

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

September 19, 1995

7:30 P.M.

Library Conference Room

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

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

7:40

1. Roll Call. Administrative Assistant
2. Adoption of Agenda. *Shkela / Eames*

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the August 15, 1995, Regular Meeting. *Eames / Masters*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications. *No one participated*

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

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

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

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

- 5. Presentation of Volunteer Certificates of Achievement to the following Volunteers: Joan Fitzgerald for 500 hours, Mae Goldblum for 300 hours, and Carl Westburg and Dr. Allan Schlichter for 200 hours.

Presentation: Library Board President and Senior Library Volunteer Paul Deputy

- 6. Board President's Report.

Paul Deputy, Hil Post, Robert
SECTION - Kate

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

- 7. Friends of the Library Board of Directors Report.

Presentation: Library Director

- 8. Placentia Library Foundation Report.

Presentation: Library Board Secretary

CLAIMS (Items 9 - 11)

Presentation: Library Director
Recommendation: Approve by Motion

Christina - Stark

Items 9 - 11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this period.

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

Claims forwarded by the Library Director in the amount of \$0.00.

- 11. Current Claims and Payroll. (Approve)

Current Claims of \$45,688.96, Payrolls 3324, and 3325, for a cumulative payroll total of \$44,170.00
Combined total of Current Claims and Payroll of \$89,858.96.

66,153.94

FINANCIAL REPORTS (Items 12 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 - 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

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

GENERAL CONSENT CALENDAR (Items 19 - 25)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 25 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

19. Building Maintenance Report for August, 1995. (Receive & File)
20. Personnel Report for August, 1995. (Receive, File, and Ratify Appointments)
21. Volunteer Report for August, 1995. (Receive & File)
22. Circulation Report for August, 1995. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Authorization of travel expenses for Fiscal Year 1995-1996 for Library Board President Peggy Dinsmore to attend the Board of Directors meetings of the California Association of Library Trustees and Commissioners; Mrs. Dinsmore is the Literacy Chair of CALTAC. (Approve)
25. Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1993-1994. (Receive & File)

CONTINUING BUSINESS

26. FY1995-1996 Budget.

Presentation: Library Director
Recommendation: Review Legislative and Orange County Bankruptcy activities

27. Liability Insurance Quote from Special District Risk Management Authority

Presentation: Library Director
Recommendation: Accept the proposal for general liability, auto liability, errors and omissions, property loss, boiler and machinery and employee blanket bond insurance from the Special District Risk Management Authority effective October 1, 1995; authorize the Library Director to sign all documents relating to this insurance coverage; and authorize the Library Director to notify Shipkey Insurance of the cancellation of the General Liability and Public Officials Coverage effective at midnight on September 30, 1995.

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page 103 referred*

all 3 Al Stebbins / E...

NEW BUSINESS

28. Establish Records Retention Policy

Presentation: Library Director
Recommendation: That the Library Director be designated as the custodian of all records of the Placentia Library District, and that the recommended schedule for retention be adopted.

*revised - 3 yrs
Stebbins / ...*

29. Establish Mileage Reimbursement Rate Policy

Presentation: Library Director
Recommendation: Set the mileage reimbursement rate as the "Standard Mileage Rate" as authorized each year by the Internal Revenue Service.

Even / ...

STAFF REPORTS (deem + file)

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

*Rec'd 8:55
8:55
rec'd*

ADJOURNMENT

36. Agenda Preparation for the October 17, 1995, Regular Meeting.

37. Review of Action Items.

New Items
Foundations Details *7:00 to 7:30*
Carol Stumpf

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

38. Adjourn

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

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

Charlene Dumitru

CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Sep 20 (Wed)	Chamber Mixer, Comcast Cable at Alta Vista Country Club, 5:30-7:30 P.M.
Sep 20-22	California Special Districts Association Annual Conference, Huntington Beach
Sep 28 (Thur)	Chamber Breakfast, Dr. Jim Flemming, Alta Vista Country Club, 7:15 A.M.
Oct 2 (Mon)	Placentia Civic Center Authority Meeting, 7:30 P.M. (Dinsmore & Evans)
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 14 (Sat)	Heritage Day Parade and Mayor's Reception
Oct 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 18 (Wed)	Chamber Mixer, Corporate America, 5:30-7:30 P.M.
Oct 26 (Thur)	Chamber Breakfast, Placentia Library, Alta Vista Country Club, 7:15 A.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 2-5	Friends of the Library Booksale
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 11-15	California Library Association Annual Conference, Santa Clara
Nov 17	Camp Library
Nov 21 (Tues)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 19 (Tues)	Library Board Meeting, 7:30 P.M.
1996	
Jan 2 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jan 16 (Tues)	Library Board Meeting, 7:30 P.M.
January 19-25	American Library Association Midwinter Meeting, San Antonio.
Feb 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Feb 20 (Tues)	Library Board Meeting, 7:30 P.M.
Feb 20 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 4 (Mon)	NSFRE International Conference, Convention Center, Los Angeles
Mar 17-20	Library Board Meeting, 7:30 P.M.
Mar 19 (Tues)	Library Board Meeting, 7:30 P.M.
Mar 26-30	Public Library Association National Conference, Portland.
Apr 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Apr 14-16	National Library Week
Apr 16 (Tues)	Library Board Meeting, 7:30 P.M.
May 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
May 21 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 18 (Tues)	Library Board Meeting, 7:30 P.M.

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 15, 1995**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 15, 1995 at 7:33 P.M. by President Margaret Dinsmore.

ROLL CALL

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

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Shkoler, seconded by Secretary Stark to approve the Minutes of the Special Meeting of August 4, 1995 as presented.

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

**ORAL
COMMUNICATIONS**

Secretary Stark read a note that she had received from Placentia Resident Barbara Hemmerling supporting Secretary Stark's opposition to Measure R at the Library Board vote taken at the Special Meeting of June 6, 1995.

**BOARD
PRESIDENT'S
REPORT**

President Dinsmore reported that she had attended the California Association of Library Trustees and Commissioners Board Meeting held at Culver City Library during which it had reviewed the final report of the California Libraries Restructuring Task Force.

CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve Agenda Items 6 through 8: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$60,506.03.

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

**FINANCIAL
REPORT**

Agenda Items 9 and 10: Financial Reports for July, 1995; and County of Orange Investment Pool Portfolio Summary, July, 1995; were removed from the Agenda as the reports had not been received from the County of Orange.

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 11 through 15: Office General Ledger & Check Registers for July, 1995; Acquisitions Report for July, 1995; Overdue Collection Report for July, 1995; Debit Card System Reimbursement Report for July, 1995; and Gifts Report for July, 1995;

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive, file and approve Agenda Items 16 through 24: Building Maintenance Report for July, 1995 (Receive & File); Personnel Report for July, 1995 (Receive, File and Ratify Appointments); Volunteer Report for July, 1995 (Receive & File); Circulation Report for July, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); Annual Report to the State Library of California for Fiscal Year 1994-1995 (Receive & File); Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1994-1995 (Receive & File); Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1994-1995 (Receive & File); and Memorandum of Understanding for Families First Cooperative (Receive, File and Ratify Signature by the Library Director).

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

FY1994-95 BUDGET

Library Director Minter gave the Board a status report as to the Orange County Bankruptcy proceedings. No Board action was taken.

**LSCA TITLE II
STATUS REPORT**

It was moved by Secretary Stark, seconded by Trustee Masters to recognize Old Hickory Construction as the low bidder for the District's Disabled Access Remodeling Project; and to authorize the Library Director to send a letter to Old Hickory Construction stating the District's understanding that it is agreeable to both parties to extend the bid award date for ninety days, with an option to extend for an additional ninety days, in order to give the District time to determine the impact of the Orange County Bankruptcy Settlement process on the District's building fund and operating fund reserves; and also, that if Old Hickory Construction, at the end of either period, is unable to do the Project for the amount bid on July 12, 1995, that the district will release Old Hickory Construction from its bid without any prejudice whatsoever. *DETO*

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve travel expenses as follows:

1. National Society of Fund Raisers Executives (NSFRE), Los Angeles Chapter, Annual Fund Raising Day in L.A., Monday, September 11, 1995, for Library Director Minter, in the amount of \$160.00.
2. California Special Districts Association, annual Conference, September 20-22, 1995, Huntington Beach for Library Director Minter and one Trustee, in the amount of \$575.00.

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 28 through 33: Program Report for Month of July, 1995; Children's Services Report for Month of July, 1995; Publicity Materials produced for the Month of July, 1995; Placentia Library Literacy Services Report for Month of July, 1995; Families for Literacy Project Report for the Month of July, 1995; and Placentia Pride Committee Report for Month of July, 1995.

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

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 8:40 P.M.

Sandra M. Stark, Secretary

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

The Board of Directors of the Friends of the Library met on Monday, April 3, 1995. Trustee Ray Evans and Library Director Elizabeth Minter attended the Meeting.

The Treasurer reported that the booksale area performed very well over the summer generating approximately \$460 per month. The Sunday paperback booksales were not a success as each generated less than \$20.

The Board approved the Library Director's recommendation to move the book receiving and sorting area to the back storage room (where the magazines have been kept) and to use the Friends Room in the Lobby as a permanent bookstore. Only the paperbacks that are on the shelves and the magazines that are in the racks will remain in the Lobby. The tables will be moved to the Reading Room in the old audio-visual area to increase the study seating capacity. The Library Volunteer Coordinator will help to get the Bookstore organized with a target opening date of Saturday, September 16. The goal is to have the Friends Bookstore open during the same hours as the Library with volunteers working in two hour shifts. The Library is also applying for some grant-funded staff to help in the Bookstore. The Library has a surplus cash register that was formally used at the check-in desk which will be used in the Bookstore.

Chairs and Committee members were appointed for various projects including the Fall Booksale (Pat Irot), the Author's Luncheon (Barbara Hemmerling and Frances Stoller), Children's Book Week (Nita Godwin and Marj Dailey), Leeza Show (Marj Dailey), and review of Friends Articles of Incorporation and Bylaws regarding conflict of responsibilities/interest between the Friends and the Foundation (Ted Farkas).

The Friends made a contribution of \$250 toward the publication of the first issue of Placentia Library Notations, a quarterly newsletter for supporters and volunteers. The first issue is to be included in the Foundation Annual Giving Appeal. Several Friends Board Members also volunteered to assist with assembling the mailing which is to go out on September 20.

The Friends discussed a project involving delivery of paperback books to senior residential and service centers in Placentia. They will be working with the Adult Services Staff on developing this project.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edj*
DATE: September 19, 1995
SUBJECT: **Placentia Library Foundation Report**

The Board of Directors of the Placentia Library Foundation held a Regular Meeting on Thursday, September 7, 1995.

President Stark reported that the application for nonprofit status has been approved by the Internal Revenue Service and that the Foundation establishment process has now been completed.

Reports were given on the development of the Board's conflict of interest and investment policies. The Planned Giving Committee was reorganized as the Major Gift and Planned Giving Committee.

President Stark reported that she, with the assistance of Pat Irot, has initiated a grant application process. Currently she is preparing an application for the Kresge Foundation to assist with the Library's disabled accessibility remodeling project.

The Foundation is also going to apply for a privately-funded grant for services to lower income children.

The planned giving program is to be featured in the Spring issue of Placentia Library Notations, the joint newsletter of the Friends and the Foundation to be sent to Library supporters and volunteers. The Committee is to have a brochure ready by that time for inclusion with the mailing.

The Annual Giving Committee presented its report and calendar which are Attachments A and B. Placentia Library Notations is Attachment C.

TO: Placentia Library Foundation Board of Directors
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: September 7, 1995
SUBJECT: Annual Giving Committee Report

The Annual Giving Committee is currently working on three projects:

1. **Renewal campaign for the Adopt-A-Book Fund for previous donors, Friends members, and Volunteers.** Pat Irot and Sandra Stark co-chair this project with Al Shkoler developing the database program.

