	0.00	65.00	0.00	45.00	0.00%
	Total Transportation/Travel - Meetings	6,700.00	1,891.89	3,279.68	1,443.57	3,090.68	28.24%
	Electricity	58,000.00	20,920.57	17,073.33	16,301.58	11,456.97	36.07%
	Gas	3,075.00	217.36	0.00	0.00	0.00	7.07%
	Water	1,925.00	829.11	869.53	309.69	367.95	45.07%
	Total Utilities	63,000.00	21,967.04	17,942.66	16,611.27	11,804.90	34.87%
	TOTAL SUPPLIES & SERVICES	364,031.00	87,182.02	89,959.60	41,455.23	39,038.49	23.95%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	8,000.00	0.00	2,846.61	0.00	1,715.25	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,150.05	0.00	2,150.05	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	8,000.00	0.00	4,996.66	0.00	3,865.28	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	0.00	4,996.66	0.00	3,865.28	0.00%
5000	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL EXPENSES	994,000.00	312,992.41	304,481.06	110,030.22	91,337.20	31.49%

11/08/95

Expenditure Report

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

October 10, 1995

Salomon Brothers

Dear Pool Participant:

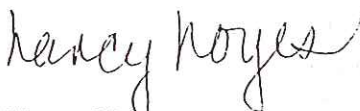
Money market securities continued to produce mixed results as the third quarter came to a close. While soft economic data in the second quarter had bolstered investors' expectations for a swift series of interest rate cuts by the Federal Reserve, the .25% easing of the Fed Funds rate on July 6 proved to be the Fed's only policy change of the quarter as the economic data began to strengthen almost immediately thereafter. After the Fed failed to ease rates in August, many in the economic community predicted a monetary easing at the September Federal Open Market Committee meeting. A continued rebound in the economy, along with renewed weakness in the U.S. dollar and concerns about the upcoming balanced budget debate in Congress, however, precluded such a move last month. As a result, the Treasury bill curve steepened in September, with maturities of less than six months finishing lower in yield and those longer than six months rising in yield amid reduced expectations for near-term Fed easing.

For most of September, the portfolios maintained a relatively short maturity position with an average maturity of 20 days or less. This enabled the portfolios to earn attractive rates from corporate and bank issuers who issued short-term paper in expectations of a Federal Reserve easing at the September FOMC meeting. As it became apparent that the Fed would be unable to lower rates in September, these issuers were forced to issue longer paper. The resulting attractive levels were seen as an opportunity to extend the average maturity of the portfolios. Also during the month, the portfolios moved to underweight government agency discount notes as this sector richened considerably to comparable instruments. Most of this money was redeployed in high quality banker's acceptances at attractive yield spreads.

Sincerely,



Steve Guterman



Nancy Noyes

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

- *All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit.
- *Maturities range from October 2, 1995 through December 22, 1995
- *20.3 day average maturity
- *0.47% average portfolio monthly return
- *5.76% average investment's annualized monthly yield
- *\$634 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/2/95	\$247	Agency Securities	
10/3/95	15	FHLB	\$24
10/4/95	15	FNMA	52
10/5/95	20	FFCB	15
10/10/95	6	FHLMC	59
10/11/95	20	Commercial Paper	
10/12/95	21	UBS Finance	\$46
10/13/95	5	PHH Corporation	20
10/16/95	20	Deutsche Bank Finance	15
10/17/95	9	Wal-Mart	6
10/19/95	5	Met Life Funding	15
10/20/95	3	KFW International Finance	12
10/23/95	16	Xerox Credit	5
10/24/95	9	Heinz Company	19
10/25/95	20	Commerzbank US Finance	5
10/26/95	3	GE Capital	10
10/30/95	8	JP Morgan	8
10/31/95	4	AT&T Corporation	\$4
11/2/95	35	Certificates of Deposit	
11/6/95	15	Deutsche Bank	\$20
11/7/95	16	Societe Generale	19
11/10/95	19	Nat West Bank	9
11/14/95	4	Canadian Imperial Bank	35
11/16/95	10	Commerzbank	16
11/17/95	10	Banque Paribas	4
11/21/95	16	Credit Agricole	10
11/22/95	11	ABN Amro	4
11/28/95	9	Bank of Nova Scotia	11
11/29/95	5	Royal Bank of Canada	5

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

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

*Maturities range from October 2, 1995 through December 22, 1995

*20.3 day average maturity

*0.47% average portfolio monthly return

*5.76% average investment's annualized monthly yield

*\$634 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars) ^a	
Date	Amount	Issuer	Amount
12/5/95	12	Treasury Collateralized O/N	\$186
12/21/95	10		
12/22/95	16		

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

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

*Maturities range from October 2, 1995 through December 22, 1995

*28.3 day average maturity

*0.48% average portfolio monthly return

*5.80% average investment's annualized monthly yield

*\$1153 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/2/95	\$97	Agency Securities	
10/3/95	18	FHLB	\$143
10/4/95	45	FNMA	125
10/5/95	16	FFCB	42
10/6/95	40	FHLMC	57
10/11/95	63	Bankers Acceptance	
10/12/95	11	Morgan Guaranty Trust	10
10/13/95	51	Bankers Trust Company	12
10/16/95	55	Mellon Bank	5
10/17/95	6	Republic Bank	11
10/18/95	9	Chase Manhattan NY	5
10/19/95	19	Commercial Paper	
10/20/95	30	JP Morgan	\$23
10/23/95	24	PHH Corporation	28
10/24/95	16	Met Life Funding	23
10/25/95	41	AT&T Corporation	9
10/26/95	27	Heinz Company	51
10/27/95	83	Daimler - Benz NA	38
10/28/95	17	Motorola Inc.	9
10/30/95	10	Deutsche Bank Finance	50
10/31/95	40	Commerzbank US Finance	3
11/1/95	12	KFW International Finance	16
11/2/95	11	Pitney Bowes	22
11/3/95	23	IBM Credit	43
11/6/95	49	Eli Lilly & Company	15
11/7/95	12	Smith Barney	14
11/8/95	36	Certificates of Deposit	
11/9/95	22	Deutsche Bank	\$50
11/10/95	12	Societe Generale	60
11/13/95	10	Banque Paribas	44

