

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

January 21, 1997
5:00 P.M.

(PLEASE NOTE THE CHANGE IN TIME)
Library Conference Room

*add history report
to Pappas*

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 *Ray about*
- 2. Adoption of Agenda. - *Change the 3rd until whole has passed.*

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. Introduction and Welcome of Jean Pappas to the Library Board of Trustees.

Presentation: Library Board President

- 4. Election of Board Officers:

President
Secretary

Stanford - Pappas
Ray Pappas
Secretary

- 5. Election of Board Representatives to the Placentia Library Foundation Board of Directors.
- 6. Election of Board Representative to the Independent Special Districts of Orange County.
- 7. Selection of Date and Time for Regular Board Meetings for 1997.

Jean Pappas (Pres/1st)
Board Clerk (Pres)

*3rd Tuesday
7:00 pm*

Jan/Sec

Nov 19 + Jan 21

mail agenda → { Marvin Hulse
Pat Deat

Placentia Library District Board of Trustees, Regular Meeting Agenda, January 21, 1997, Page 2.

→ 8. Minutes of the November 19, 1996 Regular Meeting.

defer to Feb -
Abstain

Presentation: Library Director
Recommendation: Approve by Motion

9. 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).

10. 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

① Charles Pat Deat -
Citing of 2d year.

11. Friends of Placentia Library Board of Directors Report.

② NOC BPD - women job
Dinner Show.

Presentation: Library Director

attached Joyce & Ackerman

CLAIMS (Items 12 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Patrons suggestions - sign up sheet for
library supporters -
SCLLN -

Items 12 - 14 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. Item 15 must be considered as a separate item.

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director in the amount of \$ 27,599.79

14. Current Claims and Payroll. (Approve)

Current Claims of \$59,745.38; Payrolls 3475 and 3476, for a cumulative payroll total of \$37,680. Combined total of Current Claims and Payrolls of \$97,425.38.

15. Authorize Transfer of \$90,000.00 from FUND 707 (General Fund) to FUND 706 (Bond Redemption) to reverse the transfers of September, October and November, 1996.

Presentation: Library Director
Recommendation: Approve by Motion

FINANCIAL REPORTS (Items 16 - 22)

Presentation: Library Director
Recommendation: Approve by Motion

Papers/Stack
Items 16 - 22 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.

- Papers/Stack*
- 16. Financial Reports for November and December, 1996. (Receive & File)
 - 17. Office General Ledger & Check Registers for November and December, 1996. (Receive & File)
 - 18. County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc., for November and December, 1996. (Receive & File)
 - 19. Acquisitions Report for November and December, 1996. (Receive & File)
 - 20. Overdue Collection Report for November and December, 1996. (Receive & File)
 - 21. Debit Card System Reimbursement Report for November and December, 1996. (Receive & File)
 - 22. Gifts Report for November and December, 1996. (Receive & File)

GENERAL CONSENT CALENDAR (Items 23 - 29)

Presentation: Library Director
Recommendation: Approve by Motion

Papers/Stack
Items 23 - 29 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.

- 23. Building Maintenance Report for November and December, 1996. (Receive & File)
- 24. Personnel Report for November and December, 1996. (Receive, File, and Ratify Appointments)

25. Volunteer Report for November and December, 1996. (Receive & File)
26. Circulation Report for November and December, 1996. (Receive & File)
27. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
28. Legislative reports from California Library Association and the California State Library. (Receive & File)
29. Status report on the Orange County Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Patrick C. Shea, Attorney of Record, Pillsbury, Madison & Sutro, LLP. (Receive & File)
30. *Payton / Shuck* Authorization for signature cards for all Placentia Library District Accounts with the Orange County Auditor, Bank of America, Sanwa Bank and Bank of California. (Authorize signatures of Trustees and Library Director on all Placentia Library District accounts at Sanwa Bank and Bank of America and the Orange County Auditor Authorized Signature List.)
31. *Shuck / Evans* Authorization to close the Literacy Checking Account and transfer the funds to the Savings Account. (Authorize Literacy Fund Checking Account 0938-15439 to be closed and all funds transferred into Placentia Library District Literacy Fund Savings Account 0937-19339 at Sanwa Bank; and authorize the signature of documentation necessary to affect this closure and transfer of funds.)

CONTINUING BUSINESS

NEW BUSINESS

32. Discussion of Rotation System for Library Board Officers.

Presentation: Library Director

Recommendation: Determine whether the Placentia Library District Board of Trustees would like to establish a policy for rotating the elected Board leadership positions; determine the method of selecting the leadership positions each year; and authorize the Library Director to prepare a resolution establishing the rotation system at the February Board Meeting.

33. Preparing a Strategic Plan for Placentia Library District

Presentation: Library Director

Recommendation: Approve by Motion

34. Reinvestment of Certificates of Deposit for the Payroll Fund.

Presentation: Library Director

Recommendation: Transfer the Payroll Fund emergency savings accounts to Cen Fed Bank; and keep the same configuration of Certificates of Deposit with the addition of a \$2,500 Certificate from the Savings Account balance.

STAFF REPORTS (Items 35 - 39)

35. Program Committee Report for November and December, 1996. (Ammar)
36. Children's Services Report for November and December, 1996. (Smith)
37. Publicity Materials produced for November and December, 1996. (Willauer)
38. Placentia Library Literacy Services Report for November and December, 1996. (Walters)
39. Safety Committee Minutes for November and December, 1996. (Walters)

ADJOURNMENT

40. Agenda Preparation and Review of Date for the February Regular Meeting which would normally be held on February 18, 1997.

41. Review of Action Items.

Feb 23 - 7 PM Jim / Sandra

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

42. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 21, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, January 17, 1997.

Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Jan 31 (Fri)	Semi-Annual Campaign Statement Due
Feb 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Masters)
Feb 14-20	American Library Association Midwinter Meeting, Washington, D.C.
Feb 18 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 1 (Sat)	Author's Luncheon, 9:30 A.M., Alta Vista Country Club
Mar 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
Mar 18 (Tues)	Library Board Meeting, 7:30 P.M.
Apr 7 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Stark)
Apr 13-19	National Library Week
Apr 14 (Mon)	Friends Annual Membership Meeting and Program
Apr 15 (Tues)	Library Board Meeting, 7:30 P.M.
May 5 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
May 8 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Board Appointee)
May 20 (Tues)	Library Board Meeting, 7:30 P.M.
May 31-Jun 3	American Booksellers Association, Chicago
Jun 2 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Evans)
Jun 17 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 26-Jul 3	American Library Association Annual Conference, San Francisco
Jul 15 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 19 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 8 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Masters)
Sep 11 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Board Appointee)
Sep 16 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 6 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
Oct 21 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Stark)
Nov 14 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Board Appointee)

Apr 16 (Wed)

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 19, 1996**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 19, 1996 at 7:35 P.M. by President Peggy Dinsmore.

ROLL CALL

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

Members Absent: Trustee Al Shkoler

Others Present: Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; Librarian Julie Shook, Children's Librarian Cyrise Smith; Library Assistant Katie Matas; Clerk II Dottie Cummings; Friends of the Library President Pat Irot, Trustee-elect Jean Pappas; and Placentia Residents Deane Cassidy and Marion Harloe.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Secretary Stark, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of October 15, 1996 as presented.

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

**ORAL
COMMUNICATIONS**

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

Trustee Shkoler arrived at 7:38 p.m.

**PRESIDENT'S
REPORT**

President Dinsmore reported that she attended the Southern California Library Literacy Network (SCLLN) meeting on November 19, 1996 at Rancho Santiago College. She attended several programs dealing with State and National elections. Of special interest was a presentation by John Jacobs, political analyst for the *Sacramento Bee*.

She also reviewed the outcome of various library funding proposals which were on the November ballot throughout the state.

**FRIENDS OF THE
LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the semi-annual used book sale was redesigned to be held on only one day and that it resulted in the same revenue as it had previously with the three day sale.

She also reported that Friend's Membership solicitation letters will be mailed in early December

**FOUNDATION
REPORT**

Secretary Stark reported that the quarterly meeting of the Placentia Library Foundation Board of Directors was held on November 13, 1996. She reported that the Annual Giving Campaign letters had been mailed and reminded the Library Board to select a new representative to the Foundation Board.

**MEASURE W
CAMPAIGN
COMMITTEE
REPORT**

Library Director Minter reported that the Measure W Committee will have one final meeting on a date not yet determined. It is waiting for the canvass reports to determine whether or not to recommend to the Board to continue campaign activities at a future election and to determine the disbursement of the funds held in the bank account.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 9 through 11:

Nonstandard Claims in the amount of \$0.00
Claims forwarded by the Library Director in the amount of
\$2,930.97.
Current Claims and Payroll in the amount of \$82,072.99.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to authorize transfer of \$10,000 from FUND 706 (Bond Redemption) to FUND 707 (General Fund) to be reversed in December after the tax revenues have been received.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 13 through 19:

Financial Reports for October, 1996
Office General Ledger & Check Registers for October, 1996
County of Orange Investment Pool Portfolio Summaries, as
prepared by Solomon Brothers Asset Management, Inc., for
August, 1996
Acquisitions Report for October, 1996;

Overdue Collection Report for October, 1996
Debit Card System Reimbursement Report for October, 1996
Gifts Report for October, 1996

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Masters to receive Agenda Items 20-32:

Building Maintenance Report for October, 1996 (Receive & File)
Personnel Report for October, 1996 (Receive, File and Ratify Appointments)
Volunteer Report for October, 1996 (Receive & File)
Circulation Report for October, 1996 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates and the California Special Districts Association (Receive & File)
Program Budget Requests for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997 as submitted to the State Library of California based upon the allocation approved by the California Library Services Board (Receive & File).
Quarterly Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-1997 (Receive & File)
Transmittal of By-Laws as amended by the Independent Special Districts of Orange County, and the Minutes of the Executive Committee Meeting of September 10, 1996 (Receive & File)
Service and financial agreement between the Placentia Library District and the Coalition for Children, Adolescents, and Parents (CCAP) and the Families First Collaborative (FFC) (Receive, File & Authorize Signature by the Library Director)
Status report on the Orange County Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Patrick C. Shea, Attorney of Record, Pillsbury, Madison & Butro, LLP. (Receive & File)
Retirement dinner in honor of Trustee Al Shkoler (Receive & File, and Authorize the purchase of dinners for Trustees, Library Director Minter, Principal Librarian Ammar, Friends of the Library President Irot, and Gloria Shkoler, to be paid from the Library Board Account in the County Exempt Fund)
North Orange County business & Professional Women's Organization dinner honoring Library Volunteer Dixie Shaw as its 1996-97 Woman of Achievement (Receive & File, and Authorize Purchase of 6 Tickets).

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

**FISCAL YEAR 1996-
1997 BUDGET
AMENDMENT**

Following an explanation by Library Director Minter of the budget revenue and expense line items, it was moved by Trustee Shkoler, seconded by Secretary Stark to Receive and File Revised Revenue and Expenditure Estimates.

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

It was moved by Trustee Shkoler, seconded by Secretary Stark to Adopt Revised Organization Chart and Personnel Allocation by Activity for Fiscal Year 1996-1997 effective January 1, 1997.

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

It was moved by Trustee Evans, seconded by Trustee Shkoler to Authorize the Library Director to proceed with the reduction in staff as authorized by the Organization Chart as revised November 19, 1996, and in compliance with the Placentia Library District Personnel Policy and the Memorandum of Understanding with the Orange County Employees Association.