The calendar for this project is in your Board packets. The mailing, approximately 400 pieces, will contain a letter co-signed by Sandra and Pat with personal notes on as many as possible, a newsletter, a business return envelope, and a bookmark with a partial list of titles purchased with Adopt-A-Book funds in previous years. The envelopes will be mailed on Wednesday, September 20, 1st class. The Friends of the Library has contributed \$250 towards the preparation of the newsletter.

2. **Recruitment donor campaign for Chamber of Commerce and business community who are not in the the above category, for the General Fund to finance direct mail and renewal campaign.** At the last Board Meeting Al Shkoler and Fred West volunteered to work on this project.

The calendar for this project is not finalized but the mailing is tentatively scheduled for early October.

3. **Direct Mail Campaign for the Adopt-A-Book Fund, for all adult registered Library cardholders who are in neither of the above categories.** Fred West and Sandra Stark co-chair this project with Al Shkoler developing the database program.

Fred, Sandra and I met with professional direct mail fund-raiser Phil Hooper in July and he is currently developing the text for the letter on a volunteer basis.

Al Shkoler is working with Dynix, the Library's system software vendor, to develop a transfer process for the name/address database from Dynix's proprietary software to the Library's database. He has found a vendor who will do this for approximately \$1,000. The Dynix database contains approximately 42,000 records.

Phil Hooper's organization is interested in managing the entire mailing operation for the Foundation and if the price is right this will be an excellent way to handle the initial campaign as there will be at least 15,000 items to process.

The goal should be to have this item ready and in the mail by the middle of November. Thus we need to move as rapidly as possible in raising money for the General Fund to finance this campaign.

The Library has been providing the use of substitute clerk hours to prepare the mailings and assist with the other clerical activities of the Foundation and Friends fund-raising activities. This is not a permanent arrangement but will be in place for three to four months to help these projects get started.



Adopt-A-Book Current Donor Campaign

Yearly Planner

September 95						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

- 5 8:30 AM Annual Giving Committee
Final Edit Current Donor Letter/Newsletter
- 7 11:30 AM Foundation Board Meeting
Items to Printer
- 9 Pat Irot Signs Letters

October 95						
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22	23	24	25	26	27	28
29	30	31				

- 12 8:30 AM Annual Giving Committee
Saundra Stark Signs Letters
Assemble & Sort Current Donor Letters
- 19 8:30 AM Annual Giving Committee
- 20 Mail Current Donor Letters

November 95						
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25	26	27	28	29	30	

October

- 3 8:30 AM Annual Giving Committee
- 10 8:30 AM Annual Giving Committee
- 16 Newsletter for Friends Membership Drive
- 17 8:30 AM Annual Giving Committee
Recruit Current Donor Follow-up Callers
- 23 7:30 PM Current Donors Caller Training

December 95						
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31						

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24	25	26	27	28	29	30
31						

- 24 8:30 AM Annual Giving Committee
- 28 10:00 AM Follow-up Calls Begin
- 31 8:30 AM Annual Giving Committee

February 96						
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November

- 2 11:30 AM Foundation Board Meeting
Friends Fall Booksale

November

- 11 Follow-up Calls End

January

- 4 11:30 AM Foundation Board Meeting

May

- 2 11:30 AM Foundation Board Meeting

August

- 6 8:30 AM Annual Giving Committee
- 13 8:30 AM Annual Giving Committee
- 20 8:30 AM Annual Giving Committee
- 27 8:30 AM Annual Giving Committee

March 96						
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June 96						
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July 96						
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August 96						
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PLACENTIA LIBRARY NOTATIONS

A Newsletter for Supporters of the Placentia Library

Volume I, Number 1

September 1995

Friends Bookstore Opened September 16th

The new Friends Bookstore opened on Saturday, September 16 at 10:00 A.M. It will be open every day during the regular hours of Library operation.

The Friends Bookstore is located in the Library entry vestibule adjacent to the old booksale tables.

The turnover of items in the old booksale area was so great, and the number of new donations so continuous, that a larger display and sale area was needed. The Friends moved its receiving and sorting operations to the back of the Library in the old magazine storage room.

In addition to the "super-sale" priced items, the new Friends Bookstore has a larger selection of hardbacks and paperbacks. Other items of special value are also available. A volunteer is on hand to assist shoppers with finding the right treasures!

Library Volunteer Coordinator Gloria Clark is still recruiting volunteers for 2-hour shifts throughout the week and weekend. If you are interested in working in the bookstore on a regular or substitute basis, please give Gloria a call at 528-1925. A short training program is provided to help new volunteers get started.

Volunteers are also needed to help sort and price books in the storeroom.



Celebrating 1,300 hours of volunteer service! Seated are Volunteer Coordinator Gloria Clark, and Volunteers Joan Fitzgerald and Mae Goldblum. Standing are Circulation Supervisor Peggy Burkich, Volunteers Dr. Allan Schlichter and Carl Westburg, Senior Volunteer Paul Deputy, and Library Board of Trustees President Peggy Dinsmore.

Volunteers Honored for Achieving Milestones

Four devoted Library Volunteers were honored by the Library Board of Trustees on September 19 for donating more than 1,300 hours of service to our Library.

Joining Library Board President Peggy Dinsmore in presenting the awards was Paul Deputy, Senior Library Volunteer with more than 5,000 hours of service.

Joan Fitzgerald began as a Library Volunteer in October 1993 and has given more than 500 hours. Joan works in the Circulation Department where she checks in books. She also spoils the staff on a regular basis with her wonderful brownies and other treats.

Mae Goldblum has been a Library Volunteer since July 1988 and has given more than 300 hours. Mae works in the Circulation Department where she processes overdue notices.

Carl Westburg and Dr. Allan Schlichter have both reached the 200-hour mark. They work in the Circulation Department where they process returning books and reserves.

Please help us thank these outstanding individuals for their contributions to the Placentia Library!

PLACENTIA LIBRARY NOTATIONS is published quarterly by the Placentia Library Foundation and the Friends of the Placentia Library, 411 East Chapman Avenue, Placentia, CA 92670-6198. Questions about Placentia Library Notations should be directed to the Editor, Elizabeth Minter (714) 528-1925 or by FAX (714) 528-8236.

Electronic Magazine Services Debut in October

In Memoriam

Virginia Lewis Carpenter
Assistant Librarian
1953-1969



Library Board President Peggy Dinsmore introducing Guest of Honor Virginia Carpenter at the Placentia Library District 75th Anniversary Celebration, October 16, 1994.


Library friends were sad to hear about the death in July 1995, of Southern California pioneer, author, librarian and historian, Virginia L. Carpenter.

The Library is preparing a special exhibit in her honor for the month of October.


The Library has for sale autographed copies of several of Miss Carpenter's books: *A Child's History of Placentia*, revised edition, 1984, for \$6.50; and *Placentia, A Pleasant Place*, revised edition, 1988, for \$16.00.

Missing back issues and torn pages will be an irritation of the past as the Placentia Library debuts its electronic magazine services in mid-October.

Operated as part of the online catalog, using the same terminals, the new magazine service consists of three parts:

 **Magazine Index Plus** provides indexing and abstracting to more than 400 general interest titles, plus indexing to the most current 60 days of the New York Times and the Wall Street Journal.

Approximately 290 of these magazines are available in full text.


 **General Business File** provides indexing and abstracting to more than 800 titles, plus the Asian Wall Street Journal and the Financial Times of Canada.

Company ProFile provides directory information to more than 100,000 privately held companies and more than 50,000 publicly held companies.

It also provides full text investment reports from brokerage firms in Asia, Europe, Australia, and North America.

Approximately 450 of these

magazines are available in full text.

 **Health Index** provides indexing and abstracting to more than 150 consumer health magazines, of which more than 130 are provided in full text.

In addition, 500 medical pamphlets are provided in full text.

Articles may be read at the terminals in the Library or from your home via a modem.

The magazine system includes a high speed laser printer. For 10¢ per page you may make a copy of an article, complete with charts and graphics, for your personal use. Unfortunately, photographs are not available, either online or on the printouts.

The transition from having the magazine copy in the Library to having the text online will seem strange to many Library users, but the amount and type of information available online will be greatly expanded from what is currently available in hard copy.

A magazine adoption program is currently being offered for patrons who would like to have specific hard copy magazine titles remain in the collection. If you would like to sponsor one of these titles please talk with the staff at the Circulation Desk.

Staff Service Awards

★ 20 years - Reference Librarian **Cindy McClain** is popular at the Reference Desk for her thorough research and ability to find the most elusive answers. Cindy is also responsible for selecting the Library's best seller and mystery books.

★ 15 years -- Circulation Clerk **Estella Wnek** works at the Circulation Desk and the Literacy Office, as well as being responsible for receiving and processing all incoming magazines. Her husband and two preschool sons are frequent Library visitors.

★ 10 years -- Circulation Clerk **Jerry Conn** received his service award along with special congratulations for completing his B.A. degree at Cal State Fullerton as an art history major. Jerry plans to continue his studies with an education degree.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 19, 1995

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

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

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



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 September 19, 1995

TYPE	REPORT NO.	AMOUNT
Immediately	3318	1,063.98
Subtotal for Immediately		1,063.98
Regular	3319	15,945.74
	3320	586.05
	3321	1,546.02
	3322	25,659.07
	3323	888.10
Subtotal for Regular		44,624.98
TOTAL CURRENT CLAIMS		45,688.96
Payroll	3324	22,085.00
	3325	22,085.00
Subtotal for Payroll		44,170.00
	TOTA	89,858.96

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC#
Vision Plan of America 8111 Beverly Blvd. Los Angeles, CA 90048	Sept. 27, 1995		0300	00		94.50		
N03648 Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Aug 24, 1995 011848		1800	00		24.95		
N03650 Kinkos National A/R P.O. Box 8033 Ventura, CA 93002-8033	Sept. 11, 1995 004002071902		1800	00		7.43		
	Sept. 14, 1995 004002071968		1800	00		<u>26.21</u> 33.64		
N03659 Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	Aug 28, 1995		2800	00		231.35		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	Aug 22, 1995		0300	00		439.64		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	August 17, 1995 528-1906		0700	00		119.37		
	528-8236		0700	01		17.88		
	August 19, 1995 995-2865		0700	01		26.22		
	Sept. 4, 1995 524-9784		0700	01		15.51		
	August 16, 1995 528-6022		0700	07		15.30		
	Sept. 4, 1995 524-8408		0700	08		<u>45.62</u> 239.90		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,063.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/95
REPORT NO 3319

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

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

APPROVED CLAIMS							A-C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 E. Chapman Placentia, CA 92670	Aug 28, 1995							
		53339	1900	00		1,488.75		
			1900	08		496.25		
	August 11, 1995							
		53294	2800	00		5,270.46		
			1400	00		1,560.21		
N01904 Amsterdam Printing & Litho Corp P.O. Box 701 Amsterdam, NY 12010-9989	September 11, 1995							
		53362	2800	00		5423.86		
			1400	00		942.88		
						15,182.41		
	order		1800	00		101.95		
N01936 OmniGrafix Printing 1744 West Katella Ave., STE 9 Orange, CA 92667	August 23, 1995							
		30987	1800	00		189.86		
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Aug 29, 1995							
		5211	1400	00		117.42		
N03649 Dept. 91-2504992996 Staples Credit Plan P.O. Box 182378 Columbus, OH 43218-2378	Aug 21, 1995							
	Sept. 14, 1995		1800	00		169.21		
			1800	00		69.98		
						239.19		
N03655 Spicers Paper, Inc. 1298 N. Bluegum Street Anaheim, CA 92805	August 15, 1995							
		552128	1800	00		28.44		
	August 16, 1995							
		553394	1800	00		86.47		
						114.91		

The claims listed above (totaling \$ 15,945.74) 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