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

- *All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit and bankers acceptances.
- *Maturities range from October 2, 1995 through December 22, 1995
- *28.3 day average maturity
- *0.48% average portfolio monthly return
- *5.80% average investment's annualized monthly yield
- *\$1153 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
11/14/95	31	Nat West Bank	28
11/16/95	26	Bank of Nova Scotia	20
11/20/95	17	Commerzbank US Finance	19
11/21/95	30	Rabobank	3
11/22/95	16	Canadian Imperial Bank	8
11/27/95	57	Bank of Montreal	30
11/28/95	16	ABN Amro	50
11/29/95	8	Credit Agricole	15
12/1/95	5	Banque Nationale De Paris	\$17
12/5/95	5	Treasury Collateralized O/N	\$55
12/21/95	9		
12/22/95	28		

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

*All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit

*Maturities range from October 2, 1995 through December 22, 1995

*13.9 day average maturity

*0.46% average portfolio monthly return

*5.64% average investment's annualized monthly yield

*\$57 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/2/95	\$32	Agency Securities	
10/3/95	1	FHLB	\$6
10/4/95	1	FFCB	2
10/5/95	2	FHLMC	6
10/11/95	2	Commercial Paper	
10/24/95	1	PHH Corporation	\$2
10/27/95	4	IBM Credit Corp.	1
10/30/95	3	Eli Lilly & Company	2
10/31/95	1	JP Morgan	3
11/6/95	2	Certificates of Deposit	
11/7/95	1	Societe Generale	\$1
11/8/95	2	Commerzbank	1
11/9/95	2	Banque Paribas	2
11/10/95	2	ABN Amro	1
12/22/95	1	Treasury Collateralized O/N	\$30

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

- *All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit or bankers acceptances.
- *Maturities range from October 2, 1995 through December 21, 1995
- *30.1 day average maturity
- *0.48% average portfolio monthly return
- *5.78% average investment's annualized monthly yield
- *\$48 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/2/95	\$5	Agency Securities	
10/3/95	1	FHLB	\$6
10/4/95	3	FNMA	7
10/13/95	2	FHLMC	3
10/16/95	3	Bankers Acceptance	
10/18/95	1	Bankers Trust Company	\$5
10/19/95	1	Commercial Paper	
10/23/95	1	Met Life Funding	\$1
10/24/95	3	Motorola Inc.	1
10/25/95	1	Heinz Company	1
10/26/95	1	JP Morgan	2
10/27/95	3	Deutsche Bank Finance	1
10/31/95	2	IBM Credit Corp.	3
11/1/95	2	PHH Corporation	2
11/3/95	2	Certificates of Deposit	
11/8/95	2	Credit Agricole	\$3
11/10/95	2	Societe Generale	2
11/16/95	3	Banque National De Paris	1
11/20/95	2	Bank of Nova Scotia	2
11/21/95	1	ABN Amro	3
11/22/95	1	Treasury Collateralized O/N	\$5
11/27/95	4		
12/5/95	1		
12/21/95	1		

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

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

*Maturities range from October 2, 1995 through November 6, 1995

*9.4 day average maturity

*0.48% average portfolio monthly return

*5.80% average investment's annualized monthly yield

*\$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/2/95	\$1.5	Bankers Acceptance	
10/4/95	.5	Bankers Trust Company	\$.5
11/6/95	.5	Commercial Paper	
		IBM Credit Corp.	\$.5
		Treasury Collateralized O/N	\$1.5

Placentia Library District
Balance Sheet

October 31, 1995

Assets

General Fund - Checking	4,405.68	
Literacy Fund-Checking	3,605.23	
County Exempt-Checking	3,514.37	
Payroll Account	30,149.75	
Savings (P/R Support)	3,596.25	
Savings (P/R Fees)	2,173.42	
Certificates of Deposit	25,000.00	
General Fund - Savings	4,827.37	
Literacy Fund - Savings	2,980.73	
County Exempt - Savings	8,876.20	
Total Assets		89,129.00
		=====

Liabilities

Manual Payroll Checks	12,289.80	
Payroll Taxes Payable	35.32	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(775.22)	
Union Dues Payable	318.58	
Other Employee Deductions	656.41	
Total Liabilities		12,723.09

Capital

Fund Balance	76,405.91	
Total Capital		76,405.91

Total Liabilities and Capital		89,129.00
		=====

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

October 1995

Prepared 11/6/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,827.37
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,827.37

EMM
11/6/95

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

October, 1995

Prepared 11/7/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,865.68
Checks Out	4163	395.00		
	4164	65.00		
TOTALS		460.00	0.00	
CHECKBOOK BAL				4,405.68

Ed Munk
11/7/95

10/31/95

Page 1

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1995

Part 1 of 1 Parts

	Total	10/31/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	17.10	17.10
Cash Register-Fines	2,036.48	2,036.48
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	156.11	156.11
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	124.35	124.35
Cash Register-Computer Rental	96.50	96.50
Typewriter Income	29.78	29.78
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,436.29	1,436.29
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	12.47	12.47
Miscellaneous Income	5,060.87	5,060.87
	-----	-----
Total Income	8,969.95	8,969.95
Cost of Sales		
	-----	-----
Gross Profit (Loss)	8,969.95	8,969.95
Expenses		
Transfers to County	7,555.61	7,555.61
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	65.00	65.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	395.00	395.00
Office Expense (180)	96.36	96.36
Postage (183)	146.00	146.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	20.00	20.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	3.50	3.50
Funds in Transit	0.00	0.00