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

It was moved by Secretary Stark, seconded by Trustee Evans to establish the days of service as Sunday through Thursday, with the Library to be closed on Friday and Saturday.

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

It was moved by Trustee Shkoler, seconded by Trustee Masters to establish the hours as public service as follows:

Sunday	1:00 P. M. to 5:00 P. M
Monday	NOON to 9:00 P. M.
Tuesday	NOON to 9:00 P. M.
Wednesday	NOON to 9:00 P. M.
Thursday	10:00 A. M. to 6:00 P. M.

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

It was moved by Trustee Evans, seconded by Trustee Masters to close the Library from December 22, 1996 through January 4, 1997 and to allow the staff to use vacation time or take unpaid leave during that period.

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

It was moved by Secretary Stark, seconded by Trustee Evans to Instruct the Library Director to place legal notices and newspaper advertisements notifying the public of the changes in public service schedules.

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

**PUBLIC INTERNET
USE POLICY**

It was moved by Trustee Masters, seconded by Trustee Evans to adopt the Internet Use Policy for the Placentia Library District as presented.

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 35 through 39:

Program Committee Report for Month of October, 1996
Children's Services Report for Month of October, 1996
Publicity Materials produced for the Month of October, 1996
Placentia Library Literacy Services Report for Month of
October, 1996
Safety Committee Minutes for October, 1996

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

**DECEMBER BOARD
MEETING**


It was moved by Secretary Stark, seconded by Trustee Evans to defer the December Regular Board Meeting until January.

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

The Regular Meeting of the Board of Trustees of the Placentia Library
adjourned at 9:37 P. M.

Sandra M. Stark, Secretary

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: January 21, 1997

SUBJECT: Friends of Placentia Library Report

The Board of Directors of the Friends of the Library met on Monday, December 2, 1996 and on Monday January 6, 1997. Library Director Minter attended both meetings and President Dinsmore attended the December meeting.

The Treasurer reported an account balance of \$3,739.64 as of January 6, 1997.

The Board authorized a payment of \$1,000 for the Library Director's Fund for Fiscal Year 1996-1997.

The Board authorized a regular contribution of 10% of each month's proceeds from book sales to be made to the Foundation's Book Endowment Fund.

The Friends membership renewal mailing was sent in December. The results have shown a significant increase in life memberships and sustaining memberships.

The Friends sponsored a reception in the Library's lobby on December 18 in honor of the staff leaving as a result of the layoffs.

In December and January the Board worked on the plans for the Author's Luncheon/Brunch to be held on Saturday, March 1.

The next Friends Board meeting is scheduled for Monday, February 3 at 7:00 P.M. Trustee Masters is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 21, 1997

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

PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 January 21, 1997

DATE	REPORT NO.	AMOUNT
12/05/96	3460	1,571.78
12/05/96	3461	2,846.46
12/23/96	3464	3,887.66
12/23/96	3465	826.72
12/23/96	3466	8,685.49
12/23/96	3467	8,503.79
01/09/97	3468	1,277.89
TOTAL		\$27,599.79

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N01987 Vision Plan of America 8111 Beverly Blvd. Los Angeles, CA 90048	February, 1997		0300	00		99.50		
N03650 Kinko's Cust. Admin. Services P.O. Box 8033 Ventura, CA 93002-8033	Dec 19, 1996 004002078697		1800	00		3.18		
N03658-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Dec 22, 1996 034336		1800	00		24.95		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 17, 1996 528-1906		0700	00		139.10		
	Dec 19, 1996 996-2865		0700	00		18.58		
	Dec 17, 1996 528-6022		0700	00		19.79		
	Dec 17, 1996 528-8236		0700	00		19.80		
						197.27		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	January, 1997		0300	00		353.90		
N06686 Office Depot Dept 56- 6183976509 Salt Lake City, UT 84230-0292	Dec 20, 1996		1800	00		510.63		
N09141 Dick's Lock and Safe 602 West Chapman #F Placentia, CA 92670	Dec 23, 1996		1400	00		88.46		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 1,277.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03657B Standard & Poors P.O. Box 80-2542 Chicago, IL 60680-2542	Dec. 1, 1996		2400	01		1,907.18		
N03719 West Publishing Corporation P.O. Box 64833 St. Paul, MN 55172-0077	Nov 12, 1996		2400	03		70.04		
N03833A Brodart Co. 500 Arch Street Williamsport, PA 17705	Nov 22, 1996 U915182		2400	01		18.32		
	Nov 22, 1996 U915185		2400	01		18.94		
	Nov 22 1996 U915183		2400	01		184.98		
						222.24		
N03851 Reed Reference Publishing P.O. Box 7247-8599 Philadelphia, PA 19170-8599	Nov 8, 1996 671178		2400	03		1,244.51		
N0911A Ebsco P.O. Box 92901 Los Angeles, CA 90009-2901	Nov 13, 1996 S-99245		2400	04		216.58		
N09178A Grollier Publishing Company P.O. Box 71049 Chicago, IL 60694-1049	Dec 5, 1996 5091117		2400	01		163.24		
UMI P.O. Box 1346 Ann Arbor, MI 48108-1346	Oct. 29, 1996 7628528		2400	03		4,680.00		

The claims listed above (totaling \$ 8,503.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

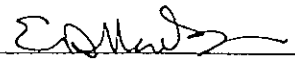
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acc	Objt/ Rev			Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	Nov 18, 1996 53839		2800	00		3,642.18		
			1400	00		1,598.87		
	53840		1800	00		1,712.00		
			1800	08		571.00		
						7,524.05		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	Dec 17, 1996 7744		1400	00		117.42		
N03833A Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Nov 21, 1996 A24478		0700	05		423.82		
N06638 Certified Termite & Pest Control 1860 Miraloma Ave., STE F Placentia, CA 92870	Dec 9, 1996 1296-00005		1400	00		65.00		
N06898 National Society of Fund Raising Exec. 1101 King Street, STE 700 Alexandria, VA 22314-2967	1997 dues		1600	00		245.00		
N06902 Margaret V. Dinsmore 2108 Rosemont Placentia, CA 92670	November, 1996		2700	02		310.20		

The claims listed above (totaling \$ 8,685.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N06965 Paychex P.O. Box 25159 Santa Ana, CA 92799	Nov. 28, 1996 19961128		1900	00		172.00		
N09114 Jeannine Walters 3201 E. Yorba Linda Blvd. #246 Fullerton, CA 92631	December, 1996		2700	01		4.09		
Ameritech Library Services P.O. Box 95391 Chicago, IL 60694-5391	Dec 5, 1996 71613		1900	00		350.00		
Presentation Products 10349 Heritage Park Dr., Unit 4 Santa Fe Springs, CA 90670	Nov 25, 1996 93182		1800	00		140.78		
Orange County Register P.O. Box 11626 Santa Ana, CA 92711	November 30, 1996		2000	00		100.00		
CosmosLink Internet Services 3030 Saturn St, STE 204 Brea, CA 92821	Oct, 1996 - Jan, 1997		0700	07		59.85		

The claims listed above (totaling \$ 826.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/23/96
REPORT NO 3464

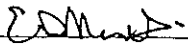
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367-2555	January 1997		0300	00		2,244.32		
N03655B Spicers paper 1298 N. Blue Gum Street Anaheim, CA92806	Oct 28, 1996		1800	00		7.83		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Dec 4, 1996 524-9784		0700	01		17.56		
	Dec. 7, 1996 253-0470		0700	01		141.47		
	Dec 4, 1996 524-8408		0700	01		33.01		
						192.04		
N04626 AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	Oct/Nov		1400	00		448.00		
N05303D A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	July 16, 1996 528-1906		0700	00		5.28		
	July 4, 1996 524-9784		0700	00		5.19		
						10.47		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	December, 1996		0300	00		35.00		
N06785 Hector Vargas Cleaning 318 Capistrano Stree Placentia, CA 92870	Dec 7, 1996 41460		1400	00		950.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$ 3,887.66) 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

3,887.66

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/05/96
REPORT NO 3461

*paid
12-17-96*

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	November 17, 1996 528-1906		0700	00		140.00		
	Nov. 7, 1996 253-0470		0700	01		141.73		
	Nov 17, 1996 528-8236		0700	01		17.81		
	Nov 19, 1996 996-4983		0700	01		113.78		
	Nov. 19, 1996 996-2865		0700	01		20.47		
	Nov 17, 1996 528-6022		0700	07		20.99		
						454.78		
N03833 Brodart Automaton P.O. Box 3488 Williamsport, PA 17705	Oct 24, 1996 A24288		0700	05		423.82		
N05030D A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	Nov 16, 1996 528-1906		0700	00		5.50		
	Nov 16, 1996 524-9784		0700	01		5.15		
	Nov 16, 1996 528-8236		0700	01		28.31		
						38.96		
N06555 Principal Financial Group P.O. Box 10328 Des Moines, IA 50306	Nov 22, 1996		0300	00		353.90		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	Nov 29, 1996		1900	00		52.00		
N09110 Special Districts Workers Comp. Auth 1030 - 15th St., STE 300 Sacramento, CA 95814	Nov 19, 1996 3rd Qtr 1996-97		0350	00		1,523.00		

The claims listed above (totaling \$ 2,846.46) 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.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,846.46

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

*paid
12-17-96*

DATE 12/05/96
REPORT NO 3460

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92870	Nov. 22, 1996 53850		1900	00		298.51		
N01074 The Gas Company P.O. Box C Monterey Park, CA 91756	Nov 22, 1996		2800	00		463.65		
N01936 OmniGrafix Printing 1744 West Katella, STE 9 Orange, CA 92667	Nov 26, 1996 32086		1800	00		108.39		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	Dec 12, 1996		0300	00		99.50		
N03648A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Nov 22, 1996 034235		1800	00		24.95		
N03653 Bear State 3548 Enterprise Drive Anaheim, CA 92807-1640	Nov 27, 1996 41318		1400	00		117.42		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Nov 27, 1996 332		1900	00		32.71		
N03659C Southern California Water 130 N. Bradford Ave. Placentia, CA 92870	Nov 27, 1996		2800	00		426.65		

The claims listed above (totaling \$ 1,571.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 January 21, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3469	5,159.33
	3471	1,159.40
	3472	2,601.12
Subtotal for Immediately		8,919.85
Regular	3470	6,745.50
	3473	42,023.36
	3474	2,056.67
Subtotal for Regular		50,825.53
TOTAL CURRENT CLAIMS		59,745.38
Payroll	3475	18,840.00
	3476	18,840.00
Subtotal for Payroll		37,680.00
TOTAL		97,425.38

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N01074 The Gas Company P.O. Box C Monterey Park, CA 91756	Dec 19, 1996		2800	00		1,877.06		
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367-2555	February, 1997		0300	00		2,244.32		
N03655B Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92806	Jan 14, 1997		1800	00		260.57		
N03688B Orange County Register P.O. Box 11626 Santa Ana, CA 92711	Nov 19, 1996 Dec 12, 1996		2000 2000	00 00		100.00 <u>21.78</u> 121.78		
N03742 MobileComm 101 South First St, STE 300 Burbank, CA 91502	Jan 4, 1997 91215610197		0700	01		12.69		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 7, 1997 253-0470 Jan 4, 1997 524-9784 524-8408		0700 0700 0700	01 01 01		140.11 15.74 <u>23.13</u> 178.98		
N04626 AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	Jan 11, 1997 2949-D96-J97		1400	00		448.00		
N05030D A T & T P.O. Box 10103 Van Nuys, CA 91410-0103 PLEASE PAY IMMEDIATELY	Dec 16, 1996		0700	01		15.93		