15,945.74

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/95
REPORT NO 3320

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

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

APPROVED CLAIMS							A/C's Use Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	August 31, 1995		1900	00		32.71	
N03735 ISDOC Treasurer c/o Joan C. Finnegan 258 Sherwood Street Costa Mesa, CA 92627	July 1, 1995		1600	00		50.00	
N03742 MobileComm 101 South First Street, STE 300 Burbank, CA 91502	Sept. 3, 1995 91215610995		0700	01		10.50	
N03833 BroDart Automation P.O. Box 3488 Williamsport, PA 17705	August 24, 1995 A20838		0700	05		423.82	
N03847 OCLC Dept 630 Columbus, OH 43265-0630	August 31, 1995 514908		0700	02		15.93	
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Jul 16, 1995 528-1906		0700	00		7.06	
	Aug 16, 1995 528-1906		0700	00		13.09	
	Sept 4, 1995 524-9784		0700	01		5.15	
	Aug. 4, 1995 524-9784		0700	01		5.15	
	Aug 16, 1995 528-8236		0700	01		22.64	
						53.09	

The claims listed above (totaling \$ 586.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06556 Continental Casualty co. Spec. Risks-Kansas City P.O. Box 95033 Chicago, IL 60694	Sept. 13, 1995		0300	00		213.90		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	September, 1995		1900	00		35.00		
N06569 Demco, Inc. P.O. Box 7488 Madison, WI 53707-7488	August 15, 1995 328683 August 21, 1995 333847 August 18, 1995 332594		1800	00		26.73 33.17 22.53 82.43		
N06785 Hector Vargas Cleaning 318 Capistrano Placentia, CA 92670	Sept. 5, 1995 41485		1400	00		950.00		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	Sept. 11, 1995		2700	01		4.50		
N06819 American Library Association 155 North Wacker Drive Chicago, IL 60606	August 23, 1995 8107047		1800	00		213.14		
N06922 Resource Directory 1038 N. Tustin, # 241 Orange, CA 92667	Sept 1, 1995 17851		1800	08		47.05		

The claims listed above (totaling \$ 1,546.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,546.02

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/95
REPORT NO 3322

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N06965 Paychex 200 E. Sandpointe STE 100 P.O. Box 25159 Santa Ana, CA 92799	August 31, 1995 19950831		1900	00		247.65		
N01967 CCH Inc. P.O. Box 4766 Chicago, IL 60680-4766	August 3, 1995 510938		1800	00		46.00		
Educational Software Institute 4213 South 94th Street Omaha, NE 68127	Sept. 7, 1995 114926		1800	08		188.53		
Information Access co. Attn: Accounts Receivable P.O. Box 95126 Chicago, IL 60694-5126	August 24, 1995 296928		2400	03		23,705.00		
Capitol Weekly 1123 Twelfth Street Sacramento, CA 95814	Renewal Order		1800	00		79.00		
Federal Express P.O. Box 1140 Memphis, TN 38108-1140	August 28, 1995 5-585-12281		1803	00		24.25		
N10222 Literacy Volunteers of American, Inc. 5795 Widewaters Parkway Syracuse, NY 13214-1846	August 22, 1995 054706 August 22, 1995 054714		1800	08		1,166.82		
			1600	08		100.00		
						<u>1,266.82</u>		
Comprehensive Adult Student Assesment 8910 Clairemont Mesa Blvd. San Diego, CA 92123-1104	Aug 31, 1995 20197		1800	09		101.82		

The claims listed above (totaling \$ 25,659.07) 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 09/19/95
REPORT NO 3323

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	August 23, 1995 22737871		1800	00		30.63		
	August 29, 1995 22793069		1800	00		99.92		
	August 22, 1995 22720260		2400	01		16.53		
		22720261		2400	01	16.53		
		22720262		2400	01	32.52		
		22768332		2400	01	71.15		
	August 25, 1995 22768333		2400	01		18.90		
	August 28, 1995 22781508		2400	01		108.04		
	August 29, 1995 22793067		2400	01		94.37		
		22793068		2400	01	148.62		
	August 2, 1995 22533723		2400	01		35.04		
	July 31, 1995 22508795		2400	01		36.57		
	August 25, 1995 2CM40995		2400	01		(42.34)		
						666.48		
	N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17701	August 15, 1995 U160330		2400	01		18.32	
Orange County Chamber of Commerce One City Blvd, West, STE 401 Orange, CA 92668	C4035A		2400	01		61.76		
Orange County Register P.O. Box 11942 Santa Ana, CA 92711	August 16, 1995 Annual Renewal		2400	04		121.57		
Taylor Publishing Company 1550 West Mockingbird Dallas, TX 75235	August 28, 1995 299925		2400	01		19.97		

The claims listed above (totaling \$ 888.10) 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 09/19/95
REPORT NO 3324

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sept 19, 1995 Pay #20		0100	00		20,515.00		
	Sept 15, 1995 Sept 28, 1995							
	FICA		0200	00		1,570.00		
						22,085.00		
PLEASE WIRE ON THURSDAY, SEPTEMBER 28, 1995								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

22,085.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/19/95
REPORT NO 3325

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

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

APPROVED CLAIMS							A.G.'s Use Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Sept 19, 1995 Pay #21		0100	00		20,515.00	
	Sept 29, 1995 Oct 12, 1995						
	FICA		0200	00		<u>1,570.00</u> 22,085.00	
PLEASE WIRE ON THURSDAY, OCTOBER 12, 1995							

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Placentia Library District
 Fund Balance Report
 Fiscal Year 1995-1996
 September 19, 1995

Post-Bankruptcy Balances (B/S Account 8010 - Cash)

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	TOTAL
Jun 30, 1994	83,525.47	45,955.52	209,245.10	213,545.09	5,896.34	558,167.52	344,622.43	0.00
Jul 31, 1994	84,913.56	46,729.55	212,769.43	190,088.38	5,995.65	540,496.57	350,408.19	0.00
Aug 31, 1994	85,073.56	46,729.55	212,769.43	112,803.90	5,995.65	463,572.09	550,568.19	0.00
Sep 30, 1994						0.00	0.00	0.00
Oct 31, 1994						0.00	0.00	0.00
Nov 30, 1994						0.00	0.00	0.00
Dec 31, 1994						0.00	0.00	0.00
Jan 31, 1995						0.00	0.00	0.00
Feb 28, 1995						0.00	0.00	0.00
Mar 31, 1995						0.00	0.00	0.00
Apr 30, 1995						0.00	0.00	0.00
May 31, 1995						0.00	0.00	0.00
Jun 30, 1995						0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00
General Reserves	47,000.00	29,860.00	204,099.00	379,131.00	0.00	660,099.00	280,959.00	0.00

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

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 AUG 1995	FY1994-95 AUG 1994	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	725,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED						
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(269.26)	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,532.49	3,448.47	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	22,474.71	7,263.23	3,448.47	0.00	42.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	8,500.00	2,578.41	1,180.98	2,578.24	1,180.15	30.33%
6280-01	Final supplemental for prior years	0.00	396.78	108.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	8,500.00	2,975.19	1,289.20	2,578.24	1,180.15	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	1,687.58	0.00	0.00	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88		0.00		
	TOTAL TAXES	839,500.00	26,279.01	10,240.01	6,026.71	1,180.15	3.13%
6610-00	Interest	25,000.00	1,492.89	0.00	0.00	0.00	5.97%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	25,000.00	1,492.89	0.00	0.00	0.00	5.97%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	19,000.00	3,889.60	0.00	3,889.60	0.00	20.47%
6970-01	State - CA Foundation Funds	16,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	20,000.00	0.00	0.00	0.00	0.00	0.00%
6970-04	State - Dept of Education 321 Grant	10,000.00	0.00	0.00	0.00	0.00	0.00%
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
6970-07	State - Timber Yield Apport	75,000.00	3,889.60	0.00	3,889.60	0.00	5.19%
	TOTAL STATE - OTHER GOVERNMENTAL	5,000.00	0.00	0.00	0.00	0.00	
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	34,000.00	4,799.43	2,553.97	4,799.43	2,553.97	14.12%
7670-00	LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	36,460.93	12,793.98	14,715.74	3,734.12	3.67%

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

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 AUG 1995	FY1994-95 AUG 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	98,695.43	102,700.00	54,585.31	62,700.00	19.75%
0200	Retirement	76,894.00	7,551.41	7,856.55	4,175.81	4,796.55	9.82%
	Health Insurance/Caro America	24,466.00	881.88	278.08	3,719.98	1,096.89	3.60%
	Long Term Disability	2,750.00	421.57	415.34	207.67	207.67	15.44%
	Visitor Service Plan	1,615.00	217.68	135.89	115.10	135.89	13.48%
	Dental	4,696.00	762.16	408.30	381.08	408.30	16.23%
0300	Total Employee Insurance	33,507.00	2,283.29	1,237.61	4,423.83	1,848.75	6.81%
0310	Unemployment Insurance	2,500.00	0.00	1,414.03	91.00	0.00	0.00%
0350	Workers Compensation - General	7,750.00	0.00	0.00	966.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	108,530.13	113,208.19	64,242.45	69,345.30	17.49%
0700-00	Communications - Telephone	3,500.00	111.01	498.64	281.81	498.64	3.17%
0700-01	Communications - Modem/Fax	0.00	254.48	43.98	381.62	43.98	
0700-02	Communications - Internet/Database	0.00	39.60	25.95	56.62	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,100.00	423.82	1,019.06	847.64	595.24	
0700-07	Communications - 321 Grant	0.00	15.99	0.00	31.76	0.00	
0700-08	Communications - Adult Literacy	950.00	26.97	26.72	63.81	26.72	2.84%
	Total Communications	9,550.00	871.87	1,614.35	1,663.26	1,164.58	9.13%
0900-00	Food - General Fund	100.00	35.00	0.00	58.65	0.00	35.00%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	0.00	30.43	0.00	30.43	
090-009	Food - Family Literacy	0.00	0.00	0.00	15.38	0.00	
	Total Food	100.00	35.00	30.43	72.03	30.43	55.00%
1000-00	Household Expense	4,500.00	904.05	690.89	0.00	690.89	20.09%
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	80.00	2,498.50	82.63	2,498.50	1.07%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	0.00	969.00	0.00	969.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	80.00	3,467.50	82.63	3,467.50	1.07%

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

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 AUG 1995	FY1994-95 AUG 1994	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	0.00	0.00	323.52	0.00	0.00%
2400-01	Special Department Expense - Books	110,500.00	3,415.84	3,389.30	9,979.13	1,484.31	3.05%
2400-02	Special Department Expense - Video	11,000.00	183.00	0.00	27.45	0.00	1.66%
2400-03	Special Department Expense - Electronic	0.00	3,944.54	5,622.38	(1,191.16)	4,060.00	0.00%
2400-04	Special Department Expense - Periodicals	15,500.00	0.00	0.00	152.99	0.00	0.00%
2400-05	Special Department Expense - Audio	13,000.00	0.00	0.00	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%
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	584.66	0.00	554.66	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	0.00	2,513.40	0.00	0.00%
	Total Special Department Expense	151,100.00	7,543.38	9,566.34	11,803.33	6,098.97	4.99%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	7,500.00	423.82	121.00	93.00	121.00	5.65%
2700-01	Transportation/Travel - Meetings, Staff Local	0.00	20.00	0.00	691.68	0.00	
2700-02	Transportation/Travel - Meetings, Board Out of Town	0.00	0.00	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	0.00	0.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0.00	0.00	0.00	839.56	0.00	0.00%
2700-08	Transportation/Travel - Meetings - Adult Literacy	850.00	0.00	6.00	0.00	6.00	0.00%
2700-09	Transportation/Travel - Meetings - Family Literacy	750.00	0.00	20.00	26.65	20.00	0.00%
	Total Transportation/Travel - Meetings	9,100.00	443.82	147.00	1,650.89	147.00	4.88%
	Electricity	58,000.00	4,618.99	5,636.36	7,340.70	5,636.36	7.96%
	Gas	3,075.00	434.72	0.00	342.86	0.00	14.14%
	Water	1,925.00	288.07	322.06	129.26	161.69	14.96%
	Total Utilities	63,000.00	5,341.78	5,958.42	7,812.82	5,798.05	8.48%
2800-00	TOTAL SUPPLIES & SERVICES	462,275.00	34,609.76	32,748.97	48,258.15	22,236.95	7.49%
3700-00	Taxes, Assessments (Sales Tax)	300.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	15,000.00	0.00	1,131.38	545.45	0.00	
4000-07	Equipment - 321 Grant	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	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	15,000.00	0.00	1,131.38	545.45	0.00	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	15,000.00	0.00	1,131.38	545.45	0.00	0.00%
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	34,753.31	0.00	0.00
	TOTAL EXPENSSES	1,097,993.00	143,139.89	147,088.54	147,779.36	91,882.25	13.04%