10/31/95

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending October 31, 1995

	Total	10/31/95
Total Expenses	8,281.47	8,281.47
Operating Income (Loss)	688.48	688.48
Other Income		
Other Expenses		
Net Income (Loss)	688.48	688.48

10/31/95

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995

Part 1 of 1 Parts

	10/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	87.35
Cash Register-Fines	7,469.95
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	759.44
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	521.09
Cash Register-Computer Rental	229.00
Typewriter Income	45.46
Telephone Income	45.86
Copy Machine Income	0.00
State Library Reimbursements	6,762.43
State Library Grants	10,000.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,691.74
Interest Income - checking	5.20
Interest Income - savings	21.92
Miscellaneous Income	5,060.87

Total Income	34,700.31
Cost of Sales	

Gross Profit (Loss)	34,700.31
Expenses	
Transfers to County	30,485.60
Employee Insurance (030)	87.90
Food (0900)	34.32
Household Expenses (100)	12.19
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Memberships (160)	395.00
Office Expense (180)	1,255.95
Postage (183)	279.00
Prof. & Spec. Services (190)	100.00
Special Departmental Expense (240)	(487.33)
Transportation & Travel (270)	1,440.00
Utilities (280)	(217.76)
Equipment (400)	0.00
Taxes and Fees (370)	(1.99)
Funds in Transit	0.00

10/31/95

Page 2

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995
Part 1 of 1 Parts

	10/31/95
Total Expenses	----- 33,562.88 -----
Operating Income (Loss)	1,137.43
Other Income	
Other Expenses	
Net Income (Loss)	----- 1,137.43 =====

10/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 4
General Account

Page (

Check	Date	Payee	Amount
4158	09/27/95	Placentia Chamber 0-5122-01 Transportation & Travel (270)	20.00 20.00
4159	09/27/95	VOID void	0.00
4160	10/10/95	E.D. Minter (petty c 0-5114-01 Office Expense (180)	96.36 96.36
4161	10/10/95	VOID void	0.00
4162	10/23/95	U.S. Postmaster 0-5116-01 Postage (183)	146.00 146.00
4163	10/23/95	NSFRE 0-5112-01 Memberships (160)	395.00 395.00
4164	10/24/95	O.C. Cash Register 0-5108-01 Maintenance-Equip (130)	65.00 65.00
4165	10/24/95	VOID void	0.00
Checkbook 1 Total			722.36

10/31/95

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

Page

For Fiscal Year 96, Period 4 through Fiscal Year 96, Period 4

Account Name	Total
0-5108-01 Maintenance-Equip (130)	65.00
0-5112-01 Memberships (160)	395.00
0-5114-01 Office Expense (180)	96.36
0-5116-01 Postage (183)	146.00
0-5122-01 Transportation & Travel (270)	20.00

	722.36
	=====

10/31/95

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 96 Period 4
General Fund - Savings

Page

Check	Date	Payee	Amount
1009	10/17/95	O.C. Auditor	7,555.61
		0-5102-01 Transfers to County	7,555.61
		Checkbook 5 Total	7,555.61

10/31/95

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

Page 2

For Fiscal Year 96, Period 4 through Fiscal Year 96, Period 4

Account Name	Total
0-5102-01 Transfers to County	7,555.61

	7,555.61
	=====

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

October 1995

Prepared 11/6/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,980.73
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,980.73

W. M. Miller
11/6/95

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

October 1995

Prepared 11/6/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,605.23
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,605.23

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11/6/95

10/31/95

Page 1

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending October 31, 1995

Part 1 of 1 Parts

	Total	10/31/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	3.06	3.06
Interest Income - savings	5.79	5.79
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	85.00	85.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	93.85	93.85
Cost of Sales		
	-----	-----
Gross Profit (Loss)	93.85	93.85
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	93.85	93.85
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	93.85	93.85
	=====	=====

10/31/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995

	10/31/95
Income	
Gifts Income	0.00
Tutor Training Income	120.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	7.18
Interest Income - savings	33.46
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	109.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00

Total Income	269.64
Cost of Sales	-----
Gross Profit (Loss)	269.64
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30

Total Expenses	20.30
Operating Income (Loss)	249.34
Other Income	
Other Expenses	

Net Income (Loss)	249.34
	=====

10/31/95

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

Page 1

For Fiscal Year 96, Period 4 through Fiscal Year 96, Period 4

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

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

October 1995

Prepared 11/7/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,876.20
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				8,876.20

EM
11/7/95

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

October 1995

Prepared 11/7/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,539.37
Checks Out	975	25.00		
TOTALS		25.00	0.00	
CHECKBOOK BAL				3,514.37

Corrected
11/7/95

10/31/95

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1995

	Total	10/31/95
Income		
Cash Register-Copy Cards-Exempt Fun	22.00	22.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	180.00	180.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	144.00	144.00
Friends Contributions	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	3.33	3.33
Interest Income - savings	16.90	16.90
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	406.23	406.23
Cost of Sales		
	-----	-----
Gross Profit (Loss)	406.23	406.23
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	354.60	354.60
Friend's-Other Activities	0.00	0.00
Library Board Expenses	59.78	59.78
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
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	414.38	414.38
	-----	-----
Operating Income (Loss)	(8.15)	(8.15)

10/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending October 31, 1995

	Total	10/31/95
Other Income		
Other Expenses		
Net Income (Loss)	<u>(8.15)</u>	<u>(8.15)</u>

10/31/95

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995

Part 1 of 1 Parts

	10/31/95
Income	
Cash Register-Copy Cards-Exempt Fund	149.50
Microfilm/Microfich Income	0.00
Meeting Room Income	755.00
Test Proctoring Income	240.00
Vending Machine Income	0.00
Debit Card Income	332.00
Friends Contributions	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	14.74
Interest Income - savings	62.51
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	1,553.75
Cost of Sales	