The claims listed above (totaling \$ 5,159.33) 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 01/21/97
REPORT NO 3470

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Dec 18, 1996 53867		2800	00		3,179.64		
			1400	00		1,913.34		
						5,092.98		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Dec 31, 1996		1900	00		32.71		
N03833 BroDart Co. 1609 Memorial Avenue Williamsport, PA 17705	Dec 11, 1996 1563128		1800	00		11.91		
N06738 Suad Ammar 411 E. Chapman Avenue Placentia, CA 92870	January 6, 1997		270	00		131.89		
N06931 D & S Systems 611-H South Palm Street La Habra, CA 90631	Dec 31, 1996 11027		1400	00		678.00		
N09112 General Binding Corporation P.O. Box 71361 Chicago, IL 60694-1361	Jan 17, 1997 296304		1800	00		128.01		
N14091A Tie Communications 18902 Bardeen Avenue Irvine, CA 92612	Dec 19, 1996 70045155		1300	00		220.00		
Map Masters 9625 Black Mountain Road, STE 206 San Diego, CA 92126	Aug 12, 1996 7440		1900	07		450.00		

The claims listed above (totaling \$ 6,745.50) 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

6,745.50

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Dec 16, 1996 528-8236		0700	01		24.94		
	Jan. 4, 1997 524-9784		0700	01		5.15		
	Dec 4, 1996 524-9784		0700	01		5.15		
						35.24		
Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	January, 1997		0300	00		35.00		
N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92870	Jan 6, 1997		1400	00		950.00		
N013034 OmniGrafix Printing 1744 West Katella Ave., Ste 9 Orange, CA 92867	January 16, 1997 32193		1800	00		139.16		

The claims listed above (totaling \$ 1,159.40) 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

1,159.40

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N03660A Elizabeth D. Minter 539 Gardenia Placentia, CA 92870	January 2, 1997		4000 1300	00 00		2,410.94 190.18 2,601.12		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,601.12) 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

2,601.12

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00692-A Special District Risk Mgt Auth. 2400 Venture Oaks Way, Ste 460 Sacramento, CA 95833-3291	Jan. 16, 1997		1100	00		5,740.44		
N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	Jan 21, 1997		0900	08		7.17		
			1300	00		1,640.95		
			1600	07		125.00		
			1800	00		784.92		
			1803	00		319.05		
			1803	07		64.00		
			1900	00		63.31		
			2700	01		546.00		
			2700	03		280.00		
			2700	07		29.00		
						3,859.40		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	December 20, 1996		0700	05		423.82		
N03858 American Agencies 730 N. Euclid #302 Anaheim, CA 92801	November 1996 PLA400		1900	00		118.86		
N03912 California Special Districts Association 1121 "L" Street, Ste 508 Sacramento, CA 95814			1800	00		275.00		
N06669 First American Trust Attn: Joann Jordon 421 N. Main Street Santa Ana, CA 92701	FY1995-96		0200	00		30,992.84		
N06819-A American Library Assoc. 50 E. Huron St. Chicago, IL 60611	1997 dues	Dinsmore	1600	00		143.00		
		Minter	1600	00		240.00		
		Ammar	1600	00		230.00		
						613.00		

The claims listed above (totaling \$ 42,023.36) 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

42,023.36

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06898A National Society of Fund Raising Executives 1101 King Street, STE 700 Alexandria, VA 22314-2967			1600	00		225.00		
Cosmoslink Internet Services 3030 Saturn Street, STE 204 Brea, CA 92821	Dec 29, 1996 PC97-0019		0700	07		19.95		
Compute Intensive 8001 Irvine Center Drive, STE 1130 Irvine, CA 92618	Oct 31, 1996 17430		0700	01		950.00		
Planned Giving Roundtable P.O. Box 25 Torrance, CA 90507			1600	00		75.00		
FOCUS: Publications 33572 Seawind Court Dana Point, CA 92629	Dec 20, 1996 96755		2400	01		12.00		
N03833A Brodart 500 Arch Street Williamsport, PA 17705	Dec 5, 1996 U931372 Jan 7, 1997 U974839 U974838		2400	01		18.35		
	Dec 27, 1996 U961740		2400	01		39.15		
N09111A Ebsco P.O. Box 92901 Los Angeles, CA 90009-2901	Jan 2, 1997 0131634		2400	04		142.38		
N13034 Omnigraphics, Inc. Penobscot Building Detroit, MI 48226-4200	Dec 16, 1996 47102		2400	01		34.00		
Library Educational Institute R1 Box 219 New Albany, PA 18833	Dec 3, 1996 7760		2400	01		54.45		

The claims listed above (totaling \$ 2,056.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA pLACENTIA bBRANCH 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 21, 1997 Pay period #03 Jan 17, 1997 Jan 30, 1997		0100	00		17,500.00		
	FICA		0200	00		1,340.00		
PLEASE WIRE ON THURSDAY, JANUARY 30, 1997								

The claims listed above (totaling \$ 18,840.00) 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

18,840.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA pLACENTIA BRANCH 760 for the Placentia Library Account # 07605-80156 Route #12100358	January 21, 1997 Pay period #04 Jan 31, 1997 Feb. 13, 1997		0100	00		17,500.00		
	FICA		0200	00		1,340.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 13, 1997								

The claims listed above (totaling \$ 18,840.00) 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 _____

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eb*
DATE: January 21, 1997
SUBJECT: Authorization of Transfer of \$90,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption)

BACKGROUND:

The FY1996-1997 General Fund Cash Flow is Attachment A.

The District received its first FY 1996-1997 current secured property tax allocations in December.

This transfer replaces the funds that were moved to cover the FUND 707 operating expenses in September, October and November.

RECOMMENDATION:

Authorize Transfer of \$90,000.00 from FUND 707 (General Fund) to FUND 706 (Bond Redemption) to replace the funds moved in September, October and November.

Placentia Library District
FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
06/18/96	3416	Payroll to wire 7/18/96		22,600.00	141,925.87
07/02/96		Withheld proceeds interest	23.44		141,949.31
07/08/96		Release of Impounds	1,487.37		143,436.68
07/08/96		Release of Impounds		3.72	143,432.96
07/08/96	3419	General		2,724.25	140,708.71
07/08/96	3420	General		4,589.00	136,119.71
07/09/96		Release of Impounds		10.26	136,109.45
07/09/96		Release of Impounds	4,104.28		140,213.73
07/10/96		Release of Impounds		0.87	140,212.86
07/10/96		Release of Impounds	348.67		140,561.53
07/12/96		Interest on Impounds	243.19		140,804.72
07/15/96		Interest on Impounds	1,110.48		141,915.20
07/16/96		Interest on Impounds	89.96		142,005.16
07/16/96	3421	General - Liability Insurance		5,583.00	136,422.16
07/16/96	3422	General - PPI		2,823.66	133,598.50
07/16/96	3423	General		15,000.36	118,598.14
07/16/96	3424	General		1,325.90	117,272.24
07/16/96	3425	Payroll to wire 8/1/96		22,560.00	94,712.24
07/16/96	3426	Payroll to wire 8/15/96		22,560.00	72,152.24
07/18/96		FY96 Secured Final Apport.	4,341.84		76,494.08
07/18/96		Secured Final Apport		19.78	76,474.30
07/22/96		Supplemental Apport.	483.45		76,957.75
07/23/96		Library Fines & Fees	1,328.87		78,286.62
07/24/96		Tetter 2nd Current	14,180.32		92,466.94
07/24/96		Tetter 2nd Current		40.67	92,426.27
07/25/96		Supplemental Sec. Prior	1,065.86		93,492.13
07/25/96		Supplemental Apport.	448.40		93,940.53
07/26/96		FY94 Supplemental Roll	3.49		93,944.02
08/13/96	3427	General		821.44	93,122.58
08/13/96	3428	General		2,257.96	90,864.62
08/13/96	3429	General - PPI		2,268.58	88,596.04
08/14/96		Canceled outdated check	6.96		88,603.00
08/15/96		Release Post Petition HOX	19.39		88,622.39
08/19/96		Release 94-95 Pre Petition	47.57		88,669.96
08/19/96		OCA Release 95-95 Sec Pre		0.12	88,669.84
08/20/96	3431	General		1,968.85	86,700.99
08/20/96	3432	General		1,301.50	85,399.49
08/20/96	3433	Payroll to wire 8/29/96		22,560.00	62,839.49
08/20/96	3434	Payroll to wire 9/12/96		22,560.00	40,279.49
08/22/96		Interest Adjustment	0.53		40,280.02
08/28/96		Supplemental 1st Actual	49.98		40,330.00
09/17/96		Interest Earnings on Impounds	21.91		40,351.91
09/17/96	3435	General - PPI		3,179.74	37,172.17
09/17/96	3436	General - PPI		976.40	36,195.77
09/17/96	3437	General		1,156.85	35,038.92
09/17/96	3438	General		10,367.34	24,671.58
09/17/96	3439	General		2,910.24	21,761.34
09/17/96	3440	General		292.31	21,469.03
09/17/96	3441	Payroll to wire 9/26/96		22,560.00	(1,090.97)
09/17/96	3442	Payroll to wire 10/10/96		22,560.00	(23,650.97)
09/18/96		Interest Earnings on Impounds	70.58		(23,580.39)

Placentia Library District
FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/20/96		Library Receipts, Jul & Aug/Sep	4,049.28		(19,531.11)
09/23/96		Unsecured 1st Actual	25,067.82		5,536.71
09/24/96		Release of Impounds, CY-6	2,864.66		8,401.37
09/26/96		Release of Impounds, CY-5	1,439.18		9,840.55
09/27/96		Interest Earnings on Impounds	1,540.51		11,381.06
09/30/96		Interest Earnings on Impounds	572.96		11,954.02
09/30/96		Transfer from Fund 706	25,000.00		36,954.02
09/30/96		6/96 Pre Pet Commingled Int. Apport	0.08		36,954.10
09/30/96		6/96 Post Pet Commingled Int. Apport	1,048.86		38,002.96
09/30/96	3443	General by Library Director		4,046.42	33,956.54
10/15/96	3444	General - PPI		1,510.08	32,446.46
10/15/96	3445	General		12,352.69	20,093.77
10/15/96	3446	General		3,770.09	16,323.68
10/15/96	3447	General		1,938.76	14,384.92
10/15/96	3448	General		4,060.65	10,324.27
10/15/96	3449	Payroll to wire 10/24/96		22,560.00	(12,235.73)
10/15/96	3450	Payroll to wire 11/7/96		22,560.00	(34,795.73)
10/15/96	3451	Payroll to wire 11/21/96		22,560.00	(57,355.73)
10/16/96		Delinquent Tax Sale, Pre-Tetter	4.54		(57,351.19)
10/18/96		Library Receipts, Sep/Oct	2,208.89		(55,142.30)
10/18/96		Transfer from Fund 706	25,000.00		(30,142.30)
10/18/96		State Library	5,044.97		(25,097.33)
10/23/96	3452	General by Library Director		2,930.97	(28,028.30)
10/25/96		7/96 Comingled Interest		820.46	(28,848.76)
10/28/96		8/96 Comingled Interest		654.58	(29,503.34)
10/30/96		95-96 Tax FDS Interest		2,475.24	(31,978.58)
11/01/96		9/96 Comingled Interest	377.60		(31,600.98)
11/14/96		Suppl. Roll 2nd Apportionment 198	2,482.94		(29,118.04)
11/18/96		Correction to Fund 706 Transfer of 10/	30,000.00		881.96
11/19/96		Library Receipts, Oct/Nov	6,795.38		7,677.34
11/19/96	3453	General - PPI		3,042.57	4,634.77
11/19/96	3454	General - PPI		3,307.63	1,327.14
11/19/96	3455	General (Mail 11/27)		9,134.28	(7,807.14)
11/19/96	3456	General (Mail 11/27)		7,445.26	(15,252.40)
11/19/96	3457	General (Mail 11/27)		7,142.04	(22,394.44)
11/19/96	3458	General (Mail 11/27)		441.21	(22,835.65)
11/19/96	3459	Payroll to wire 12/5/96		22,560.00	(45,395.65)
11/19/96	3460	Payroll to wire 12/12/96		29,000.00	(74,395.65)
11/22/96		Library Receipts, Nov	2,533.38		(71,862.27)
11/22/96		Dept. Educ. 321 Grant	3,511.00		(68,351.27)
11/22/96		ILL Reimbursement	693.39		(67,657.88)
11/26/96		Secured 1st Apportionment	77,415.01		9,757.13
11/26/96		Transfer from Fund 706	10,000.00		19,757.13
12/05/96	3461	General by Library Director		2,846.46	16,910.67
12/10/96		10/96 Comingled Interest	326.65		17,237.32
12/10/96		H/O Subvention 1st SEL/U	2,231.54		19,468.86
12/10/96	3462	Payroll to wire 1/2/97		18,840.00	628.86
12/10/96	3463	Payroll to wire 1/16/97		18,840.00	(18,211.14)
12/11/96		Secured 2nd Apportionment	102,577.02		84,365.88
12/16/96		Suppl. Roll 3rd Apportionment 198	1,130.96		85,496.84
12/18/96		Secured 3rd Apportionment	166,089.81		251,586.65