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

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 AUG 1995	FY 1994-95 AUG 1994	FY 94 YTD % OF BUD
1803-00	Postage Expense - General Fund	2,000.00	133.00	127.86	215.87	127.86	6.65%
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	19.95	0.00	19.95	0.00%
1803-08	Postage Expense - Adult Literacy	700.00	0.00	36.54	32.00	36.54	0.00%
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	4.93%
	Total Postage Expense	2,700.00	133.00	184.35	247.87	184.35	
	Care Resources (Employee Assistance)	650.00	35.00	0.00	35.00	0.00	5.38%
	Pension Contribution & Operating Expenses	5,500.00	675.52	717.14	0.00	717.14	12.28%
	Anaheim Library Automated System	40,000.00	0.00	0.00	0.00	0.00	0.07%
	Clipping Service	375.00	65.42	65.42	32.71	32.71	17.45%
	Tax Collection Services & Fees by Orange County	250.00	59.13	78.75	0.00	0.00	23.67%
	Advertising	400.00	0.00	0.00	25.00	0.00	0.00%
	Medical Exams	525.00	47.50	190.00	0.00	142.50	9.05%
	Collection Services - Accounts Receivable	500.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,200.00	2,950.00	0.00	275.00	0.00	92.19%
	Payroll Preparation	2,800.00	401.10	319.47	202.30	319.47	14.53%
	Election Expenses	13,000.00	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 OCIP Settlement Allocations)	8,000.00	8.00	6.46	657.15	0.00	0.10%
	Total Specialized Services - General Fund	75,200.00	4,267.95	1,377.24	1,227.16	1,211.82	5.68%
1900-00	Specialized Services - LSCA II Grant	0.00	1,489.14	0.00	668.55	0.00	
1900-01	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Adult Literacy	1,200.00	0.00	900.00	663.07	0.00	0.00%
1900-08	Specialized Services - Family Literacy	1,200.00	0.00	0.00	5,400.00	0.00	0.00%
1900-09	Tax Collection Services & Fees by Orange County	2,500.00	0.00	0.00	7.49	0.00	0.00%
1900-13	Total Specialized Services	80,100.00	5,757.09	2,277.24	7,966.27	1,211.82	7.19%
2000-00	Legal Notices - General Fund	700.00	112.50	0.00	0.00	0.00	16.07%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	700.00	112.50	0.00	0.00	0.00	16.07%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00%
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	0.00%

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

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 AUG 1995	FY1994-95 AUG 1994	FY94 YTD % OF BUD
	HVAC	3,600.00	2,169.74	117.42	234.84	0.00	60.27%
	Carpet Cleaning	3,500.00	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	22,000.00	2,273.40	1,696.82	4,714.49	1,696.82	10.33%
	Plumbing	750.00	0.00	0.00	0.00	0.00	0.00%
	Electrical	1,500.00	540.00	626.00	0.00	40.00	36.00%
	Cleaning Service	11,700.00	1,900.00	1,900.00	950.00	950.00	16.24%
	Locksmith	300.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	4,831.00	175.00	0.00	0.00	966.20%
	Total Maintenance of Building & Grounds	43,850.00	11,714.14	4,515.24	5,899.33	2,686.82	26.71%
1400-00	Memberships - General Fund	3,000.00	0.00	50.00	64.65	50.00	0.00%
1600-00	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-07	Memberships - Adult Literacy	0.00	0.00	135.00	0.00	135.00	
1600-08	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
1600-09	Total Memberships	3,000.00	135.00	185.00	64.65	185.00	4.50%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	0.00	702.50	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	(702.50)	0.00	702.50	0.00	
1800-00	Library Supplies	6,500.00	1,141.12	663.20	1,740.77	0.00	17.56%
	Printing	9,000.00	13.36	112.63	1,643.38	71.78	0.15%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	16.13	97.45	217.88	0.00	1.61%
	Paper	900.00	0.00	0.00	112.18	0.00	0.00%
	Drinking Water Service	325.00	49.90	49.90	24.95	24.95	15.35%
	Other Office Supplies	5,500.00	717.92	266.45	1,460.37	68.07	13.05%
	Total Office Supply Expense - General Fund	23,225.00	1,938.43	1,189.63	5,199.43	164.80	8.35%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	2,800.00	86.15	9.70	496.25	9.70	3.08%
	Publications	0.00	0.00	1,523.16	480.00	0.00	0.00%
	Paper	50.00	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,800.00	0.00	0.00	154.77	0.00	0.00%
	Total Adult Literacy Office Supply Expense	4,650.00	86.15	1,532.86	1,131.02	9.70	1.85%
1800-08	Family Literacy Supply Expense	4,800.00	216.05	1,389.72	3,960.12	397.04	4.50%
1800-09	Total Office Expense	32,675.00	2,240.63	4,112.21	10,290.57	571.54	6.86%

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

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 AUG 1995	FY1994-95 AUG 1994	FY94 YTD % OF BUD
0100	Salaries & Wages	499,767.00	98,695.43	102,700.00	54,585.81	62,700.00	19.75%
0200	Retirement	76,894.00	7,551.41	7,856.55	4,175.81	4,796.55	9.82%
	Health Insurance/Care America	24,466.00	881.88	278.08	3,719.98	1,096.89	3.60%
	Long Term Disability	2,750.00	421.57	415.34	207.67	207.67	15.44%
	Vision Service Plan	1,615.00	217.68	155.89	115.10	155.89	13.48%
	Dental	4,696.00	762.16	408.30	381.08	408.30	16.23%
0300	Total Employee Insurance	33,507.00	2,283.29	1,237.61	4,423.83	1,848.75	6.81%
0310	Unemployment Insurance	2,500.00	0.00	1,414.05	91.00	0.00	0.00%
0350	Workers Compensation - General	7,750.00	0.00	0.00	966.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,418.00	108,550.13	113,208.19	64,242.45	69,345.30	17.49%
0700-00	Communications - Telephone	3,500.00	111.01	498.64	281.81	498.64	3.17%
0700-01	Communications - Modem/Fax	0.00	254.48	43.98	381.62	43.98	
0700-02	Communications - Internet/Database	0.00	39.60	25.95	56.62	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,100.00	423.82	1,019.06	847.64	595.24	
0700-07	Communications - 321 Grant	0.00	15.99	0.00	31.76	0.00	
0700-08	Communications - Adult Literacy	950.00	26.97	26.72	63.31	26.72	2.84%
	Total Communications	9,550.00	871.87	1,614.35	1,663.26	1,164.58	9.13%
0900-00	Food - General Fund	100.00	35.00	0.00	38.65	0.00	35.00%
0900-07	Food - 321 Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0.00	0.00	30.43	0.00	30.43	
0900-09	Food - Family Literacy	0.00	0.00	0.00	13.38	0.00	
	Total Food	100.00	35.00	30.43	72.03	30.43	35.00%
1000-00	Household Expense	4,500.00	904.05	690.89	0.00	690.89	20.05%
1100-00	Insurance	18,500.00	0.00	0.00	0.00	0.00	0.00%
1300-00	Maintenance of Equipment - General Fund	7,500.00	80.00	2,498.50	82.63	2,498.50	1.07%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0.00	0.00	969.00	0.00	969.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	7,500.00	80.00	3,467.50	82.63	3,467.50	1.07%

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: September 19, 1995
SUBJECT: County of Orange Investment Pool Summary for July and August, 1995

BACKGROUND:

Since the Orange County Bankruptcy Declaration of December 6, 1994, Salomon Brothers Asset Management, Inc., New York, has been managing the Orange County Investment Pool (OCIP) portfolio.

The Pool is now divided into several funds. Salomon Brothers has been preparing monthly reports on the status of these funds, including the interest rates.

The Report consists of the following:

- Cover letter.
- Pre-Bankruptcy Portfolio #683 (contains \$1,332 million)
- Pre-Bankruptcy Portfolio #690 (contains \$57 million)
- Pre-Bankruptcy Portfolio #200 (contains \$48 million)
- Pre-Bankruptcy Portfolio #274 (contains \$2.5 million)
- Post Bankruptcy Portfolio (contains \$576 million)

RECOMMENDATION:

Receive and File.

Salomon Brothers
Asset Management Inc.
Seven World Trade Center
New York, New York 10048
212-703-7000

September 8, 1995

Salomon Brothers

Dear Pool Participant:

Economic data continued to show mixed signals regarding the strength of the U.S. economy. Construction and the housing market showed surprising strength and the number of first-time filers for jobless benefits virtually collapsed early in the month. Offsetting these signs of strength were weak car sales and durable goods and a weaker than expected non-farm payroll report for July. In light of this confusing plethora of information, market participants' expectations of the timing, and indeed direction, of changes in short term interest rates have become equally mixed. The one fact that most seemed to agree upon was that there was very little chance of the Fed making any move at the August 22nd Federal Open Market Committee meeting, and this proved to be correct. Market confusion was not lessened by comments made by various Fed officials across the course of the month as they publicly debated the pros and cons of further Fed moves.

While we agree that the economy appears to be bottoming out a bit, we still feel the Fed will have to ease at least once more before year-end. This move is not necessary to stimulate growth in the economy, but to remove the restraint existing in the current Fed funds rate. With real interest rates at relatively high levels, to do nothing (neither lower rates or raise rates) is to remain restrictive. We think that such restraint is not justified by current economic conditions.

We have enclosed portfolio summaries for each of the six accounts. We have lengthened the average maturities in anticipation of the above-mentioned possible Fed ease. We continue to invest the pool in high quality, money market securities including commercial paper, CDs, agency discount notes, U.S. treasury bills and treasury collateralized overnight investments.

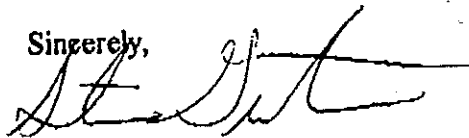
Salomon Brothers
Asset Management Inc

September 8, 1995
page 2 of 2

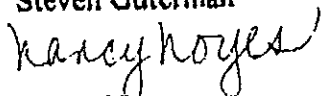
Salomon Brothers

Please call if you have any questions or need more information.