Gross Profit (Loss)	1,553.75
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	355.56
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	160.00
Friend's-Director's Fund	354.60
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	255.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00

Total Expenses	1,500.45

Operating Income (Loss)	53.30

10/31/95

Page 2

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995

Part 1 of 1 Parts

	10/31/95
Other Income	
Other Expenses	
Net Income (Loss)	----- 53.30 =====

/31/95

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

Page 1

For Fiscal Year 96, Period 4 through Fiscal Year 96, Period 4

Account Name

Total

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

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

Prepared November 08, 1995

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			23,860.53
	1795	263.86	
	1830	263.86	
Direct Deposit Transfer in Transit for November 1, 1995 pay date		6,816.94	
TOTALS	527.72	6,816.94	
Checkbook balance			30,149.75

10/31/95

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending October 31, 1995

	Total	10/31/95
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,170.00	44,170.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,170.00	44,170.00
Expenses		
Salaries	40,025.54	40,025.54
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,021.53	3,021.53
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	43,047.07	43,047.07
Operating Income (Loss)	1,122.93	1,122.93
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,122.93	1,122.93
	=====	=====

10/31/95

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending October 31, 1995

Page 1
Part 1 of 1 Parts

	10/31/95
Income	
Transfers from County	193,194.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	11.06
Miscellaneous Income	0.00

Total Income	193,205.18
Cost of Sales	-----
Gross Profit (Loss)	193,205.18
Expenses	
Salaries	159,733.93
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	12,038.21
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	171,772.14

Operating Income (Loss)	21,433.04
Other Income	
Other Expenses	-----
Net Income (Loss)	21,433.04
	=====

10/31/95

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


Page 1

For Fiscal Year 96, Period 4 through Fiscal Year 96, Period 4

Account Name

Total

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

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian 
 DATE: November 21, 1995
 SUBJECT: Acquisitions Report

Dollars Spent 10/1/95 to 10/31/95

Adult Continuations Print	\$534.35
Adult Continuations Electronic	1,858.69
Adult Fiction	548.70
Adult Non-Fiction	120.17
Adult Reference	19.65
Adult Audio	487.74
Juvenile Non-Fiction	7.47
Gifts	194.71
Total	\$3,771.48

Dollars Spent 7/1/95 to 10/31/95

Adult Continuations Print	\$1,355.95
Adult Continuations Electronic	1,858.69
Adult Fiction	2,172.70
Adult Non-Fiction	1,821.66
Adult Reference	227.45
Adult Audio	487.74
Adult Video	183.00
Adult CD-ROMs	18.59
Juvenile Continuations Print	94.50
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	27.70
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	639.52
Total	\$8,887.50

Acquisitions Report, November 21, 1995, Page 2.

Outstanding Orders:

Regular Accounts
Gift Accounts

Dollars Encumbered:

\$914.03
2,814.37

Donated Items 7/1/95 to 11/9/95

Adult Books	198	\$3,034.65
Juvenile Books	70	1,344.95
Adult Videos	26	580.00
Juvenile Videos	5	110.00
Audio CDs	34	575.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *CB*
 DATE: November 21, 1995
 SUBJECT: ACS: Overdue Collection Report for Month of October

The report received from ACS Collection Agency on November 6, 1995 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October	38	68	10	636.91	20
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	114	281	54	2,736.85	64

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Nov 1995

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	38	3,833.85	229	20,063.90	1195	80,875.5
LESS: Mail Return*, Dispute, Bankrpt	6	469.52	61	5,206.26	240	17,306.5
NET ASSIGNMENTS	32	3,364.33	168	14,857.64	955	63,569.0
COLLECTED						
Paid in Full	3	135.45	22	1,699.57	280	14,266.5
Settled in Full	1	134.09	9	775.62	80	4,503.6
Partial Payment	5	152.04	45	1,225.60	185	8,330.8
Resolved	1	215.35	5	322.62	27	1,170.5
TOTAL RECOVERED	10	636.93	81	4,023.41	572	28,271.4

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	254	52	213	182	494
	\$16,401	\$3,602	\$12,495	\$12,724	\$35,223

* Percentage of Mail Returns - 20.0 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	566762	11/13/93	09/26/95	65.00	A	2
	26018052494913		AMT: 65.00			
	562819	03/14/95	07/17/95	25.00	CC	5
	26018053265080		AMT: 53.98			
	566991	07/11/95	10/04/95	139.85	A	1
	26018053282119		AMT: 139.85			
	567302	04/05/95	10/10/95	82.40	A	1
	26053071077498		AMT: 82.40			
	562854	06/13/94	07/17/95	141.60	CC	5
	26018053225837		AMT: 141.60			
	564836	05/23/95	08/16/95	0.00	SU, P	1
	26053071119084		AMT: 69.25			
	563836	05/04/95	07/28/95	43.19	CC	5
	26018053265494		AMT: 43.19			
	567808	08/10/95	10/18/95	106.10	A	1
	26018053210094		AMT: 106.10			
	564835	04/30/95	08/16/95	78.95	A	5
	26019002933224		AMT: 78.95			
	562857	06/07/94	07/17/95	94.63	CC	5
	26018053040608		AMT: 94.63			
	563550	03/29/95	07/27/95	64.60	CC	5
	560 19 1554		AMT: 64.60			
	565026	06/10/95	08/18/95	55.85	A	5
	26018053283018		AMT: 55.85			
	564621	05/31/95	08/15/95	83.40	A	5
	260190533281426		AMT: 83.40			
	564833	06/06/95	08/16/95	41.40	A, PP	5
	26018052440130		AMT: 92.82			
	563582	03/01/95	07/27/95	70.60	CC	5
	260190532146		AMT: 70.60			
	562814	04/24/95	07/17/95	116.35	CC	5
	26019002053981		AMT: 116.35			
	567974	07/22/95	10/25/95	47.00	A	1
	26019002053981		AMT: 47.00			
	566993	07/10/95	10/04/95	73.75	A	1
	2601853282010		AMT: 73.75			
	566759	06/26/95	09/26/95	59.65	A	2
	26018053272318		AMT: 59.65			
	566811	06/26/95	09/27/95	84.80	MR	1
	26018053286300		AMT: 84.80			