Placentia Library District
FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
12/23/96	3464	General by Library Director		3,387.66	248,198.99
12/23/96	3465	General by Library Director		826.72	247,372.27
12/23/96	3466	General by Library Director		8,685.49	238,686.78
12/23/96	3467	General by Library Director		8,503.79	230,182.99
12/24/96		11/96 Comingled Interest	229.46		230,412.45
01/09/97	3468	General by Library Director		1,277.89	229,134.56
01/21/97	3469	General - PPI		5,159.33	223,975.23
01/21/97	3470	General		6,745.00	217,230.23
01/21/97	3471	General		1,159.40	216,070.83
01/21/97	3472	General - PPI		2,601.12	213,469.71
01/21/97	3473	General		42,023.36	171,446.35
01/21/97	3474	General		2,056.67	169,389.68
01/21/97	3475	Payroll to wire 1/30/97		18,840.00	150,549.68
01/21/97	3476	Payroll to wire 2/13/97		18,840.00	131,709.68
01/21/96		Transfer to Fund 706		90,000.00	41,709.68

TO: Library Board of Trustees

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

DATE: January 21, 1997

SUBJECT: Significant Item in the Financial Reports

The "Revised Revenue Budget for Fund 707 for Fiscal Year 1996-1997" submitted to the Board at its November 17, 1996, Meeting as Agenda Item 33, Attachment A has two errors in the column for FY1996-1997 Nov. 96 Revision:

1. The figure for TOTAL UNSECURED should be \$33,500 instead of \$42,100 for a shortfall of \$8,600.
2. The figure for TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR should be \$23,065 instead of \$27,000 for a shortfall of \$3,935.

The total error is \$12,535.

I caused the error by failing to properly edit the formulas when I was making the adjustments. I discovered the error when I was transferring the figures to the November and December Financial Report.

On the Financial Report for December, 1996 I have adjusted Line 6210-00, Prop. Taxes - current secured, by adding \$12,535, changing it from \$680,000 to \$692,535.

The adjustment leaves the report in balance with the Expenditures Revision.

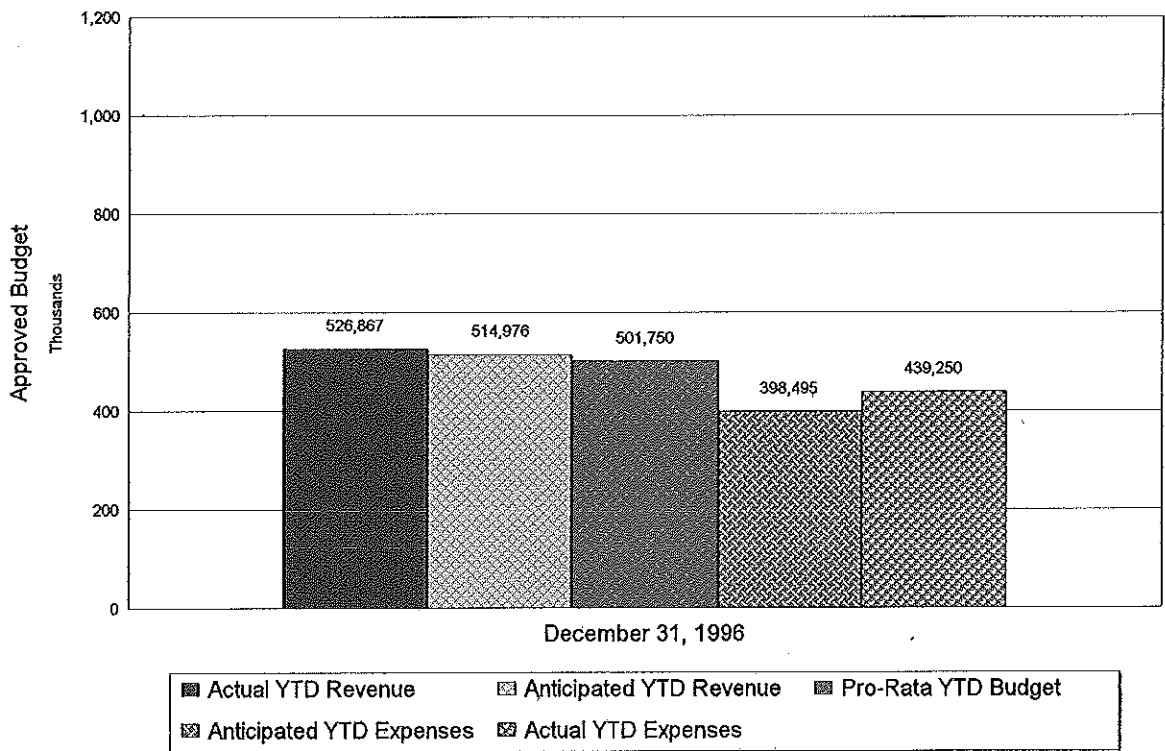
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 January 21, 1997

	Fiscal Year 1996-1997						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	<u>Maj Equip/Struc</u>	<u>Auto Replac</u>	<u>Bond Redempt</u>	<u>General Fund</u>	<u>Sick Lv Payoff</u>	<u>ALL FUNDS</u>	<u>EXCL GEN FUND</u>
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20
Jul 31, 1996	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20
Aug 31, 1996	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20
Sep 30, 1996	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45
Oct 31, 1996	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98
Nov 30, 1996	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43
Dec 31, 1996	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85
Jan 31, 1997						0.00	0.00
Feb 28, 1997						0.00	0.00
Mar 31, 1997						0.00	0.00
Apr 30, 1997						0.00	0.00
May 31, 1997						0.00	0.00
Jun 30, 1997						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1995-1996						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	<u>Maj Equip/Struc</u>	<u>Auto Replac</u>	<u>Bond Redempt</u>	<u>General Fund</u>	<u>Sick Lv Payoff</u>	<u>ALL FUNDS</u>	<u>EXCL GEN FUND</u>
Jun 30, 1995	83,525.47	45,995.52	209,245.10	213,545.09	5,896.34	558,207.52	344,662.43
Jul 31, 1995	84,913.56	46,729.55	212,769.43	190,088.38	5,995.65	540,496.57	350,408.19
Aug 31, 1995	85,073.56	46,729.55	212,769.43	112,803.90	5,995.65	463,372.09	350,568.19
Sep 30, 1995	85,660.44	47,056.73	178,359.14	106,857.91	6,037.63	423,971.85	317,113.94
Oct 31, 1995	85,660.44	47,056.73	178,359.14	28,592.01	6,037.63	345,705.95	317,113.94
Nov 30, 1995	85,660.44	47,056.73	108,359.14	123,788.21	6,037.63	370,902.15	247,113.94
Dec 31, 1995	85,939.44	47,056.73	108,359.14	347,961.04	6,037.63	595,353.98	247,392.94
Jan 31, 1996	64,939.44	33,941.35	178,359.14	137,077.54	6,037.63	420,355.10	283,277.56
Feb 28, 1996	66,465.39	34,604.46	181,247.95	112,302.65	6,122.71	400,743.16	288,440.51
Mar 31, 1996	68,038.61	7,811.68	133,546.55	120,672.42	6,214.33	336,283.59	215,611.17
Apr 30, 1996	68,731.38	8,224.08	134,869.55	285,663.80	6,269.79	503,758.60	218,094.80
May 31, 1996	70,271.99	1,930.25	137,279.30	279,999.23	6,337.69	495,818.46	215,819.23
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 1996-1997 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 21, 1997

OBJECT CODE	DESCRIPTION	REVISED		FY1995-96 YTD	FY1996-97 YTD	FY1995-96 DEC 1995	FY1996-97 DEC 1996	FY97 YTD % OF BUD
		FY1996-97 BUDGETED	FY1996-97 BUDGETED					
6210-00	Prop. Taxes - current secured	706,000.00	692,533.00	329,989.36	346,081.84	262,776.69	268,666.83	49.02%
6210-01	Public Utility	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Treaser Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	731,000.00	717,533.00	329,989.36	346,081.84	262,776.69	268,666.83	47.34%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	53,000.00	40,060.75	25,067.82	0.00	0.00	50.14%
6230-00	Prop. Taxes - Prior Secured	53,000.00	45,000.00	19,026.24	14,180.32	0.00	0.00	
6230-01	Prior year's secured final appointment	0.00	0.00	3,448.47	4,341.84	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	4.54	0.00	0.00	
6230-04	Treaser Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	10,291.73	0.00	0.00	
6230-11	(1994 EBAF Refund)	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	45,000.00	22,474.71	28,318.43	0.00	0.00	54.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	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	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	10,000.00	10,000.00	4,702.12	3,667.37	0.00	1,130.36	36.67%
6280-01	Final supplemental for prior years	0.00	0.00	396.78	483.45	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	10,000.00	10,000.00	5,098.90	4,150.82	0.00	1,130.36	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	1,065.00	430.23	1,065.86	0.00	0.00	53.29%
6340	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	398.88	448.40	0.00	0.00	
	TOTAL TAXES	846,500.00	807,100.00	398,452.83	405,633.17	262,776.69	269,797.79	47.92%
6610-00	Interest	15,000.00	12,000.00	8,170.61	5,956.90	1,708.15	556.11	39.71%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	3,649.59	3,649.59	0.00	0.00	
	TOTAL INTEREST	15,000.00	12,000.00	8,170.61	9,606.49	1,708.15	556.11	64.04%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	14,750.00	2,250.93	2,250.93	2,249.92	2,251.54	14.52%
6970-00	State - ILL & Direct Loan Reimbursement	20,000.00	10,000.00	9,008.30	5,738.36	2,245.87	0.00	28.69%
6970-01	State - CA Foundation Funds	34,500.00	26,500.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	12,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0.00	0.00	10,085.90	0.00	0.00	0.00	ERR
6970-04	State - Dept of Education 321 Grant	3,500.00	3,500.00	1,381.00	3,511.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	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	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	70,500.00	50,000.00	20,478.20	9,249.36	2,245.87	0.00	13.12%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	20,000.00	0.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	36,000.00	36,000.00	19,571.18	10,120.42	2,982.31	0.00	28.11%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	6.96	6.96	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	0.00	70,000.00	90,000.00	0.00	0.00	
	FUND 707 TOTAL	1,000,500.00	919,850.00	518,982.74	526,867.33	272,865.44	272,865.44	52.50%
	FUND 707 TOTAL LESS INTERFUND TRANSFERS	1,003,500.00	919,850.00	448,982.74	436,867.33	272,865.44	272,865.44	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 1997