Sincerely,



Steven Guterman



Nancy Noyes

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

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

*Maturities range from September 1, 1995 through October 31, 1995

*21.1 day average maturity

*0.49% average portfolio monthly return

*5.80% average investment's annualized monthly yield

*\$1,332 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
9/1/95	\$206	Agency Securities	
9/5/95	30	FHLB	\$211
9/6/95	46	FNMA	121
9/7/95	70	FFCB	49
9/8/95	65	FHLMC	33
9/11/95	29	Commercial Paper	
9/12/95	37	JP Morgan	\$10
9/13/95	36	GE Company	36
9/14/95	30	Met Life Funding	15
9/15/95	42	Bell South Telecommunications	5
9/18/95	73	Coca Cola Company	41
9/19/95	39	Daimler - Benz NA	15
9/20/95	25	Motorola Inc.	27
9/21/95	40	Deutsche Bank Finance	10
9/22/95	37	Commerzbank US Finance	20
9/25/95	57	Xerox Credit	29
9/26/95	50	Ford Motor Corp.	40
9/27/95	16	KFW International Finance	27
9/28/95	51	Pitney -Bowes	22
9/29/95	34	IBM Credit	43
10/2/95	22	Eli Lilly & Company	15
10/3/95	18	Chevron Oil Finance	4
10/4/95	45	Smith Barney	20
10/6/95	30	Certificates of Deposit	
10/10/95	8	Barclays Bank	\$50
10/11/95	25	Societe Generale	65
10/13/95	36	Bayerische Landesbank	56

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

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

*Maturities range from September 1, 1995 through October 31, 1995

*21.1 day average maturity

*0.49% average portfolio monthly return

*5.80% average investment's annualized monthly yield

*\$1,332 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
10/20/95	3	Bayer Hypo Bank	5
10/24/95	16	Bank of Nova Scotia	48
10/27/95	82	Nat West NY	50
10/30/95	10	Rabo Bank	18
10/31/95	24	Canadian Imperial Bank	40
		Bank of Montreal	42
		ABN Amro	16
		NBD Bank NA	4
		Treasury Collateralized O/N	\$145

County Of Orange
Pre Bankruptcy Portfolio - 683
Investment Pool Portfolio Summary
July 31, 1995

- All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit
- Maturities range from August 1, 1995 through September 21, 1995
- 20.5 day average maturity
- 0.50% average investment's monthly yield
- 5.91% average investment's annualized monthly yield
- \$1.3 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/1/95	\$175	Agency Securities	
8/2/95	12	FHLB	\$ 160
8/3/95	55	FNMA	215
8/4/95	37	FFCB	120
8/7/95	62	Commercial Paper	
8/8/95	38	AT&T Corp	12
8/9/95	25	JP Morgan	23
8/10/95	67	UBS Finance	51
8/11/95	71	Coca Cola Company	45
8/14/95	36	Chevron Oil Finance	60
8/16/95	22	Shell Oil Company	25
8/17/95	11	GE Capital	46
8/18/95	29	AIG Funding	16
8/21/95	51	Deutsche Bank Finance	36
8/22/95	42	Met Life Funding Inc.	40
8/23/95	41	Certificates of Deposit	
8/24/95	58	Banque Nat'l de Paris	25
8/25/95	41	Barclays Bank	43
8/28/95	62	Canadian Imperial Bank	71
8/29/95	35	Banque Paribas	35
8/30/95	30	Commerzbank	37
8/31/95	36	Bayerische Landesbank	15
9/1/95	30	Societe Generale	50
9/5/95	24	Bank of Nova Scotia	48
9/6/95	15	Nat West NY	50
9/7/95	50	Treasury Collateralized O/N	103
9/8/95	37		
9/14/95	20		
9/15/95	17		
9/18/95	24		
9/19/95	24		
9/20/95	25		
9/21/95	25		

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

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

*Maturities range from September 1, 1995 through October 31, 1995

*21.6 day average maturity

*0.49% average portfolio monthly return

*5.79% average investment's annualized monthly yield

*\$57 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
9/1/95	\$9	Agency Securities	
9/5/95	2	FHLB	\$12
9/6/95	1	FNMA	6
9/7/95	2	FFCB	2
9/8/95	6	FHLMC	2
9/11/95	3	Commercial Paper	
9/13/95	2	Bell South Telecommunications	\$2
9/14/95	3	Coca Cola Company	2
9/15/95	2	Deutsche Bank	3
9/18/95	2	GE Capital	2
9/22/95	2	KFW International Finance	1
9/25/95	6	IBM Credit Corp.	1
9/26/95	2	Eli Lilly & Company	2
9/28/95	2	JP Morgan	3
10/3/95	1	UBS Finance	1
10/4/95	1	Certificates of Deposit	
10/11/95	2	Barclays Bank	\$5
10/24/95	1	Societe Generale	2
10/27/95	4	Bayerische Landesbank	2
10/30/95	3	NBD Bank NA	2
10/31/95	1	Canadian Imperial Bank	4
		ABN Amro	1
		Treasury Collateralized O/N	\$2

County Of Orange
Pre Bankruptcy Portfolio - 690
Investment Pool Portfolio Summary
July 31, 1995

- All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit
- Maturities range from August 1, 1995 through September 8, 1995
- 18.3 day average maturity
- 0.50% average investment's monthly yield
- 5.90% average investment's annualized monthly yield
- \$56 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/1/95	\$ 6	Agency Securities	
8/2/95	1	FHLB	\$ 5
8/3/95	3	FNMA	12
8/4/95	3	FFCB	10
8/7/95	1	Commercial Paper	
8/10/95	3	AIG Funding	1
8/11/95	3	GE Company	3
8/15/95	2	JP Morgan	1
8/16/95	5	Deutsche Bank Finance	3
8/17/95	1	Chevron Oil Finance	2
8/18/95	2	Wal-Mart	3
8/21/95	1	UBS Finance	3
8/22/95	2	Certificates of Deposit	
8/23/95	2	Barclays Bank	3
8/24/95	1	Canadian Imperial Bank	1
8/25/95	3	Bayerische Landesbank	2
8/28/95	2	Banque Paribas	3
8/30/95	1	Treasury Collateralized O/N	4
8/31/95	3		
9/1/95	7		
9/8/95	4		

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

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

*Maturities range from September 1, 1995 through October 27, 1995

*25.2 day average maturity

*0.49% average portfolio monthly return

*5.80% average investment's annualized monthly yield

*\$48 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
9/1/95	\$4	Agency Securities	
9/6/95	1	FHLB	\$10
9/8/95	4	FNMA	5
9/11/95	2	FFCB	4
9/12/95	1	Commercial Paper	
9/13/95	3	GE Company	\$1
9/15/95	1	Motorola Inc.	1
9/18/95	4	Coca Cola Company	1
9/19/95	1	Xerox Credit	1
9/22/95	1	KFW International Finance	5
9/25/95	6	IBM Credit Corp.	3
9/26/95	2	Certificates of Deposit	
9/28/95	4	Canadian Imperial Bank	\$2
10/3/95	1	Societe Generale	2
10/4/95	3	Bayerische Landesbank	3
10/13/95	2	NBD Bank NA	2
10/16/95	2	Bank of Nova Scotia	2
10/24/95	3	ABN Amro	3
10/27/95	3	Treasury Collateralized O/N	\$3

County Of Orange
Pre Bankruptcy Portfolio - 200
Investment Pool Portfolio Summary
July 31, 1995

- All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit
- Maturities range from August 1, 1995 through September 19, 1995
- 18.9 day average maturity
- 0.50% average investment's monthly yield
- 5.89% average investment's annualized monthly yield
- \$47 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/1/95	\$ 4	Agency Securities	
8/2/95	1	FHLB	\$ 7
8/3/95	1	FNMA	6
8/4/95	3	FFCB	5
8/7/95	4	Commerical Paper	
8/10/95	2	GE Company	1
8/11/95	1	Chevron Oil Finance	2
8/15/95	2	Wal-Mart	3
8/16/95	1	UBS Finance	4
8/17/95	2	AIG Funding	3
8/18/95	2	Deutsche Bank Finance	1
8/21/95	1	Certificates of Deposit	
8/22/95	3	Barclays Bank	4
8/23/95	2	Bayerische Landesbank	1
8/24/95	2	Canadian Imperial Bank	3
8/25/95	5	Banque Paribas	3
8/28/95	3	Bank of Nova Scotia	2
8/30/95	1	Treasury Collateralized O/N	2
8/31/95	1		
9/1/95	1		
9/8/95	3		
9/18/95	1		
9/19/95	1		

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

*All investments are in Treasury and agency securities or high-grade commercial paper

*Maturities range from September 1, 1995 through October 4, 1995

*12.6 day average maturity

*0.49% average portfolio monthly return

*5.79% average investment's annualized monthly yield

*\$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
9/1/95	\$1.5	Agency Securities	
9/26/95	.5	FHLB	\$.5
10/4/95	.5	Commercial Paper	
		IBM Credit Corp.	\$.5
		Treasury Collateralized O/N	\$1.5

**County Of Orange
Pre Bankruptcy Portfolio - 274
Investment Pool Portfolio Summary
July 31, 1995**

- Funds are in Treasury collateralized investments
- Maturity is August 1, 1995
- 1 day maturity
- 0.50% average investment's monthly yield
- 5.86% average investment's annualized monthly yield
- \$2.5 million portfolio investment

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
<u>Date</u>	<u>Amount</u>	<u>Issuer</u>	<u>Amount</u>
8/1/95	2.5	Treasury Collateralized O/N	\$ 2.5

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

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

*Maturities range from September 1, 1995 through October 30, 1995

*16.4 day average maturity

*0.48% average portfolio monthly return

*5.64% average investment's annualized monthly yield

*\$576 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
9/1/95	\$64	Agency Securities	
9/5/95	66	FHLB	\$68
9/6/95	32	FNMA	39
9/7/95	30	FFCB	92
9/8/95	27	Commercial Paper	
9/11/95	45	GE Company	\$23
9/12/95	10	Bell South Telecommunications	13
9/13/95	22	Deutsche Bank	7
9/14/95	19	Daimler - Benz	10
9/15/95	15	Motorola Inc.	10
9/18/95	31	Commerzbank US Finance	25
9/19/95	23	Xerox Credit	10
9/20/95	10	Ford Motor Credit Corp.	10
9/21/95	15	Smith Barney	22
9/22/95	10	Chevron Oil Finance	11
9/26/95	31	JP Morgan	8
9/27/95	35	Certificates of Deposit	
9/28/95	4	Barclays Bank	\$10
9/29/95	11	Societe Generale	27
10/3/95	15	Bayerische Landesbank	16
10/4/95	15	Bayer Hypo Bank	15
10/11/95	10	Rabo Bank	27
10/12/95	11	NBD Bank NA	26
10/13/95	5	Bank of Montreal	30
10/16/95	8	ABN Amro	4
10/24/95	4	Bank of Nova Scotia	11
10/30/95	8	Treasury Collateralized O/N	\$62

**County Of Orange
Post Bankruptcy Portfolio
Investment Pool Portfolio Summary
July 31, 1995**

- All investments are in Treasury and agency securities, high-grade commercial paper, or certificates of deposit
- Maturities range from August 1, 1995 through September 6, 1995
- 10.7 day average maturity
- 0.49% average investment's monthly yield
- 5.81% average investment's annualized monthly yield
- \$689 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/1/95	\$ 182	Agency Securities	
8/2/95	35	FHLB	\$ 111
8/3/95	17	FNMA	80
8/4/95	38	FFCB	54
8/7/95	44	Commercial Paper	
8/8/95	25	GE Company	25
8/9/95	25	JP Morgan	26
8/10/95	27	Deutsche Bank	25
8/11/95	45	UBS Finance	22
8/14/95	41	Wal-Mart	50
8/15/95	50	Chevron Oil Finance	25
8/16/95	10	3M Corp	45
8/17/95	12	Certificates of Deposit	
8/18/95	13	Barclays Bank	24
8/21/95	50	Societe Generale	50
8/25/95	21	Bayerische Landesbank	12
8/30/95	10	Treasury Collateralized O/N	140
9/5/95	32	B of A comp. balances	20
9/6/95	12		
B of A comp. balances	20		

Placentia Library District
Balance Sheet

August 31, 1995

Assets

General Fund - Checking	4,589.96	
Literacy Fund-Checking	3,545.22	
County Exempt-Checking	3,677.05	
Payroll Account	29,242.90	
Savings (P/R Support)	3,596.25	
Savings (P/R Fees)	2,162.36	
Certificates of Deposit	25,000.00	
General Fund - Savings	4,250.65	
Literacy Fund - Savings	2,794.60	
County Exempt - Savings	8,128.69	
Total Assets		86,987.68 =====

Liabilities

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

Capital

Fund Balance	74,264.59	
Total Capital		74,264.59 -----
Total Liabilities and Capital		86,987.68 =====

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,250.65
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,250.65

EDMunt
9/13/95

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,802.44
Checks Out				
	4140	100.00		
	4145	550.00		
	4146	150.48		
	4148	262.00		
	4149	150.00		
	TOTALS	1,212.48	0.00	
CHECKBOOK BAL				4,589.96