566808	07/23/95	09/27/95	96.92	A	2
26018053238111		AMT: 96.92			
564618	06/06/95	08/15/95	61.97	SU	1
26018053231223		AMT: 61.97			
562867	03/20/95	07/17/95	69.95	CC	5
26018053214997		AMT: 92.54			
567304	04/05/95	10/10/95	92.70	A	1
26019004980454		AMT: 92.70			
567809	08/29/95	10/18/95	113.05	A	1
26018053296739		AMT: 113.05			
567979	08/17/95	10/25/95	689.13	A	1
26018053297075		AMT: 689.13			
566274	07/19/95	09/13/95	77.00	A	3
26018053228070		AMT: 77.00			
566765	10/18/93	09/26/95	65.90	A	2
26018053123206		AMT: 65.90			
566758	06/26/95	09/26/95	35.00	A,PP	2
26018053284875		AMT: 58.90			
566995	06/17/95	10/04/95	65.00	A,PP	1
2605307048008		AMT: 146.85			
566810	04/28/94	09/27/95	70.06	A	2
26019004630778		AMT: 70.06			
565030	11/28/94	08/18/95	63.50	A	4
26019004461216		AMT: 58.94			
563835	05/06/95	07/28/95	51.95	CC	5
26053070898902		AMT: 51.95			
568111	10/11/94	10/30/95	52.60	A	1
2601805321481		AMT: 52.60			
564507	06/01/95	08/15/95	58.06	A	
26018053280295		AMT: 58.06			
568112	08/22/95	10/30/95	106.55	A	1
26018053117554		AMT: 106.55			
567980	08/21/95	10/25/95	97.80	MR	1
26019005270590		AMT: 97.80			
567804	06/21/95	10/18/95	59.40	A	1
26019005203963		AMT: 59.40			
567801	05/06/95	10/18/95	39.15	A	1
26018053190775		AMT: 39.15			
566761	03/08/95	09/26/95	70.03	MR	1
26019003978681		AMT: 70.03			
567802	12/12/92	10/18/95	88.00	MR	1
26018053177392		AMT: 88.00			
564620	06/05/95	08/15/95	59.35	A,PP	5
26018053078871		AMT: 80.91			
563444	07/16/94	07/25/95	140.43	CC	5
26018053201192		AMT: 140.43			
566812	07/17/93	09/27/95	69.95	MR	1
26018053120210		AMT: 69.95			
566754	06/26/95	09/26/95	76.15	A	2
26018053242329		AMT: 76.15			
566276	07/03/95	09/13/95	99.20	A	3
26053071074586		AMT: 99.20			
567303	04/10/95	10/10/95	94.80	A	
26018053263606		AMT: 94.80			
566992	06/12/95	10/04/95	127.79	A	1
26018053282200		AMT: 127.79			

564504	11/02/93	08/15/95	65.00	A,PF	5
26018053106169		AMT: 69.95			
562849	03/29/95	07/17/95	215.35	SU	5
26019004713673		AMT: 215.35			
566281	07/24/95	09/13/95	0.00	A,PF	3
26053071122005		AMT: 109.00			
566760	04/05/94	09/26/95	58.85	A	2
26053070693824		AMT: 58.85			
566763	05/08/95	09/26/95	80.35	A	2
26018053110450		AMT: 80.35			
562184	08/29/94	07/06/95	45.00	CC	5
26018052507144		AMT: 66.63			
563445	04/02/94	07/25/95	100.95	CC	5
26018053201630		AMT: 100.95			
567975	07/11/95	10/25/95	61.80	A	1
26018053284354		AMT: 61.80			
566990	07/11/95	10/04/95	94.30	A	1
26018053284347		AMT: 94.30			
566996	06/17/95	10/04/95	92.65	A	1
26018053243798		AMT: 92.65			
567976	06/13/95	10/25/95	60.50	A	1
26053070633168		AMT: 60.50			
564503	11/08/93	08/15/95	47.80	A	5
26053070815302		AMT: 47.80			
562186	10/04/94	07/06/95	44.85	CC	5
26018053238897		AMT: 44.85			
566994	06/14/95	10/04/95	68.80	A	1
26018053283638		AMT: 68.80			
567306	04/15/95	10/10/95	89.80	A	1
26018053238137		AMT: 89.80			
567300	07/22/95	10/10/95	147.60	A	1
26018053257525		AMT: 147.60			
563448	05/03/95	07/25/95	139.13	CC	5
26018053244184		AMT: 139.13			
566277	06/07/95	09/13/95	55.54	A	3
26053071133242		AMT: 55.54			
563837	05/30/95	07/28/95	166.79	CC	5
26018053275170		AMT: 166.79			
567811	05/07/95	10/18/95	51.90	A	1
26018053219152		AMT: 51.90			
568110	07/17/95	10/30/95	62.65	A	1
26019004318838		AMT: 62.65			
566279	06/02/95	09/13/95	55.00	A	3
26053071077662		AMT: 55.00			
564834	08/08/94	08/16/95	84.80	A	5
26018053194827		AMT: 84.80			
562187	08/10/94	07/06/95	197.80	CC	5
26018053215580		AMT: 197.80			
566764	05/08/95	09/26/95	51.00	A	2
2018053111748		AMT: 51.00			
567309	07/25/95	10/10/95	0.00	PF	1
26018053217891		AMT: 74.50			
563838	05/18/95	07/28/95	87.33	CC	5
26019004980579		AMT: 87.33			
567805	04/11/95	10/18/95	53.00	A	1
26018053245850		AMT: 53.00			