OBJECT CODE	DESCRIPTION	REVISED		FY1996-97 YTD	FY1995-96 YTD	FY1996-97 DEC 1996	FY1995-96 DEC 1995	FY97 YTD % OF BUD.
		FY1996-97 BUDGETED	FY1996-97 BUDGETED					
0100	Salaries & Wages	544,905.00	499,120.00	296,027.00	262,815.43	65,414.00	41,030.00	54.33%
0200	Retirement	76,084.00	70,000.00	22,613.00	20,111.41	4,986.00	3,140.00	29.72%
	Health Insurance/Care America	23,825.00	20,000.00	10,405.92	7,461.73	(532.64)	1,836.69	43.68%
	Long Term Disability	2,149.00	2,000.00	929.77	1,063.27	353.48	213.90	43.27%
	Vision Service Plan	1,067.00	1,000.00	497.50	620.13	99.30	0.00	46.63%
	Dental	4,475.00	3,900.00	2,142.88	2,403.60	353.90	400.60	47.87%
0200	Total Employee Insurance	31,516.00	26,900.00	13,976.07	11,548.73	274.24	2,451.19	44.35%
0310	Unemployment Insurance	500.00	1,000.00	0.00	0.00	0.00	0.00	0.00%
0350	Workers Compensation - General	6,500.00	6,000.00	4,079.00	1,697.00	1,523.00	0.00	62.75%
	TOTAL SALARIES & EMPLOYEE BENEFITS	659,505.00	603,020.00	336,695.07	296,172.57	72,197.24	46,621.19	51.05%
0700-00	Communications - Telephone	2,500.00	2,000.00	856.40	688.93	145.50	156.62	34.26%
0700-01	Communications - Modem/Fax	3,600.00	3,600.00	2,046.38	1,474.92	327.25	275.17	
0700-02	Communications - Internet/Database	500.00	500.00	0.00	423.05	0.00	103.44	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160.00	5,160.00	2,119.10	1,695.28	423.82	423.82	
0700-07	Communications - 321 Grant	150.00	150.00	187.86	114.70	100.79	26.40	59.77%
0700-08	Communications - Adult Literacy	250.00	250.00	149.43	109.90	0.00	0.00	44.07%
	Total Communications	12,160.00	11,660.00	5,359.17	4,306.78	997.36	988.45	
0900-00	Food - General Fund	100.00	100.00	0.00	35.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	50.00	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	50.00	0.00	0.00	0.00	0.00	
0900-09	Food - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Food	200.00	200.00	0.00	35.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500.00	3,500.00	1,274.16	2,262.95	541.03	1,095.31	36.40%
1100-00	Insurance	12,225.00	11,500.00	5,583.00	9,549.17	0.00	0.00	45.67%
1300-00	Maintenance of Equipment - General Fund	25,100.00	20,000.00	9,221.88	1,504.01	5,743.88	173.85	36.74%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	1,000.00	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	26,100.00	21,000.00	9,221.88	1,504.01	5,743.88	173.85	36.74%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 1997

OBJECT CODE	DESCRIPTION	FY1996-97		FY1996-97		FY1995-96		FY1995-96		FY1995-96 DEC 1995	FY1995-96 % OF BUD
		BUDGETED	REVISED BUDGETED	YTD	BUDGETED	YTD	DEC 1995				
1400-00	HVAC	6,500.00	7,500.00	4,757.07		3,434.75		1,414.58		1,147.59	73.19%
	Carpet Cleaning	1,500.00	1,000.00	550.00		0.00		0.00		0.00	36.67%
	Groundskeeping, City of Placentia	21,000.00	18,750.00	8,393.61		8,271.68		1,704.68		1,374.95	39.98%
	Plumbing	500.00	1,200.00	821.20		0.00		0.00		0.00	164.24%
	Electrical	3,740.00	2,500.00	1,277.44		988.00		0.00		0.00	34.16%
	Cleaning Service	11,700.00	11,700.00	4,750.00		4,750.00		0.00		0.00	40.60%
	Locksmith	200.00	200.00	0.00		0.00		0.00		0.00	0.00%
	Other	500.00	1,500.00	819.00		5,120.00		0.00		289.00	163.80%
	Total Maintenance of Building & Grounds	45,640.00	44,350.00	21,370.32		22,564.43		3,119.26		2,811.54	46.82%
1600-00	Memberships - General Fund	2,400.00	2,400.00	980.00		1,033.65		930.00		983.65	40.83%
1600-07	Memberships - 321 Grant	0.00	0.00	170.00		135.00		0.00		0.00	
1600-08	Memberships - Adult Literacy	150.00	150.00	95.00		100.00		0.00		0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00		0.00		0.00		0.00	
	Total Memberships	2,550.00	2,550.00	1,245.00		1,268.65		930.00		983.65	48.82%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00		(702.50)		0.00		0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	20.00		0.00		0.00		0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	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		0.00	
	Total Miscellaneous Expense	0.00	0.00	20.00		(702.50)		0.00		0.00	
	Library Supplies	7,500.00	4,500.00	470.38		6,737.03		247.02		3,008.00	62.77%
	Printing	7,840.00	7,000.00	4,552.31		449.46		122.37		29.93	58.00%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00		0.00		0.00		0.00	
	Publications	1,000.00	1,000.00	180.00		255.24		180.00		61.50	18.00%
	Paper	600.00	600.00	294.39		292.15		0.00		0.00	
	Drinking Water Services	300.00	300.00	149.70		149.70		24.95		24.95	49.90%
	Other Office Supplies	5,000.00	5,000.00	1,632.11		2,866.67		49.51		340.33	32.64%
	Total Office Supply Expense - General Fund	22,240.00	16,900.00	7,278.89		10,750.25		623.85		3,722.03	32.72%
1800-00	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	20.00		0.00		0.00		0.00	
1800-07	Printing	3,000.00	3,000.00	1,225.25		151.15		0.00		65.00	40.84%
	Publications	2,750.00	2,750.00	0.00		1,523.19		0.00		0.00	
	Paper	50.00	50.00	0.00		0.00		0.00		0.00	
	Other Office Supplies	1,500.00	1,500.00	0.00		1,009.16		0.00		499.00	0.00%
	Total Adult Literacy Office Supply Expense	7,300.00	7,300.00	1,225.25		2,682.50		0.00		564.00	16.78%
1800-09	Family Literacy Supply Expense	0.00	0.00	0.00		1,062.27		0.00		301.70	ERR
	Total Office Expense	29,540.00	24,200.00	8,524.14		14,496.02		623.85		4,587.73	28.85%

01/15/97

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 1997

OBJECT CODE	DESCRIPTION	REVISED				FY1995-96 YTD	FY1996-97 DEC 1996	FY1995-96 DEC 1995	FY97 YTD % OF BUD
		FY1996-97 BUDGETED	FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD				
1803-00	Postage Expense - General Fund	1,500.00	1,000.00	121.61	295.25	0.00	161.50	8.11%	
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00		
1803-08	Postage Expense - Adult Literacy	400.00	400.00	96.00	0.00	0.00	0.00	24.00%	
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00		
	Total Postage Expense	1,900.00	1,400.00	217.61	295.25	0.00	161.50	11.45%	
	Care Resources (Employee Assistance)	650.00	650.00	175.00	140.00	70.00	35.00	26.92%	
	Pension Contribution & Operating Expenses	5,800.00	5,800.00	1,693.55	1,375.60	857.75	700.08	29.20%	
	Anaheim Library Automated System	39,000.00	39,000.00	0.00	26.23	0.00	0.00	0.00%	
	Clipping Service	400.00	400.00	196.26	163.55	65.42	32.71	49.07%	
	Tax Collection Services & Fees by Orange County	450.00	450.00	292.44	115.24	17.59	18.67	64.99%	
	Advertising	200.00	200.00	0.00	0.00	0.00	0.00	0.00%	
	Medical Exams	500.00	500.00	314.50	95.00	52.00	0.00	62.90%	
	Collection Services - Accounts Receivable	3,700.00	3,700.00	0.00	0.00	0.00	0.00	0.00%	
	Audit	3,750.00	3,750.00	3,050.00	2,950.00	0.00	0.00	81.33%	
	Payroll Preparation	2,500.00	2,500.00	1,033.67	993.85	0.00	0.00	41.35%	
	Election Expenses	13,000.00	18,000.00	0.00	0.00	0.00	0.00	0.00%	
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00		
	Other (including OCTP Settlement Allocations)	0.00	0.00	589.98	108.00	298.51	0.00	ERR	
1900-00	Total Specialized Services - General Fund	69,950.00	74,950.00	7,345.40	5,967.47	1,361.27	786.46	10.50%	
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	1,489.14	0.00	0.00		
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00		
1900-08	Specialized Services - Adult Literacy	2,750.00	2,750.00	0.00	0.00	0.00	0.00	0.00%	
1900-09	Specialized Services - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00		
1900-18	Tax Collection Services & Fees by Orange County	2,200.00	2,200.00	953.60	925.12	671.66	656.94	43.35%	
	Total Specialized Services	74,900.00	79,900.00	8,299.00	8,381.73	2,032.93	1,443.40	11.08%	
2000-00	Legal Notices - General Fund	500.00	1,200.00	842.78	112.50	0.00	0.00	168.56%	
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00		
	Total Legal Notices	500.00	1,200.00	842.78	112.50	0.00	0.00	168.56%	
2100-00	Rent/Lenses/Equipment	0.00	0.00	0.00	0.00	0.00	0.00		
2200-00	Semi-Annual Bond Payment	7,900.00	7,900.00	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	0.00		