EDM
9/13/95

08/31/95

Page 1
Part 1 of 1 Parts

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

	Total	08/31/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	28.30	28.30
Cash Register-Fines	1,909.89	1,909.89
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	330.84	330.84
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	134.74	134.74
Cash Register-Computer Rental	76.50	76.50
Typewriter Income	15.68	15.68
Telephone Income	45.86	45.86
Copy Machine Income	0.00	0.00
State Library Reimbursements	3,889.60	3,889.60
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	6,431.41	6,431.41
Cost of Sales		
	-----	-----
Gross Profit (Loss)	6,431.41	6,431.41
Expenses		
Transfers to County	6,471.71	6,471.71
Employee Insurance (030)	0.00	0.00
Food (0900)	34.32	34.32
Household Expenses (100)	12.19	12.19
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	115.00	115.00
Memberships (160)	0.00	0.00
Office Expense (180)	451.14	451.14
Postage (183)	(13.00)	(13.00)
Prof. & Spec. Services (190)	100.00	100.00
Special Departmental Expense (240)	(487.33)	(487.33)
Transportation & Travel (270)	1,292.00	1,292.00
Utilities (280)	(217.76)	(217.76)
Equipment (400)	0.00	0.00
Taxes and Fees (370)	(2.40)	(2.40)
Funds in Transit	0.00	0.00

08/31/95

Page 2
Part 1 of 1 Parts

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

	Total	08/31/95
Total Expenses	7,755.87	7,755.87
Operating Income (Loss)	(1,324.46)	(1,324.46)
Other Income		
Other Expenses		
Net Income (Loss)	(1,324.46)	(1,324.46)

08/31/95

Page 1

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

Part 1 of 1 Parts

	08/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	53.50
Cash Register-Fines	3,863.23
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	532.90
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	249.74
Cash Register-Computer Rental	127.50
Typewriter Income	15.68
Telephone Income	45.86
Copy Machine Income	0.00
State Library Reimbursements	3,889.60
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	2,746.80
Interest Income - checking	5.20
Interest Income - savings	9.45
Miscellaneous Income	0.00

Total Income	11,539.46
Cost of Sales	

Gross Profit (Loss)	11,539.46
Expenses	
Transfers to County	8,833.26
Employee Insurance (030)	87.90
Food (0900)	34.32
Household Expenses (100)	12.19
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	115.00
Memberships (160)	0.00
Office Expense (180)	860.03
Postage (183)	133.00
Prof. & Spec. Services (190)	100.00
Special Departmental Expense (240)	(487.33)
Transportation & Travel (270)	1,308.00
Utilities (280)	(217.76)
Equipment (400)	0.00
Taxes and Fees (370)	(0.79)
Funds in Transit	0.00

08/31/95

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

	08/31/95
Total Expenses	----- 10,777.82 -----
Operating Income (Loss)	761.64
Other Income	
Other Expenses	
Net Income (Loss)	----- 761.64 =====

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 2
General Account

Page

Check	Date	Payee	Amount	Amount
4132	08/01/95	Placentia Disposal 0-5110-01 Maintenance-Bldg (140)	115.00	115.00
4133	08/02/95	Home Depot 0-5114-01 Office Expense (180)	9.67	9.67
4134	08/03/95	Egghead Software 0-5114-01 Office Expense (180)	91.08	91.08
4135	08/08/95	Smart & Final 0-5105-01 Food (0900)	34.32	34.32
4136	08/08/95	Tall Mouse 0-5114-01 Office Expense (180)	47.68	47.68
4137	08/09/95	Woodman Accident 0-5118-01 Prof. & Spec. Services (190)	100.00	100.00
4138	08/13/95	Home Depot 0-5106-01 Household Expenses (100)	12.19	12.19
4139	08/16/95	NSFRE 0-5122-01 Transportation & Travel (270)	285.00	285.00
4140	08/17/95	League of CA Cities 0-5114-01 Office Expense (180)	100.00	100.00
4141	08/17/95	VOID void		0.00
4142	08/23/95	City of Placentia 0-5114-01 Office Expense (180)	25.00	25.00
4143	08/24/95	Smart & Final 0-5114-01 Office Expense (180)	3.76	3.76
4144	08/24/95	Spicers Paper 0-5114-01 Office Expense (180)	22.24	22.24
4145	08/24/95	Calif Spec Districts 0-5122-01 Transportation & Travel (270)	550.00	550.00
4146	08/24/95	Literature Display 0-5114-01 Office Expense (180)	150.48	150.48
4147	08/24/95	UCI Extension 0-5122-01 Transportation & Travel (270)	45.00	45.00

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 96 Period 2
General Account

Page

Check	Date	Payee	Amount
4148	08/24/95	UCI Regents	262.00
	0-5122-01	Transportation & Travel (270)	262.00
4149	08/26/95	CSUF Registration	150.00
	0-5122-01	Transportation & Travel (270)	150.00
4150	08/30/95	Egghead Software	107.46
	0-5114-01	Office Expense (180)	107.46
Checkbook 1 Total			2,110.88

08/31/95

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

Page

For Fiscal Year 96, Period 2 through Fiscal Year 96, Period 2

Account Name	Total
0-5105-01 Food (0900)	34.32
0-5106-01 Household Expenses (100)	12.19
0-5110-01 Maintenance-Bldg (140)	115.00
0-5114-01 Office Expense (180)	557.37
0-5118-01 Prof. & Spec. Services (190)	100.00
0-5122-01 Transportation & Travel (270)	1,292.00

	2,110.88
	=====

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 96 Period 2
General Fund - Savings

Page

Check	Date	Payee	Amount
1006	08/15/95	O.C. Auditor	6,471.71
		0-5102-01 Transfers to County	6,471.71
1007	08/15/95	Placentia Lib. Check	85.94
		0-1010-00 General Fund - Checking	85.94
		Checkbook 5 Total	6,557.65

08/31/95

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

Page ()

For Fiscal Year 96, Period 2 through Fiscal Year 96, Period 2

Account Name	Total
0-1010-00 General Fund - Checking	85.94
0-5102-01 Transfers to County	6,471.71

	6,557.65
	=====

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,794.60
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				2,794.60

RAM
9/13/95

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,545.22
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,545.22

2011/13/95

08/31/95

Page 1
Part 1 of 1 Parts

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

	Total	08/31/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.92	0.92
Interest Income - savings	10.07	10.07
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	10.99	10.99
Cost of Sales		
	-----	-----
Gross Profit (Loss)	10.99	10.99
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	10.00	10.00
	-----	-----
Total Expenses	10.00	10.00
	-----	-----
Operating Income (Loss)	0.99	0.99
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	0.99	0.99
	=====	=====

08/31/95

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

Page 1
Part 1 of 1 Parts

	08/31/95
Income	
Gifts Income	0.00
Tutor Training Income	0.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	1.17
Interest Income - savings	22.33
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	23.50
Cost of Sales	

Gross Profit (Loss)	23.50
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30

Total Expenses	20.30

Operating Income (Loss)	3.20
Other Income	
Other Expenses	

Net Income (Loss)	3.20
	=====

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 6 Fiscal Year 96 Period 2
Literacy Fund - Savings

Page

Check	Date	Payee	Amount
1001	08/15/95	Placentia Library	3,500.00
	0-1020-00	Literacy Fund-Checking	3,500.00
		Checkbook 6 Total	3,500.00

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,128.69
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				8,128.69

EM
9/13/95

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

August 1995

Prepared 9/13/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,737.05
Checks Out	970	60.00		
TOTALS		60.00	0.00	
CHECKBOOK BAL				3,677.05

EM
9/13/95

08/31/95

Page 1
Part 1 of 1 Parts

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

	Total	08/31/95
Income		
Cash Register-Copy Cards-Exempt Fun	45.00	45.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	275.00	275.00
Test Proctoring Income	160.00	160.00
Vending Machine Income	0.00	0.00
Debit Card Income	56.00	56.00
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	3.82	3.82
Interest Income - savings	15.42	15.42
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	555.24	555.24
Cost of Sales		
	-----	-----
Gross Profit (Loss)	555.24	555.24
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	18.26	18.26
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	160.00	160.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	614.71	614.71
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
	-----	-----
Total Expenses	852.97	852.97
	-----	-----
Operating Income (Loss)	(297.73)	(297.73)

08/31/95

Page 2
Part 1 of 1 Parts

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

	Total	08/31/95
Other Income		
Other Expenses		
Net Income (Loss)	<u>(297.73)</u>	<u>(297.73)</u>

08/31/95

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

Page 1
Part 1 of 1 Parts

	08/31/95
Income	
Cash Register-Copy Cards-Exempt Fund	97.50
Microfilm/Microfich Income	0.00
Meeting Room Income	395.00
Test Proctoring Income	160.00
Vending Machine Income	0.00
Debit Card Income	109.00
Friends Contributions	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	8.18
Interest Income - savings	30.00
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	799.68
Cost of Sales	

Gross Profit (Loss)	799.68
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	355.56
Children's Camp Library	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	160.00
Friend's-Director's Fund	0.00
Friend's-Other Activities	0.00
Library Board Expenses	614.71
Meeting Room Upkeep Expenses	200.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	85.94
Lobbyist Expense	0.00

Total Expenses	1,417.15

Operating Income (Loss)	(617.47)

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 96 Period 2
County Exempt

Page

Check	Date	Payee	Amount
964	08/31/95	VOID void	0.00
965	08/09/95	CM School Suppy 0-5308-03 Children's Summer Reading Progra	18.26
966	08/15/95	Saundra Stark 0-5318-03 Library Board Expenses	600.27
967	08/21/95	O.C. Auditor 0-5313-03 Debit Card - Repay Capital Equip	160.00
968	08/21/95	Flower Warehouse 0-5318-03 Library Board Expenses	14.44
969	08/21/95	VOID void	0.00
970	08/24/95	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	60.00
Checkbook 3 Total			852.97

08/31/95

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

Page 2

For Fiscal Year 96, Period 2 through Fiscal Year 96, Period 2

Account Name	Total
0-5308-03 Children's Summer Reading Program	18.26
0-5313-03 Debit Card - Repay Capital Equip.	160.00
0-5318-03 Library Board Expenses	614.71
0-5319-03 Meeting Room Upkeep Expenses	60.00

	852.97
	=====

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

Prepared September 13, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				30,557.93
	1323	348.50		
	1652	131.02		
	1655	87.73		
	1667	62.33		
	1672	167.37		
	1674	207.81		
	1680	191.83		
	1687	118.44		
	TOTALS	1,315.03		
Checkbook balance				29,242.90

08/31/95

Page 1
Part 1 of 1 Parts

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

	Total	08/31/95
Income		
Transfers from County	63,469.56	63,469.56
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	63,469.56	63,469.56
Cost of Sales		
	-----	-----
Gross Profit (Loss)	63,469.56	63,469.56
Expenses		
Salaries	39,494.86	39,494.86
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,965.85	2,965.85
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,460.71	42,460.71
Operating Income (Loss)	21,008.85	21,008.85
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	21,008.85	21,008.85
	=====	=====

08/31/95

Page 1
Part 1 of 1 Parts

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

	08/31/95
Income	
Transfers from County	104,854.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	0.00
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00

Total Income	104,854.12
Cost of Sales	-----
Gross Profit (Loss)	104,854.12
Expenses	
Salaries	78,436.82
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	5,902.17
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00

Total Expenses	84,338.99


Operating Income (Loss)	20,515.13
Other Income	
Other Expenses	-----
Net Income (Loss)	20,515.13
	=====

08/31/95

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 96 Period 2
Payroll Account

Page

Check	Date	Payee	Amount
607	08/01/95	Chris Bishop	83.11
	0-5402-04	Salaries	83.11
608	08/10/95	D. Nguyen	83.35
	0-5402-04	Salaries	83.35
Checkbook 4 Total			166.46

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

Dollars Spent 8/1/95 to 8/31/95

Adult Continuations Print	\$49.57
Adult Fiction	572.60
Adult Non-Fiction	48.19
Adult Video	183.00
Juvenile Continuations Print	94.50
Gifts	36.70
Total	\$984.56

Dollars Spent 7/1/95 to 8/31/95

Adult Continuations Print	\$702.40
Adult Continuations Electronic	
Adult Fiction	1,087.71
Adult Non-Fiction	1,659.23
Adult Reference	207.80
Adult Audio	
Adult Video	183.00
Adult CD-ROMs	18.59
Juvenile Continuations Print	94.50
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	20.23
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	132.78
Total	\$4,106.24

Acquisitions Report, September 19, 1995, Page 2.