567803	03/14/95	10/18/95	75.00	A	1
26018053213247		AMT: 75.00			
567978	07/19/95	10/25/95	59.90	A	1
2601805328694		AMT: 59.90			
563581	05/08/95	07/27/95	46.95	CC	5
26018053159259		AMT: 49.90			
564615	05/20/95	08/15/95	82.45	A	5
26018053280808		AMT: 82.45			
562816	04/03/95	07/17/95	135.00	CC	5
26019004713426		AMT: 205.89			
564832	06/06/95	08/16/95	97.74	A	5
26018052779081		AMT: 97.74			
565027	05/16/95	08/18/95	73.09	A	5
26018053280360		AMT: 73.09			
566998	06/13/95	10/04/95	61.10	A	1
26018053237923		AMT: 61.10			
566997	06/18/95	10/04/95	112.35	A	1
26019005166004		AMT: 112.35			
566757	06/28/95	09/26/95	50.00	A	2
26018053286466		AMT: 47.95			
566280	06/04/95	09/13/95	49.92	A	3
26018053209518		AMT: 49.92			
567977	07/10/95	10/25/95	95.75	A	1
26018053246114		AMT: 95.75			
567308	06/01/94	10/10/95	79.90	A	1
26053070977227		AMT: 79.90			
566753	07/20/95	09/26/95	45.00	A, PP	2
26018053221760		AMT: 59.20			
564505	05/31/95	08/15/95	45.30	SU, P	
26018053215028		AMT: 52.45			
563834	05/30/95	07/28/95	44.05	CC	5
26018053253276		AMT: 53.04			
567973	05/11/95	10/25/95	48.70	A	1
26019004631990		AMT: 48.70			
564616	05/27/95	08/15/95	95.82	A	5
26018053281202		AMT: 95.82			
566809	07/20/95	09/27/95	83.35	A	2
26018053294379		AMT: 83.35			
567807	07/31/95	10/18/95	120.48	A	1
26018053260180		AMT: 120.48			
563443	04/26/95	07/25/95	0.00	SF	4
26053070998785		AMT: 134.09			
567307	03/29/95	10/10/95	86.74	A	1
26053071052475		AMT: 86.74			
567305	05/08/95	10/10/95	74.95	A	1
26019005020805		AMT: 74.95			

TOTAL STILL ON SYSTEM :

8,207.59

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ew*
 DATE: November 21, 1995
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR OCTOBER, 1995**

SUMMARY OF ACCOUNTS OCTOBER 1-31, 1995

Beginning Balance 10/01/95			\$ 135.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 144.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 144.00	\$ 0.00	
Ending Balance 10/31/95			<u>\$ 279.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 09/30/95	9,386.20
September Payment	<u>0.00</u>
Balance 10/31/95	<u>\$ 9,386.20</u>

Prepared by: Charlene Dumitru

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: November 21, 1995
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through November 15, 1995.

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Marla K. Anderson	\$ 25.00
Joseph & Voiza Arnold	25.00
Carol Bishop	18.00
Shirley D. Calabrese	50.00
Jorge C. Ceballos	50.00
Garrett & Darlene Covington	25.00
Carolyn H. Davis	25.00
Carole R. Dutton	20.00
Dennis E. Ferris	50.00
Beverly J. Kent	50.00
Wyatt Holtsclaw	50.00
John & Doris McCann	15.00
Patrick, Barbara & Charles McHugh	100.00
Robin J. Masters	25.00
Ruth Morrow	25.00
Craig & Lynette Olson	15.00
Robert & Erika Riley	25.00
Lillian T. Sakoguchi	100.00
Joann Seto	30.00
Peggy M. Vincent	100.00
Matthew & Susan Williamson	50.00
Sue Wilson	25.00
Amount received through donation box	109.76
Total of Adopt-a-Book Donations	\$1,007.76

Donations to Placentia Library Foundation Operations Fund:

David & Karren Hiskey	\$100.00
Al & Gloria Shkoler	250.00
Total Foundation Operating Expenses Donations:	\$ 350.00

TOTAL CASH DONATIONS	
Through November 15, 1995	\$ 1,357.76

Prepared by: Charlene Dumitru

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *cd*
DATE: November 21, 1995
SUBJECT: **BUILDING MAINTENANCE REPORT FOR OCTOBER, 1995**

1. **Air Conditioning** - Replacement of Fan in HVAC Unit.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *E. Minter*
DATE: November 21, 1995
SUBJECT: PERSONNEL REPORT FOR OCTOBER, 1995

RESIGNATIONS:

Vincent Nguyen, Part-time Page (circulation), effective 10/15/95

TERMINATIONS:

None


APPOINTMENTS:

None

OPEN POSITIONS:

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

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: November 21, 1995
 SUBJECT: Volunteer Report for the Month of October 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 September	FY 95-96 YTD	Starting Dates	Cumulative Totals
Cain, Ruth	2.00	2.00	10/95	2.00
Covington, Darlene	8.75	82.50	3/95	153.50
Dailey, Marjorie	6.00	6.00	10/95	6.00
Deputy, Paul	67.25	240.50	7/82	5,543.00
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	27.25	104.75	10/93	580.75
Goldbaum, Mae	3.25	6.50	7/88	298.54
Harrocks, Marjorie	10.00	10.00	10/95	10.00
Hemmerling, Barbara	2.00	2.00	10/95	2.00
Johnson, Beverly	2.00	2.00	10/95	2.00
Joseph, Courtney	7.00	36.50		100.00
Livezey, Jne	6.00	6.00	10/95	6.00
Marquardt, Melvin	0.00	0.00	9/95	7.50
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	8.00	8.00	10/95	8.00
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	10.00	10.00	9/95	10.00
Olson, Jean	8.00	8.00	9/95	8.00
Redinbo, Sandy	0.00	0.00	10/94	55.50
Reynolds, Penny	17.00	17.00	9/95	21.00
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Schlichter, Allan	8.00	24.00	10/93	219.25
Shaw, Dixie	1.50	11.25	5/94	47.50
Shkoler, Al	0.00	0.00		53.50
Stark, Saundra	2.00	5.50		9.25
Stoller, Frances	24.00	24.00	9/95	24.00
Tapia, Gerald	0.00	4.50	6/95	7.00
Westberg, Carl	13.25	63.00	9/93	305.75
J.T.P.A.	0.00	0.00		
S.T.E.P.	80.00	254.00		
TOTALS	311.25	1,007.75		7,863.79