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 1997

OBJECT CODE	DESCRIPTION	REVISED		FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 DEC 1996	FY1995-96 DEC 1995	FY97 YTD % OF BUD
		FY1996-97 BUDGETED	FY1996-97 YTD						
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	100.00	0.00	2,452.97	0.00	2,452.97	0.00%
2400-01	Special Department Expense - Books	18,446.00	5,131.38	10,000.00	5,131.38	7,796.55	3,380.54	0.00	27.82%
2400-02	Special Department Expense - Video	1,000.00	0.00	500.00	0.00	183.00	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	10,000.00	6,911.32	10,000.00	6,911.32	3,944.54	4,072.00	0.00	18.62%
2400-04	Special Department Expense - Periodicals	26,000.00	4,842.01	26,000.00	4,842.01	255.65	0.00	170.56	0.00%
2400-05	Special Department Expense - Audio	2,400.00	0.00	1,000.00	0.00	503.90	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	500.00	0.00	0.00	0.00	0.00	ERR
2400-09	Special Department Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR
	Total Special Department Expense	58,446.00	16,884.71	48,100.00	16,884.71	15,239.61	7,452.54	2,759.69	28.89%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	687.60	0.00	687.60	818.82	0.00	395.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	1,500.00	341.38	3,500.00	341.38	961.03	65.41	46.96	ERR
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	0.00	500.00	0.00	112.00	0.00	112.00	ERR
2700-03	Transportation/Travel - Meetings, Board Local	500.00	250.00	500.00	250.00	275.00	0.00	0.00	ERR
2700-04	Transportation/Travel - Meetings, LSCA II Grant	2,750.00	148.00	2,750.00	148.00	279.00	0.00	0.00	ERR
2700-07	Transportation/Travel - Meetings, 321 Grant	500.00	0.00	500.00	0.00	52.83	0.00	52.83	ERR
2700-08	Transportation/Travel - Meetings - Adult Literacy	6,000.00	9.67	0.00	9.67	0.00	0.00	0.00	ERR
2700-09	Total Transportation/Travel - Meetings	51,000.00	1,436.65	7,750.00	1,436.65	2,498.68	75.08	606.79	23.94%
	Electricity	3,000.00	19,426.50	43,000.00	19,426.50	25,262.42	4,534.17	4,341.85	38.09%
	Gas	1,225.00	580.76	3,000.00	580.76	217.36	0.00	463.65	17.60%
	Water	56,225.00	2,054.34	1,900.00	2,054.34	596.72	426.65	0.00	106.72%
	Total Utilities	37,795.00	22,061.60	47,900.00	22,061.60	26,476.50	5,424.47	4,341.85	39.24%
2800-00	TOTAL SUPPLIES & SERVICES	337,795.00	102,340.02	313,130.00	102,340.02	108,488.78	26,940.40	19,930.76	30.30%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	5,000.00	214.42	2,500.00	214.42	0.00	0.00	0.00	0.00%
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	5,000.00	214.42	2,500.00	214.42	0.00	0.00	0.00	4.29%
	Total Equipment	10,000.00	428.84	5,000.00	428.84	0.00	0.00	0.00	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL EQUIPMENT EXPENSE	5,000.00	214.42	2,500.00	214.42	0.00	0.00	0.00	4.29%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,003,500.00	439,249.51	919,850.00	439,249.51	404,661.35	99,157.64	66,551.95	0.00

01/15/97

Placentia Library District
Balance Sheet

December 31, 1996

Assets

General Fund - Checking	3,947.59	
Literacy Fund-Checking	3,638.46	
County Exempt-Checking	7,523.81	
Payroll Account	28,791.59	
Savings (P/R Support)	5,853.30	
Savings (P/R Fees)	2,229.31	
Certificates of Deposit	25,000.00	
General Fund - Savings	6,283.54	
Literacy Fund - Savings	5,100.13	
County Exempt - Savings	4,613.80	
Total Assets		92,981.53 =====

Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	4,190.11	
Deferred Comp Payable	942.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	109.98	
Other Employee Deductions	656.41	
Total Liabilities		5,099.08

Capital

Fund Balance	87,882.45	
Total Capital		87,882.45 -----
Total Liabilities and Capital		92,981.53 =====



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

December 1996

Prepared 1/14/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,283.54
Checks Out				
	TOTALS	0.00	0.00	
CHECKBOOK BAL				6,283.54

*correct
1/14/97*

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

December 1996

Prepared 1/15/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,315.81
Checks Out	4293	12.80		
	4315	2.00		
	4324	353.42		
	TOTALS	368.22	0.00	
CHECKBOOK BAL				3,947.59

2011/15/97

12/31/96

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending December 31, 1996

	Total	12/31/96
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	4.00	4.00
Cash Register-Fines	1,372.49	1,372.49
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	81.85	81.85
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	71.50	71.50
Cash Register-Computer Rental	36.90	36.90
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,236.90	1,236.90
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	761.17	761.17
Interest Income - checking	0.00	0.00
Interest Income - savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	3,564.81	3,564.81
Cost of Sales		
	-----	-----
Gross Profit (Loss)	3,564.81	3,564.81
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	8.59	8.59
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	1,611.00	1,611.00
Maintenance-Bldg (140)	210.00	210.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	353.42	353.42
Postage (183)	155.00	155.00
Prof. & Spec. Services (190)	61.31	61.31
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	417.00	417.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

12/31/96

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending December 31, 1996

	Total	12/31/96
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	2,816.32	2,816.32
	-----	-----
Operating Income (Loss)	748.49	748.49
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	748.49	748.49
	=====	=====

1/ 31/96

Page 1

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1996

Part 1 of 1 Parts

	12/31/96
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	51.25
Cash Register-Fines	10,297.94
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	804.08
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	16.50
Cash Register-Childrens	406.00
Cash Register-Publications	0.00
Cash Register-Reserves	657.30
Cash Register-Computer Rental	143.00
Typewriter Income	25.91
Telephone Income	34.57
Copy Machine Income	0.00
State Library Reimbursements	6,975.26
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	3,511.00
County Reimbursements	5,491.67
Interest Income - checking	0.00
Interest Income - savings	45.70
Miscellaneous Income	0.00

Total Income	28,460.18
Cost of Sales	

Gross Profit (Loss)	28,460.18
Expenses	
Transfers to County	19,837.90
Employee Insurance (030)	0.00
Food (0900)	15.76
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	1,611.00
Maintenance-Bldg (140)	445.00
Communications (070)	0.00
Memberships (160)	265.00
Office Expense (180)	654.62
Postage (183)	459.26
Prof. & Spec. Services (190)	63.31
Special Departmental Expense (240)	(351.02)
Transportation & Travel (270)	1,680.08
Utilities (280)	0.00
Equipment (400)	0.00

12/31/96

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1996

Page 2
Part 1 of 1 Parts

	12/31/96
Taxes and Fees (370)	7.00
Funds in Transit	0.00

Total Expenses	24,687.91

Operating Income (Loss)	3,772.27
Other Income	
Other Expenses	

Net Income (Loss)	3,772.27
	=====

12/31/96

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

Page 1

For Fiscal Year 97, Period 6 through Fiscal Year 97, Period 6

Account Name

Total

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

12/31/96

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 97 Period 6
 General Account

Page

Check	Date	Payee	Amount	Amount
4317	12/01/96	VOID void		0.00
4318	12/01/96	U.S. Postmaster 0-5116-01 Postage (183)	148.00	148.00
4319	12/03/96	Regents-UCI 0-5122-01 Transportation & Travel (270)	285.00	285.00
4320	12/04/96	Computer City 0-5108-01 Maintenance-Equip (130)	20.00	20.00
4321	12/04/96	Bolins Mail Center 0-5116-01 Postage (183)	7.00	7.00
4322	12/05/96	Placentia Chamber 0-5122-01 Transportation & Travel (270)	132.00	132.00
4323	12/05/96	VOID void		0.00
4324	12/17/96	CJ Signs 0-5114-01 Office Expense (180)	353.42	353.42
4325	12/18/96	Hughes Market 0-5105-01 Food (0900)	8.59	8.59
4326	12/18/96	Awnings by Russ 0-5110-01 Maintenance-Bldg (140)	210.00	210.00
4327	12/18/96	Pound Photo 0-5118-01 Prof. & Spec. Services (190)	61.31	61.31
4328	12/31/96	Computer City 0-5108-01 Maintenance-Equip (130)	1,337.57	1,337.57
4329	12/24/96	Computer City 0-5108-01 Maintenance-Equip (130)	129.27	129.27
4330	12/24/96	VOID void		0.00
4331	12/27/96	Computer City 0-5108-01 Maintenance-Equip (130)	124.16	124.16
			2,816.32	
Checkbook 1 Total				2,816.32

12/31/96

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

Page 2

For Fiscal Year 97, Period 6 through Fiscal Year 97, Period 6

Account Name	Total
0-5105-01 Food (0900)	8.59
0-5108-01 Maintenance-Equip (130)	1,611.00
0-5110-01 Maintenance-Bldg (140)	210.00
0-5114-01 Office Expense (180)	353.42
0-5116-01 Postage (183)	155.00
0-5118-01 Prof. & Spec. Services (190)	61.31
0-5122-01 Transportation & Travel (270)	417.00

	2,816.32
	=====

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

December 1996

Prepared 1/15/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,100.13
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,100.13

ESM
1/15/97

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

December, 1996

This account has gone into inactive status with the bank because there has been no activity for more than 13 months. The account continues to draw interest, but no bank statements are issued.

12/31/96

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 02
 Period Spread Sheet
 1 Period(s) Ending December 31, 1996

	Total	12/31/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	9.75	9.75
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	210.00	210.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	120.00	120.00
	-----	-----
Total Income	339.75	339.75
Cost of Sales		
	-----	-----
Gross Profit (Loss)	339.75	339.75
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)	339.75	339.75
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	339.75	339.75
	=====	=====

12/31/96

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1996

Part 1 of 1 Parts

	12/31/96
Income	
Gifts Income	0.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	9.16
Interest Income - savings	52.99
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	559.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	200.00

Total Income	911.15
Cost of Sales	-----
Gross Profit (Loss)	911.15
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	8.61
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00

Total Expenses	8.61
Operating Income (Loss)	902.54
Other Income	
Other Expenses	-----
Net Income (Loss)	902.54
	=====

12/31/96

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

Page

For Fiscal Year 97, Period 6 through Fiscal Year 97, Period 6

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

December 1996

Prepared 1/15/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,613.80
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,613.80

Edmund
1/15/97

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

December 1996

Prepared 1/15/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,523.81
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,523.81

Edmund
1/15/97

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 03
 Period Spread Sheet
 1 Period(s) Ending December 31, 1996

Part 1 of 1 Parts

	Total	12/31/96
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	180.00	180.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	622.00	622.00
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	6.35	6.35
Interest Income - savings	8.65	8.65
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	1,000.00	1,000.00
Camp Library (Friends)	350.00	350.00
	-----	-----
Total Income	2,187.00	2,187.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,187.00	2,187.00
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	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	430.72	430.72
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
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00

12/31/96

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending December 31, 1996

	Total	12/31/96
Debit Cards	0.00	0.00
Copier Maintenance Contract	0.00	0.00
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
	-----	-----
Total Expenses	430.72	430.72
	-----	-----
Operating Income (Loss)	1,756.28	1,756.28
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,756.28	1,756.28
	=====	=====

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 03
 YTD Actual Spread Sheet
 1 Period(s) Ending December 31, 1996

Part 1 of 1 Parts

	12/31/96
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,880.00
Test Proctoring Income	220.00
Vending Machine Income	0.00
Debit Card Income	3,300.14
Friends Contributions	0.00
Friends - Summer Reading	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	26.25
Interest Income - savings	77.12
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	350.00

Total Income	7,853.51
 Cost of Sales	

Gross Profit (Loss)	7,853.51
 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	30.13
Children's Summer Reading Program	1,693.12
Children's Camp Library	423.44
Children's-Other	0.00
Debit Card - Repay Capital Equip.	1,200.00
Friend's-Director's Fund	868.29
Friend's-Other Activities	0.00
Library Board Expenses	867.94
Meeting Room Upkeep Expenses	455.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	1,957.41
Funds in Transit	0.00
Debit Card System Repairs	0.00

12/31/96

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1996

	12/31/96
Debit Cards	0.00
Copier Maintenance Contract	1,164.30
Copier Lease Payments	0.00
Copier Supplies	404.07