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$639.36
Gift Accounts	1,016.51

Donated Items 7/1/95 to 9/12/95

Adult Books	117	\$1,899.75
Juvenile Books	42	376.25
Adult Videos	14	320.00
Juvenile Videos	4	90.00
Audio CDs	34	575.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: September 19, 1995
 SUBJECT: ACS: Overdue Collection Report for Month of August

The report received from ACS Collection Agency on September 14, 1995 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	54	155	26	1,340.13	31

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 31 Aug 1995

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	24	1,837.34	169	14,684.28	1135	75,498.00
LESS: Mail Return*, Dispute, Bankrpt	13	1,318.69	52	4,444.49	231	16,544.00
NET ASSIGNMENTS	11	518.65	117	10,239.79	904	58,954.00
COLLECTED						
Paid in Full	4	302.33	17	1,433.83	275	14,000.00
Settled in Full	2	195.85	5	468.13	76	4,196.00
Partial Payment	8	173.49	30	724.71	170	7,825.00
Resolved	0	0.00	1	0.00	23	847.00
TOTAL RECOVERED	14	671.67	53	2,626.67	544	26,874.00

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	254	49	199	162	471
	\$16,401	\$3,303	\$10,506	\$11,240	\$33,621

* Percentage of Mail Returns - 26.7%

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	561691	09/07/94	06/26/95	90.00	MR	3
	26018052494434		AMT: 90.00			
	562819	03/14/95	07/17/95	25.00	A,PP	3
	26018053265080		AMT: 53.98			
	559947	12/12/94	05/25/95	0.00	PP	5
	26053070866164		AMT: 58.90			
	563839	06/05/95	07/28/95	48.90	MR	1
	26019004598850		AMT: 48.90			
	561878	03/11/95	06/28/95	25.00	A,PP	4
	26018053261428		AMT: 44.90			
	562854	06/13/94	07/17/95	141.60	A	3
	26018053225837		AMT: 141.60			
	564836	05/23/95	08/16/95	69.25	A	1
	26053071119084		AMT: 69.25			
	561876	05/18/95	06/28/95	47.45	MR	3
	26018053066504		AMT: 47.45			
	563836	05/04/95	07/28/95	43.19	A	2
	26018053265494		AMT: 43.19			
	564835	04/30/95	08/16/95	78.95	A	1
	26019002933224		AMT: 78.95			
	561689	08/22/94	06/26/95	0.00	PP	3
	26018053236818		AMT: 51.75			
	562857	06/07/94	07/17/95	94.63	A	3
	26018053040608		AMT: 94.63			
	563550	03/29/95	07/27/95	64.60	A	2
	560 19 1554		AMT: 64.60			
	564508	05/22/95	08/15/95	59.00	A	1
	26018053280964		AMT: 59.00			
	565026	06/10/95	08/18/95	55.85	A	1
	26018053283018		AMT: 55.85			
	559924	05/06/95	05/25/95	80.90	CC	5
	26018053080711		AMT: 80.90			
	564621	05/31/95	08/15/95	83.40	A	1
	260190533281426		AMT: 83.40			
	561698	07/09/94	06/26/95	70.00	A	4
	26018053229565		AMT: 70.00			
	564833	06/06/95	08/16/95	41.40	A,PP	1
	26018052440130		AMT: 92.82			
	557630	02/11/95	04/21/95	65.00	CC	5
	26018053238434		AMT: 113.74			

563582	03/01/95	07/27/95	70.60	A	2
260190532146		AMT: 70.60			
562814	04/24/95	07/17/95	116.35	A	7
26019002053981		AMT: 116.35			
559954	11/28/94	05/25/95	57.95	CC	5
26018053252922		AMT: 57.95			
564618	06/06/95	08/15/95	61.97	A	1
26018053231223		AMT: 61.97			
561622	03/28/95	06/23/95	73.20	A	4
26019005171806		AMT: 73.20			
562867	03/20/95	07/17/95	69.95	A,PP	3
26018053214997		AMT: 92.54			
561877	07/07/94	06/28/95	93.86	A	4
26018053229334		AMT: 93.86			
565028	05/31/95	08/18/95	98.40	A	1
26018052351318		AMT: 98.40			
559948	12/11/94	05/25/95	81.40	CC	5
26019005124854		AMT: 81.40			
559925	10/08/94	05/25/95	0.00	SF	5
26018053156578		AMT: 197.34			
559926	02/21/95	05/25/95	45.00	CC	5
2018053162501		AMT: 84.90			
561696	09/24/94	06/26/95	0.00	SF	3
26018053074748		AMT: 70.85			
565030	11/28/94	08/18/95	58.94	A	1
26019004461216		AMT: 58.94			
563835	05/06/95	07/28/95	51.95	A	2
26053070898902		AMT: 51.95			
562181	09/22/92	07/06/95	63.69	A,PP	1
26018053059509		AMT: 65.64			
564507	06/01/95	08/15/95	58.06	A	1
26018053280295		AMT: 58.06			
565025	06/07/95	08/18/95	76.80	MR	1
26018053228583		AMT: 76.80			
561675	12/07/94	06/26/95	68.85	A	4
26018053249944		AMT: 68.85			
557625	11/30/94	04/21/95	0.00	SU,P	3
26018053109577		AMT: 58.98			
564620	06/05/95	08/15/95	80.91	A	1
26018053078871		AMT: 80.91			
563444	07/16/94	07/25/95	140.43	A	2
26018053201192		AMT: 140.43			
561879	04/02/95	06/28/95	61.91	A	4
26019004384533		AMT: 61.91			
561678	01/05/95	06/26/95	72.80	A	4
26019004283081		AMT: 72.80			
564502	11/08/93	08/15/95	112.95	MR	1
26019004396636		AMT: 112.95			
561672	01/14/95	06/26/95	68.85	A	4
26018052599752		AMT: 68.85			
559935	11/05/94	05/25/95	66.55	CC	5
26018053250918		AMT: 66.55			
564504	11/02/93	08/15/95	69.95	A	1
26018053106169		AMT: 69.95			
559930	06/16/92	05/25/95	68.85	CC	5
26019003903655		AMT: 68.85			

562849	03/29/95	07/17/95	215.35	A	3
26019004713673		AMT: 215.35			
564831	06/07/95	08/16/95	98.40	MR	1
26018053283315		AMT: 98.40			
562184	08/29/94	07/06/95	45.00	A,PF	3
26018052507144		AMT: 66.63			
563445	04/02/94	07/25/95	100.95	A	2
26018053201630		AMT: 100.95			
565029	01/29/95	08/18/95	66.60	A	1
26053070643381		AMT: 66.60			
559939	02/01/95	05/25/95	93.75	CC	5
26019004980058		AMT: 93.75			
559928	03/22/94	05/25/95	50.00	CC	5
26018053100014		AMT: 50.00			
564503	11/08/93	08/15/95	47.80	A	1
26053070815302		AMT: 47.80			
562186	10/04/94	07/06/95	44.85	A	3
26018053238897		AMT: 44.85			
559946	11/30/94	05/25/95	70.95	CC	5
26018053201523		AMT: 70.95			
563448	05/03/95	07/25/95	139.13	A	2
26018053244184		AMT: 139.13			
557637	01/17/95	04/21/95	45.00	CC	5
26019004981262		AMT: 69.45			
559936	02/04/95	05/25/95	67.50	CC	5
26018053253649		AMT: 67.50			
557632	07/28/94	04/21/95	77.00	CC	5
26018053230662		AMT: 77.00			
563583	05/25/95	07/27/95	103.35	MR	1
26019004980934		AMT: 103.35			
559955	11/28/94	05/25/95	80.00	CC	5
26018053253219		AMT: 80.00			
563837	05/30/95	07/28/95	166.79	A	2
26018053275170		AMT: 166.79			
557629	03/14/93	04/21/95	82.95	CC	5
26019003926656		AMT: 82.95			
561623	04/24/95	06/23/95	55.70	A	4
26019004601175		AMT: 55.70			
564834	08/08/94	08/16/95	84.80	A	1
26018053194827		AMT: 84.80			
562187	08/10/94	07/06/95	197.80	A	3
26018053215580		AMT: 197.80			
561621	03/16/93	06/23/95	92.90	A	4
26019003265006		AMT: 92.90			
563838	05/18/95	07/28/95	87.33	A	2
26019004980579		AMT: 87.33			
561619	10/19/93	06/23/95	71.45	A	4
26018053195428		AMT: 71.45			
559952	06/06/92	05/25/95	110.69	CC	5
26018053042091		AMT: 110.69			
559927	10/15/94	05/25/95	71.49	CC	5
26018053119857		AMT: 71.49			
563586	06/09/94	07/27/95	188.65	MR	1
26018053220986		AMT: 188.65			
563581	05/08/95	07/27/95	46.95	A,PF	2
26018053159259		AMT: 69.90			

564615	05/20/95	08/15/95	82.45	A	1
26018053280808		AMT: 82.45			
562816	04/03/95	07/17/95	205.89	A	3
26019004713426		AMT: 205.89			
564832	06/06/95	08/16/95	97.74	A	1
26018052779081		AMT: 97.74			
559943	07/16/95	05/25/95	71.74	CC	5
26018053108744		AMT: 71.74			
561694	09/24/94	06/26/95	68.95	A	4
26018053240380		AMT: 68.95			
565027	05/16/95	08/18/95	73.09	A	1
26018053280360		AMT: 73.09			
559933	10/12/94	05/25/95	130.98	CC	5
26053070977755		AMT: 130.98			
563585	04/15/95	07/27/95	109.45	MR	1
26018053257392		AMT: 109.45			
559942	01/12/95	05/25/95	0.00	PF	5
26018053247344		AMT: 125.09			
561687	12/17/92	06/26/95	112.95	A	4
26019004351367		AMT: 112.95			
564619	05/16/95	08/15/95	80.94	MR	1
26053070864615		AMT: 80.94			
561680	02/19/94	06/26/95	0.00	PF	2
26018053198448		AMT: 90.49			
563447	04/02/95	07/25/95	118.90	A	2
26018053223188		AMT: 118.90			
564505	05/31/95	08/15/95	45.30	A,PF	1
26018053215028		AMT: 52.45			
560445	03/01/95	06/06/95	35.95	A	5
26019005166673		AMT: 35.95			
563834	05/30/95	07/28/95	53.04	A	2
26018053253276		AMT: 53.04			
559934	06/29/94	05/25/95	45.00	CC	5
26018053194934		AMT: 57.57			
564616	05/27/95	08/15/95	95.82	A	1
26018053281202		AMT: 95.82			
563584	05/07/95	07/27/95	160.45	MR	1
26019004321469		AMT: 160.45			
559944	02/06/95	05/25/95	72.60	CC	5
26018053260198		AMT: 72.60			
559945	02/06/95	05/25/95	126.83	CC	5
26018053260180		AMT: 126.83			
563446	04/18/94	07/25/95	104.00	MR	1
26019004932893		AMT: 104.00			
563443	04/26/95	07/25/95	134.09	A	2
26053070998785		AMT: 134.09			
559938	02/07/95	05/25/95	270.40	CC	5
26018053257376		AMT: 270.40			
561700	07/14/94	06/26/95	60.40	A	4
26018053220499		AMT: 60.40			
557636	01/14/95	04/21/95	60.30	CC	5
26018053257509		AMT: 60.30			
559950	06/27/94	05/25/95	97.35	MR	5
26018053112712		AMT: 97.35			

TOTAL STILL ON SYSTEM :