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

Volunteer Report for the Month of October, 1995

TEMPORARY VOLUNTEERS

	FY95-96 October	FY95-96 YTD		FY95-96 October	FY95-96 YTD
Ashbough, Amanda	0.00	15.50	Knutson, Andrea	0.00	5.25
Bone, Shawanda	7.50	21.75	Lee, Peter	5.50	23.00
Cabral, Philip	18.25	18.25	Meiners, Christie	17.00	23.00
Capris, Marcelle	0.00	1.50	Meshreky, Mary	0.00	9.50
Chang, Michael	0.00	13.00	Nunn, Dennis	0.00	55.75
Chao, Christine	0.00	9.50	Pirayev, Odette	0.00	38.50
Chao, Hanna	6.00	64.00	Rahman, Shayan	0.00	13.75
Chao, Sunny	0.00	15.00	Shatal, Dalal	3.00	3.00
Chiu, Robert	0.00	143.50	Taylor, Daniel	3.00	3.00
Deeble, Blake	24.50	50.00	Taylor, Rosemary	3.00	3.00
Ekelund, Lindsey	0.00	34.50	Theodros, Rachel	9.50	9.50
Gunewardane, Sharlini	0.00	42.50	Valdivia, Jason	0.00	23.25
Harnett, Tom	7.50	32.00	Vo, Tai	2.00	8.00
Jivan, Neetal	3.00	3.00	Vetter, Dianna	3.00	3.00
Kang, Jin	0.00	27.75	Wang, Suching	3.25	6.75
			Yada, Julie	0.00	16.00
			Yang, Denny	5.00	73.75
TOTAL	66.75	491.75		49.25	228.25

LVA VOLUNTEERS

Literacy Volunteer Hours 580.00

TOTAL VOLUNTEER HOURS 1,012.25

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

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

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

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

Placentia Library District
Circulation Report
November 21, 1995

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 OCT 95	FY94-95 OCT 94
1st Time Checkouts	72,011	71,817	0.27%	18,212	18,850
Phone Renewals	3,624	4,424	-18.08%	997	1,090
In-Building Renewals	8,125	8,027	1.22%	2,173	2,267
Total Renewals	11,749	12,851	-8.58%	3,170	3,757
TOTAL CHECKOUTS	83,760	84,668	-1.07%	21,382	22,607
On-Time Checkins	72,463	70,149	3.30%	15,758	16,839
Late Checkins	11,541	12,069	-4.37%	2,949	5,470
TOTAL CHECKINS	84,004	82,218	2.17%	18,707	20,309
Holdings Placed	1,719	1,636	5.07%	464	440
Holdings Cancelled	293	315	-6.98%	90	86
Holdings Filled	1,481	1,431	3.49%	351	362
Holdings Expired	7	45	-84.44%	1	15
Overdue Items	3,524	3,682	-4.29%	1,040	1,016
Overdue Notices	1,618	1,700	-4.82%	490	474
Billing Notices	2,097	2,242	-6.47%	588	559
Patrons Registered	1,589	1,424	11.59%	461	429
Titles Added	3,619	N/A		980	828
Volumes Added	5,973	N/A		1,761	972
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	38,648	31,605	22.28%	10,037	10,692
Juvenile Print	36,175	35,159	2.89%	9,095	8,945
Total Print	74,823	66,764	12.07%	19,132	19,637
Audio	3,374	4,229	-20.22%	868	1,125
Visual	5,929	8,090	-26.71%	1,300	1,845
Equipment	0	0	0.00%	0	0
Total Audio Visual	9,303	12,319	-24.48%	2,168	2,970
TOTAL CIRCULATION	83,760	84,668	-1.07%	21,382	22,607
Placentia Circulation	50,859	51,425	-1.10%	12,740	12,596
% Placentia Circulation	60.67%	60.22%	0.75%	57.29%	56.73%
Anaheim/Yorba Linda Circulation	16,449	16,625	-1.06%	4,384	4,624
% Anaheim/Yorba Linda Circulation	19.20%	18.91%	3.17%	19.37%	19.98%
TYPES OF BORROWERS					
Adult	57,178	65,596	-12.83%	15,172	17,561
Young Adult	707	564	25.35%	200	188
Juvenile	19,953	21,433	-6.91%	4,414	4,561
New Borrower	6,613	1,077	514.02%	1,596	287
Non Resident	0	0	0.00%	0	0
Other	14	46	-69.57%	0	10
TOTAL BORROWERS	84,465	87,083	-3.01%	21,382	22,607
ATTENDANCE	136,955	138,610	-1.19%	36,439	39,227
Adult Reference - In Building	6,009	4,834	24.31%	1,985	2,181
Adult Reference - Telephone	1,323	1,000	32.30%	444	444
Children's Reference - In Building	3,130	3,791	-17.44%	1,003	1,176
Children's Reference - Telephone	276	196	N.A.	53	171
Total Adult Reference	7,332	5,834	25.68%	2,429	2,625
Total Children's Reference	3,406	3,816	-10.74%	1,056	1,347
Total In Building Reference	9,139	8,625	5.96%	2,988	3,357
Total Telephone Reference	1,599	1,196	33.70%	497	615
TOTAL REFERENCE	10,738	9,821	9.34%	2,945	3,972