Total Expenses	9,063.70

Operating Income (Loss)	(1,210.19)
Other Income	
Other Expenses	

Net Income (Loss)	(1,210.19)
	=====

12/31/96

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 97 Period 6
County Exempt

Page 1

Check	Date	Payee	Amount
1063	12/04/96	Chris Lamberton 0-5318-03 Library Board Expenses	110.00
1064	12/04/96	La Vie en Rose 0-5318-03 Library Board Expenses	320.72
Checkbook 3 Total			430.72

12/31/96

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

Page

For Fiscal Year 97, Period 6 through Fiscal Year 97, Period 6

Account Name	Total
-----	-----
0-5318-03 Library Board Expenses	430.72

	430.72
	=====

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 04
 Period Spread Sheet
 1 Period(s) Ending December 31, 1996

Part 1 of 1 Parts

	Total	12/31/96
Income		
Transfers from County	51,560.00	51,560.00
Interest Income-CD's	299.30	299.30
Interest-Savings-Landmark	25.74	25.74
Interest-Savings-B of A	22.63	22.63
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	51,907.67	51,907.67
Cost of Sales		
	-----	-----
Gross Profit (Loss)	51,907.67	51,907.67
Expenses		
Salaries	44,996.03	44,996.03
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,043.76	3,043.76
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	48,039.79	48,039.79
	-----	-----
Operating Income (Loss)	3,867.88	3,867.88
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	3,867.88	3,867.88
	=====	=====

12/31/96

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending December 31, 1996

Page 1
Part 1 of 1 Parts

	12/31/96
Income	
Transfers from County	299,800.00
Interest Income-CD's	595.36
Interest-Savings-Landmark	57.53
Interest-Savings-B of A	22.63
Miscellaneous Income	0.00

Total Income	300,475.52
Cost of Sales	-----
Gross Profit (Loss)	300,475.52
Expenses	
Salaries	265,848.67
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	23,940.17
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	289,788.84

Operating Income (Loss)	10,686.68
Other Income	
Other Expenses	-----
Net Income (Loss)	10,686.68
	=====

12/31/96

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

Page 1

For Fiscal Year 97, Period 6 through Fiscal Year 97, Period 6

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

Placentia Library District
Balance Sheet

November 30, 1996

Assets

General Fund - Checking	6,002.74	
Literacy Fund-Checking	3,638.46	
County Exempt-Checking	6,583.33	
Payroll Account	25,171.38	
Savings (P/R Support)	5,528.26	
Savings (P/R Fees)	2,206.68	
Certificates of Deposit	25,000.00	
General Fund - Savings	3,469.97	
Literacy Fund - Savings	4,760.38	
County Exempt - Savings	3,798.00	
Total Assets		86,159.20 =====

Liabilities

Manual Payroll Checks	(79.21)	
Payroll Taxes Payable	4,190.11	
Deferred Comp Payable	842.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	109.98	
Other Employee Deductions	656.41	
Total Liabilities		4,919.87

Capital

Fund Balance	81,239.33	
Total Capital		81,239.33 -----
Total Liabilities and Capital		86,159.20 =====

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

November 1996

Prepared 12/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,469.97
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,469.97

C. Demitru

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

November, 1996

Prepared 12/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,169.64
Checks Out	4290	152.00		
	4293	12.80		
	4315	2.00		
	TOTALS	166.80	0.00	
CHECKBOOK BAL				6,002.84

C. Demitro

12/31/96

Page 1
 Part 1 of 1 Parts

Placentia Library District
 Income Statement For Department 01
 Period Spread Sheet
 1 Period(s) Ending November 30, 1996

	Total	11/30/96
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	19.50	19.50
Cash Register-Fines	1,482.86	1,482.86
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	53.95	53.95
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	70.00	70.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	81.00	81.00
Cash Register-Computer Rental	24.00	24.00
Typewriter Income	0.00	0.00
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	693.39	693.39
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	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	2,424.70	2,424.70
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,424.70	2,424.70
Expenses		
Transfers to County	6,795.38	6,795.38
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	(52.24)	(52.24)
Postage (183)	17.25	17.25
Prof. & Spec. Services (190)	2.00	2.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	138.00	138.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

11/31/96

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1996

	Total	11/30/96
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	6,900.39	6,900.39
	-----	-----
Operating Income (Loss)	(4,475.69)	(4,475.69)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(4,475.69)	(4,475.69)
	=====	=====

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 01
 YTD Actual Spread Sheet
 1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	11/30/96
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	47.25
Cash Register-Fines	8,925.45
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	722.23
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	16.50
Cash Register-Childrens	406.00
Cash Register-Publications	0.00
Cash Register-Reserves	585.80
Cash Register-Computer Rental	106.10
Typewriter Income	25.91
Telephone Income	34.57
Copy Machine Income	0.00
State Library Reimbursements	5,738.36
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	3,511.00
County Reimbursements	4,730.50
Interest Income - checking	0.00
Interest Income - savings	45.70
Miscellaneous Income	0.00

Total Income	24,895.37
Cost of Sales	

Gross Profit (Loss)	24,895.37
Expenses	
Transfers to County	19,837.90
Employee Insurance (030)	0.00
Food (0900)	7.17
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	235.00
Communications (070)	0.00
Memberships (160)	265.00
Office Expense (180)	301.20
Postage (183)	304.26
Prof. & Spec. Services (190)	2.00
Special Departmental Expense (240)	(351.02)
Transportation & Travel (270)	1,263.08
Utilities (280)	0.00
Equipment (400)	0.00

12/31/96

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1996

Page 2
Part 1 of 1 Parts

	11/30/96
Taxes and Fees (370)	7.00
Funds in Transit	0.00

Total Expenses	21,871.59

Operating Income (Loss)	3,023.78
Other Income	
Other Expenses	

Net Income (Loss)	3,023.78
	=====

12/31/96

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 97 Period 5
General Account

Page 1

Check	Date	Payee		Amount
4311	11/07/96	Memorial Medical Cen		30.00
		0-5122-01 Transportation & Travel (270)	30.00	
4312	11/16/96	U.S. Postmaster		17.25
		0-5116-01 Postage (183)	17.25	
4313	11/19/96	Business & Prof. Wom		108.00
		0-5122-01 Transportation & Travel (270)	108.00	
4314	11/19/96	VOID void		0.00
4315	11/28/96	Hoag Memorial Hospit		2.00
		0-5118-01 Prof. & Spec. Services (190)	2.00	
4316	11/26/96	Kinkos		5.37
		0-5114-01 Office Expense (180)	5.37	
		Checkbook 1 Total		162.62

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

November, 1996

Prepared 12/12/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,760.38
Checks Out				
	TOTALS	0.00	0.00	
CHECKBOOK BAL				4,760.38

C. Dumitru

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

November, 1996

This account has gone into inactive status with the bank because there has been no activity for more than 13 months. The account continues to draw interest, but no bank statements are issued.

C. Permitta

11/30/96

Page 1

Placentia Library District
 Income Statement For Department 02
 Period Spread Sheet
 1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	Total	11/30/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	8.89	8.89
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	80.00	80.00
	-----	-----
Total Income	88.89	88.89
Cost of Sales		
	-----	-----
Gross Profit (Loss)	88.89	88.89
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)	88.89	88.89
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	88.89	88.89
	=====	=====

11/30/96

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	11/30/96
Income	
Gifts Income	0.00
Tutor Training Income	90.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	9.16
Interest Income - savings	43.24
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	349.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	80.00

Total Income	571.40
Cost of Sales	-----
Gross Profit (Loss)	571.40
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	8.61
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00

Total Expenses	8.61

Operating Income (Loss)	562.79
Other Income	
Other Expenses	-----
Net Income (Loss)	562.79
	=====

Placentia Library District

11/30/96

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

Page 1

For Fiscal Year 97, Period 5 through Fiscal Year 97, Period 5

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

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

November 1996

Prepared 12/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,798.00
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,798.00

C. Dimitrova

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

November 1996

Prepared 12/11/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,728.33
Checks Out	1061	100.00		
	1062	45.00		
	TOTALS	145.00	0.00	
CHECKBOOK BAL				6,583.33

C. Dimitrova

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 03
 Period Spread Sheet
 1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	Total	11/30/96
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	210.00	210.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	545.15	545.15
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.25	4.25
Interest Income - savings	12.40	12.40
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
	-----	-----
Total Income	811.80	811.80
Cost of Sales		
	-----	-----
Gross Profit (Loss)	811.80	811.80
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	423.44	423.44
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	1,200.00	1,200.00
Friend's-Director's Fund	43.09	43.09
Friend's-Other Activities	0.00	0.00
Library Board Expenses	45.00	45.00
Meeting Room Upkeep Expenses	60.00	60.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00

12/31/96

Page 2

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	Total	11/30/96
Debit Cards	0.00	0.00
Copier Maintenance Contract	229.65	229.65
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
	-----	-----
Total Expenses	2,001.18	2,001.18
	-----	-----
Operating Income (Loss)	(1,189.38)	(1,189.38)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,189.38)	(1,189.38)
	=====	=====

12/31/96

Page 1

Placentia Library District Part 1 of 1 Parts
 Income Statement For Department 03
 YTD Actual Spread Sheet
 1 Period(s) Ending November 30, 1996

	11/30/96
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,700.00
Test Proctoring Income	200.00
Vending Machine Income	0.00
Debit Card Income	2,678.14
Friends Contributions	0.00
Friends - Summer Reading	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	19.90
Interest Income - savings	68.47
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00

Total Income	5,666.51
Cost of Sales	

Gross Profit (Loss)	5,666.51
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	30.13
Children's Summer Reading Program	1,693.12
Children's Camp Library	423.44
Children's-Other	0.00
Debit Card - Repay Capital Equip.	1,200.00
Friend's-Director's Fund	868.29
Friend's-Other Activities	0.00
Library Board Expenses	437.22
Meeting Room Upkeep Expenses	455.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	1,957.41
Funds in Transit	0.00
Debit Card System Repairs	0.00

12/31/96

Page 2

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1996

	11/30/96
Debit Cards	0.00
Copier Maintenance Contract	1,164.30
Copier Lease Payments	0.00
Copier Supplies	404.07

Total Expenses	8,632.98

Operating Income (Loss)	(2,966.47)
Other Income	
Other Expenses	

Net Income (Loss)	(2,966.47)
	=====

1164
404
1200
2768

12/31/96

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 97 Period 5
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1015	11/30/96	Orange County Audito 0-5313-03 Debit Card - Repay Capital Equip	1,200.00 1,200.00
1016	12/19/96	IKON Office Solution 0-5327-03 Copier Maintenance Contract	229.65 229.65
1017	11/19/96	PLD Co.Exp.Checking 0-1030-00 County Exempt-Checking	3,000.00 3,000.00
Checkbook 7 Total			4,429.65

11/31/96

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 97 Period 5
County Exempt

Page 1

Check	Date	Payee	Amount
1055	11/01/96	Price Club	43.09
		0-5314-03 Friend's-Director's Fund	43.09
1056	11/19/96	Emil's Cleaning	60.00
		0-5319-03 Meeting Room Upkeep Expenses	60.00
1057	11/19/96	Storytellers Unltd.	150.00
		0-5310-03 Children's Camp Library	150.00
1058	11/19/96	Hughes Market	57.29
		0-5310-03 Children's Camp Library	57.29
1059	11/21/96	Smart & Final	56.65
		0-5310-03 Children's Camp Library	56.65
1060	11/21/96	Sysco Donuts	59.50
		0-5310-03 Children's Camp Library	59.50
1061	11/21/96	RCSDS	100.00
		0-5310-03 Children's Camp Library	100.00
1062	11/21/96	Renee Raney	45.00
		0-5318-03 Library Board Expenses	45.00
Checkbook 3 Total			571.53