New Borrower line indicates 514.02% increase because items were done in batch process

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,980.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995	Jul 26, 1995	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,564.68	9,073.02	2,146.99	0.00	1,732.03	73,382.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	Oct 5, 1995	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	Nov 9, 1995	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995								0.00
Dec 1995								0.00
Jan 1996								0.00
Feb 1996								0.00
Mar 1996								0.00
Apr 1996								0.00
May 1996								0.00
Jun 1996								0.00
TOTAL		20,643.43	2,681.81	3,341.52	687.85	0.00	0.00	27,354.61
AVG		5,160.86	670.45	835.38	171.96			6,838.65

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.62	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				0.00	0.00
Dec 1995				0.00	0.00
Jan 1996				0.00	0.00
Feb 1996				0.00	0.00
Mar 1996				0.00	0.00
Apr 1996				0.00	0.00
May 1996				0.00	0.00
Jun 1996				0.00	0.00
TOTAL	4,492.98	786.00	84.61	5,363.59	2,681.80
AVG	1,123.25	196.50	21.15	1,340.90	670.45

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995						0.00
Dec 1995						0.00
Jan 1996						0.00
Feb 1996						0.00
Mar 1996						0.00
Apr 1996						0.00
May 1996						0.00
Jun 1996						0.00
TOTAL	995.52	970.38	192.96	0.00	2,334.12	4,492.98
AVG	248.88	242.60	48.24	0.00	583.53	1,123.25

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995						0.00
Dec 1995						0.00
Jan 1996						0.00
Feb 1996						0.00
Mar 1996						0.00
Apr 1996						0.00
May 1996						0.00
Jun 1996						0.00
TOTAL	32.00	38.00	8.00	0.00	106.00	184.00
AVG	8.00	9.50	2.00	0.00	26.50	46.00

TO: Library Board of Trustees

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

DATE: November 21, 1995

SUBJECT: Program Budget Request for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996 as submitted to the State Library of California based upon the allocation approved by the California Library Services Board.

BACKGROUND:

Attached is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 1995 -1996.

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.

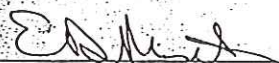
RECOMMENDATION:

Receive and file.

CLSA Program Budget Request for California Library Literacy Service Programs
Fiscal Year 1995/96

Placentia Library District

Name of Library



November 6, 1995

Library Director Signature

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)	1,391	40,827	42,218	
2. Library Materials	-0-	1,000	1,000	
3. Operations Total (3a-3g)	7,000	5,380	5,380	
3a. Contract Services	650	350	1,000	
3b. Travel	1,100	1,500	2,600	
3c. Office Supplies	750	430	1,180	
3d. Printing	1,990	-0-	1,990	
3e. Instructional Resources	500	2,250	2,750	
3f. Communications	1,500	500	2,000	
3g. Other	510	350	860	
4. Equipment	-0-	-0-	-0-	
5. Indirect	-0-	-0-	-0-	
6. TOTAL	8,391	47,207	55,598	

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 92670-6198

3. Contact Person: Katie Matas

4. Telephone No. (714) 524-8408

5. Electoral District(s): Assembly: 72

State Senate: 33

6. # of literacy FTE 1

7. Principal Outcomes: _____

Goals

Number of Adult Learners To Be Served 150

Number of Tutors To Be Trained 85

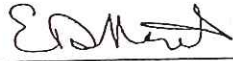
Number of Library Branches To Be Included NA

8. Proposed Program Operating Budget

CLSA Request: \$ 8,391

Other Revenues: \$ 47,207

TOTAL : \$ 55,598

9. Signature 
Library Director

10. Date: November 6, 1995

CLLS Plan of Service Narrative, Matching FundsCLSA-46D
10/95Library 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 1995/96.

1. Recruiting adult learners

Overall objective: Recruit 75 new adult learners during FY 1995/96.

- 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 85 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 1995/96

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

3. Training

Overall objectives: Train 85 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 1995/96.

- A. In conjunction with the North Orange County Community College District, conduct 4 tutor training workshops: July, October, January, and May.
- B. Conduct 3 tutor training workshops independently in March, April and May.
- C. Conduct tester's training and training in office procedures as needed.
- D. Conduct workplace specific training as needed for tutors working with learners in workplace programs.
- E. Conduct group and individual training for tutors and learners as needed in use of literacy computers.

4. Matching

Overall objectives: Match 85 trained tutors with adult learners, and match 15 trained volunteers to specific jobs within PLLS during FY 1995/96.

- 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 1995/96.

- 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. Hold annual recognition event in December and a minimum of 2 social events for program participants during the year (March and June).

6. Communications

Overall objective: Provide community visibility to support tutor/learner recruitment objectives during FY 1995/96.

- A. Participate in 4 local events: Placentia Heritage Days Festival (October), CSUF Internship Day (April), Chamber of Commerce Business Expo (May), Placentia Festival of Cultures and Street Fair (June).
- B. Attend Chamber Mixers and other functions on a regular basis.
- C. Submit regular press releases regarding PLLS events and participant accomplishments.
- D. Provide speakers to local service groups and other organizations.
- E. Participate in joint media ventures with SCLLN.
- F. Distribute a bimonthly newsletter "Placentia Reads" to PLLS participants, community supporters, and other literacy providers.
- G. Include prominent members of the community as guest readers of learner essays at annual recognition event.

7. Planning and evaluation

Overall objectives: Obtain information regarding program efficacy to use in planning during FY 1995/96.

- A. Monitor number of matches, tutoring hours and other volunteer hours through monthly reports completed by volunteers and by telephone contact through phone tree. 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.