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

Prepared December 12, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				30,731.43
	2726	80.46		
	2751	83.11		
	2769	124.12		
	2770	87.27		
	2772	17.54		
	2776	466.19		
	2777	64.35		
	2778	1176.42		
	2779	217.00		
	2780	203.86		
	2781	164.15		
	2783	29.09		
	2784	74.81		
	2788	118.76		
	2790	784.85		
	2791	98.55		
	2795	407.34		
	2798	266.32		
	2799	28.86		
	2800	411.00		
	2801	656		
	TOTALS	5,560.05	0.00	
Checkbook balance				25,171.38

C. Dimitro

12/31/96

Page 1

Placentia Library District
 Income Statement For Department 04
 Period Spread Sheet
 1 Period(s) Ending November 30, 1996

Part 1 of 1 Parts

	Total	11/30/96
Income		
Transfers from County	45,120.00	45,120.00
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	45,120.00	45,120.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	45,120.00	45,120.00
Expenses		
Salaries	40,498.30	40,498.30
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,699.63	2,699.63
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	43,197.93	43,197.93
Operating Income (Loss)	1,922.07	1,922.07
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	1,922.07	1,922.07
	=====	=====

12/31/96

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Placentia Library District Part 1 of 1 Parts
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1996

	11/30/96
Income	
Transfers from County	248,240.00
Interest Income-CD's	296.06
Interest-Savings-Landmark	31.79
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	248,567.85
Cost of Sales	-----
Gross Profit (Loss)	248,567.85
Expenses	
Salaries	220,852.64
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	20,896.41
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	241,749.05
Operating Income (Loss)	6,818.80
Other Income	
Other Expenses	-----
Net Income (Loss)	6,818.80
	=====

12/31/96

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

Page 1

For Fiscal Year 97, Period 5 through Fiscal Year 97, Period 5

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



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

Salomon Brothers

December 5, 1996

Dear Pool Participant:

Money market securities rallied with the overall U.S. bond market during November. Longer maturity securities outperformed money markets, however, as strong foreign demand for U.S. bonds and growing expectations of an economic slowdown caused long-term rates to fall more than short-term rates. This yield curve flattening was evident in the money market yield curve as well, as investors continued to discount any remaining expectations of a Fed tightening(s) in early 1997.

The market's brilliant performance last month was fueled by a growing belief that the U.S. economy is slowing, and that no Fed tightening will be necessary in 1997. This sanguine perception was reinforced by softness in the housing data last month, as well as by a benign October retail sales report. Investors also cheered continued positive news on the inflation front, as October producer prices (ex-food & energy) actually posted a -0.3% decline. The market was also bolstered by strength in the U.S. dollar, which helped spur large-scale foreign buying of U.S. securities all month long.

The average aggregate maturity of the portfolios stood at 28 days at the end of November, versus 32 days at the end of October. Most of the assets under management (both cash and securities) were transferred to the Treasurer's portfolio on December 2, including 100% of the Schools (693) portfolio.

Sincerely,



Steve Guterman



Nancy Noyes

County of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
November 30, 1996

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

*Maturities range from December 2, 1996 through April 15, 1997

*28 day average maturity

*0.44% average portfolio monthly return

*5.39% average investment's annualized monthly yield

*\$582 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
12/2/96	\$176	Agency Securities	
12/4/96	21	FFCB	\$10
12/5/96	10	FHLB	20
12/6/96	18	FHLMC	71
12/11/96	5	FNMA	10
12/12/96	16	Bankers Acceptances	
12/13/96	8	ABN Amro	\$6
12/16/96	11	Chase Manhattan	3
12/17/96	8	Morgan Guaranty Trust	8
12/19/96	37	Commercial Paper	
12/20/96	34	AlliedSignal	\$8
12/30/96	5	Daimler Benz North America	15
1/2/97	5	Deutsche Bank Financial	17
1/8/97	10	Dupont EI de Nemours	8
1/9/97	25	Ford Motor Credit	6
1/10/97	15	GE Capital	16
1/13/97	33	Heinz (HJ) Co.	10
1/14/97	10	Metlife Funding	7
1/17/97	10	Seagram (J) & Sons	16
1/21/97	15	Shell Oil	16
1/23/97	5	Sonoco Products	10
1/24/97	5	Transamerica Finance	5
1/27/97	7	Wal-Mart Stores	10
1/28/97	5	Xerox Corporation	15
1/29/97	8	Certificates of Deposit	
2/3/97	5	ABN Amro	\$15

**County of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
November 30, 1996**

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*28 day average maturity

*0.44% average portfolio monthly return

*5.39% average investment's annualized monthly yield

*\$582 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/10/97	36	Barclay's Bank	12
2/20/97	5	Bank of Montreal	15
2/21/97	5	Banque Nationale de Paris	24
2/24/97	12	Canadian Imperial Bank	20
3/6/97	1	Commerzbank	10
4/15/97	15	Dresdner Bank	15
		Morgan Guaranty Trust	15
		National Westminster Bank	10
		Rabobank	15
		Societe Generale	10
		US Treasury Securities	
		US Treasury Bill	\$1
		Treasury Collateralized O/N	\$132



TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Reference Librarian
DATE: January 21, 1997
SUBJECT: December Acquisitions Report

Dollars Spent:
12/1/96 to 12/31/96

	General Funds	Adopt A Book
Adult Fiction	\$55.61	281.03
Adult Non-Fiction	184.98	244.26
Adult Reference	54.45	
Adult Continuations Print	127.99	
Total	\$423.03	\$525.29

7/1/96 to 12/31/96

	General Funds	Adopt A Book
Adult Fiction	\$1,276.51	344.85
Adult Non-Fiction	710.19	213.62
Adult Reference	2,145.68	
Adult Continuations Print	127.99	
Adult Continuations Electronic	4,680.00	
Juvenile Fiction	205.84	89.15
Juvenile Non-Fiction	313.71	139.21
Juvenile Reference	52.29	17.04
Total	\$9,512.21	\$1329.16

Outstanding Orders (as of 1/12/97)	General Funds	Adopt A Book
	\$1,339.90	\$329.01

Acquisitions Report, January 21, 1997, Page 2.

Donated Items 7/1/96 to 1/12/97

Adult Books	\$5,852.26
Juvenile Books	2,299.82
Adult Videos	120.00
Juvenile Videos	84.00
Audio CDs	100.00
Audio Cassettes/Books	52.00
Total	\$8,4810.08

(These figures do not include paperbacks.)

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Reference Librarian
DATE: January 21, 1997
SUBJECT: November Acquisitions Report

Dollars Spent:
11/1/96 to 11/30/96

	General Funds	Adopt A Book
Adult Fiction	\$230.35	
Adult Non-Fiction	34.25	
Adult Reference	1,907.20	
Adult Continuations Electronic	4,680.00	
Total	\$6,852.80	

7/1/96 to 11/30/96

	General Funds	Adopt A Book
Adult Fiction	\$1,200.90	344.85
Adult Non-Fiction	525.21	213.62
Adult Reference	2,091.23	
Adult Continuations Electronic	4680.00	
Juvenile Fiction	205.84	89.15
Juvenile Non-Fiction	313.71	139.21
Juvenile Reference	52.29	17.04
Total	\$5,090.18	\$803.87



TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant
DATE: January 21, 1997
SUBJECT: Overdue Collections Report for Months of November and December

Due to the illness of Peggy Burkich, Circulation Supervisor, the Overdue Collections report for November and December is not available.

Peggy will complete these reports upon her return and they will be included in the February board packet.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: January 21, 1997
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR NOVEMBER AND DECEMBER, 1996**

SUMMARY OF PRINTER/COPIER ACCOUNTS NOVEMBER 1 - DECEMBER 31, 1996

Beginning Balance 11/1/96			\$ 1,212.81
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in November	\$ 545.15		
Total Deposits in December	606.55		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment in November		229.65	
Debit Card System Loan Payback (November 19, 1997)	<u> </u>	<u>1,200.00</u>	
	\$1,151.70	\$1,429.65	
Ending Balance 12/31/96			<u>\$ 934.86</u>
January payment			\$900.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 10/31/96	16,559.50
Loan Repayment through 10/31/96	(4,865.48)
November Purchases (Fund 702)	0.00
November Payment	<u>(1,200.00)</u>
Balance 12/31/96	<u>\$ 10,494.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: January 21, 1997
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received from November 13, 1996 through November 30, 1996:

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mr. and Mrs. D. Acton	\$ 29.00
Ruth Cain in honor of Karen Cain	50.00
Margaret Horrocks	50.00
Howard and Karen Longballa	15.00
Robert and Erika Riley	25.00
Donn and Debby Rohrs	40.00
Dennis J. Spiro, O.D., Ph.D	100.00
Warren and Shirley Wulff	20.00
Contributions received through donation box at circulation desk	31.90
Total Donations to Foundation Adopt-a-Book	\$ 360.90


Donations to Placentia Library Foundation Endowment Fund:

Jean M. Haney	\$ 200.00
Total Donations to Foundation Endowment Fund	\$ 200.00
TOTAL CASH DONATIONS	\$ 560.90
through November 30, 1996	

The following cash gifts to Placentia Library District were received from December 1, 1996 through January 15, 1997:

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Maureen Carrig	100.00
Millard and Virginia Knight in memory of Bill Van Gelder	50.00
Ralph D. Goff	100.00
Hilda Gordon in memory of Bill Van Gelder	35.00
Jerry and Pat Jertberg	25.00
Robert and Arline Kennedy	100.00
Laurel McCarthy	100.00
Diane M. Morgan	100.00
Jo Ann Nelson	30.00
Renee Scott	100.00
Glen and JoAnn Seto	15.00
John and Nancy Spangler	50.00
Elizabeth A. Spring	50.00
Valencia Interact Club	120.00
Mr. and Mrs. S. J. Villarreal	10.00
Contributions received through donation box at circulation desk	44.10
Total Donations to Foundation Adopt-a-Book	\$ 1,029.10
Donations to Placentia Library Foundation Endowment Fund:	
Bank of America matching funds on behalf of Peggy Dinsmore for 1995	\$ 300.00
Jim and Peggy Dinsmore	300.00
Bill and Joan Dooley	500.00
Lauren McCarthy	250.00
Total Donations to Foundation Endowment Fund	\$ 1,350.00
TOTAL CASH DONATIONS	\$ 2,379.10
December 1, 1996 through January 15, 1997	

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant 
DATE: January 21, 1997
SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTHS OF NOVEMBER AND DECEMBER**

Building Maintenance during month of November

1. **Air Conditioning** - Regular monthly maintenance was performed. Heat was turned on.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Pest Control** - Exterminator investigated reports of rat sighting, laid traps and determined site of entry. Broken grill in Furnace Room which appeared to be site of entry has been repaired.

Building Maintenance during month of December

1. **Air Conditioning** - Regular monthly maintenance was performed. System was turned off during Library closure December 22, 1996 through January 4, 1997.
2. **Floors** - All tile floors were stripped and rewaxed.
3. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
4. **Bookdrop** - Bookdrop locked during Library closure of December 22, 1996 through January 4, 1997. New bookdrop signs installed.