8,192.03

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

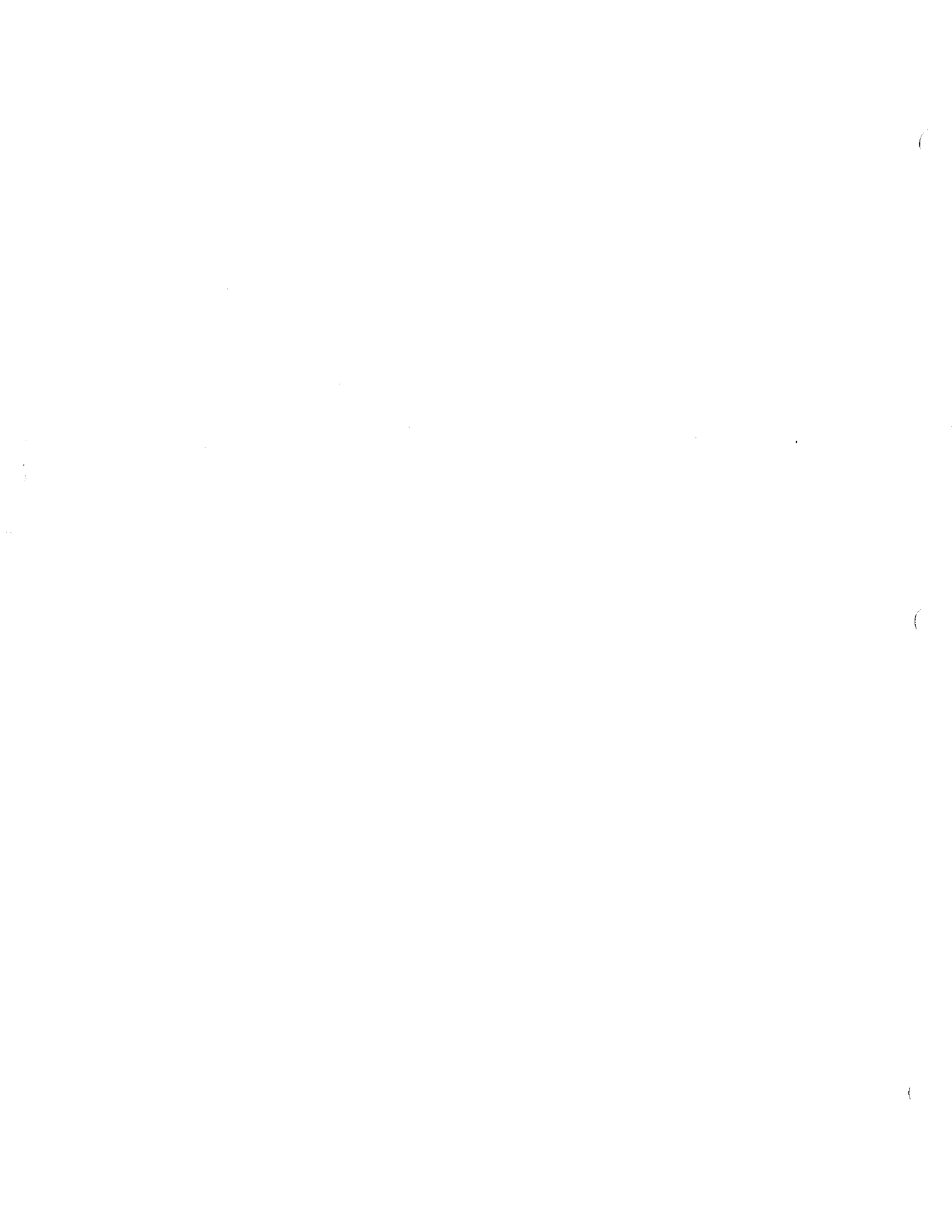
SUMMARY OF ACCOUNTS AUGUST 1-31, 1995

Beginning Balance 8/01/95			\$ 160.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 56.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback		160.00	
	\$ 56.00	\$ 160.00	
Ending Balance 08/31/95			<u>\$ 56.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 07/31/95	9,546.20
August Payment	<u>160.00</u>
Balance 08/31/95	<u>\$ 9,386.20</u>

Prepared by: Charlene Dumitru



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

The following cash gifts to Placentia Library District were received through September 13, 1995.

Donations to Adopt-a-Book program:

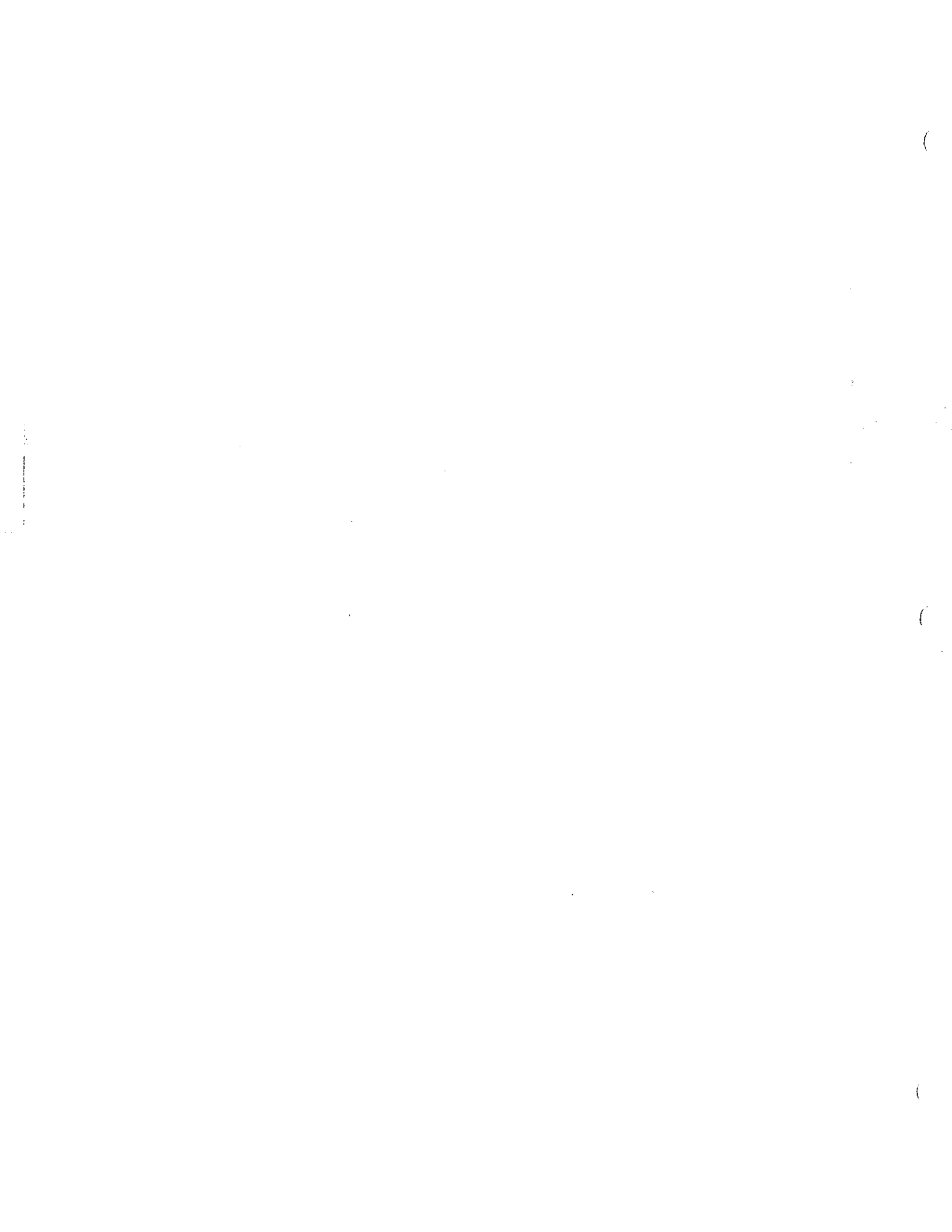
<u>Name</u>	<u>Amount</u>
Ruth Cain	\$100.00 ✓
Dixie Shaw (for purchase of paper for "babies flyer")	50.00
Robert M. Tunstall	50.00
Total of Adopt-a-Book Donations	\$200.00


Donations to Placentia Library Foundation Operations Fund:

Corporate Benefit Systems	\$ 250.00
Friends of the Placentia Library	250.00
Peter and Pat Irot	250.00
Fred and Elizabeth Minter	100.00
Allan and Sandra Stark	250.00
Total Foundation Operating Expenses Donations:	\$ 1,100.00

TOTAL CASH DONATIONS
Through September 13, 1995 **\$ 1,300.00**

Prepared by: Charlene Dumitru



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

1. **Air Conditioning** - Routine inspection and maintenance of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Friends Bookstore** - Removal of center shelving unit and books from Friends Storage Room in order to convert space to Friends Bookstore.
4. **Security** - Center seal on Loading Dock Door replaced.

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

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

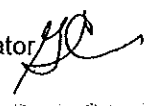
Theresa Verduga, Library Aide (part-time), Families for Literacy, effective September 13, 1995

OPEN POSITIONS:

.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (19 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: September 6, 1995
 SUBJECT: Volunteer Report for the Month of August, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 August	FY 95-96 YTD	Starting Dates	Cumulative Totals
Covington, Darlene	25.25	48.50	3/95	132.25
Deputy, Paul	69.75	100.50	7/82	5,427.25
Farris, John	11.25	24.00	1/94	171.75
Fitzgerald, Joan	27.25	50.25	10/93	529.25
Goldbaum, Mae	0.00	0.00	7/88	292.00
Joseph, Courtney	7.75	21.75		86.50
Moore, Susan	6.25	6.25	8/95	6.25
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Redinbo, Sandy	0.00	0.00	10/94	55.50
Rice, Sharon	9.50	16.00	4/95	68.25
Robinson, Marcia	4.00	10.00	9/95	14.75
Schlichter, Allan	6.00	10.00	10/93	203.25
Shaw, Dixie	3.00	6.75	5/94	39.00
Shkoler, Al	0.00	0.00		53.50
Stark, Saundra	0.00	0.00		3.75
Tapia, Gerald	0.00	4.50	6/95	5.00
Westberg, Carl	13.75	36.00	9/93	283.25
J.T.P.A.	0.00	0.00		
S.T.E.P.	90.00	84.00		
TOTALS	273.75	418.50		7,460.00

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

Volunteer Report for the Month of August, 1995, Page 2

TEMPORARY VOLUNTEERS

	FY95-96 August	FY95-96 YTD
Ashbough, Amanda	15.50	15.50
Bone, Shawanda	4.00	4.00
Capris, Marcelle	1.50	1.50
Michael Chang	0.00	13.00
Chao, Christine	0.00	9.50
Chao, Hanna	39.00	58.00
Chiu, Robert	69.50	142.00
Ekelund, Lindsey	34.50	34.50
Gunewardane, Sharlini	22.50	42.50
Harnett, Tom	4.00	14.25
Kang, Jin	17.75	27.75
Knutson, Andrea	0.00	5.25
Meshreky, Mary	2.00	9.50
Nunn, Dennis	27.75	55.75
Pirayev, Odette	18.50	36.50
Rahman, Shayan	10.00	13.75
Valdivia, Jason	16.75	16.75
Wagner, Vella	0.00	3.50
Yada, Julie	3.00	13.25
Yang, Denny	13.00	43.25
TOTAL	299.25	560.00

LVA VOLUNTEERS

Literacy Volunteer Hours	333.50
TOTAL VOLUNTEER HOURS	906.50

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

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

Placentia Library District
Circulation Report
September 19, 1995

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 AUG 95	FY94-95 AUG 94
1st Time Checkouts	39,418	36,969	6.62%	16,909	16,433
Phone Renewals	1,698	2,317	-26.72%	601	1,102
In-Building Renewals	4,242	3,900	8.77%	2,401	1,988
Total Renewals	5,940	6,217	-4.46%	3,002	3,090
TOTAL CHECKOUTS	45,358	43,186	5.03%	19,911	19,523
On-Time Checkins	42,111	38,525	9.31%	19,995	18,172
Late Checkins	5,485	5,980	-8.28%	2,536	3,053
TOTAL CHECKINS	47,596	44,505	6.95%	22,531	21,225
Holds Placed	833	756	10.19%	383	310
Holds Cancelled	144	163	-11.66%	43	81
Holds Filled	782	743	5.25%	372	307
Holds Expired	5	22	-77.27%	1	7
Overdue Items	1,585	1,811	-12.48%	679	941
Overdue Notices	715	840	-14.88%	306	452
Billing Notices	1,088	1,229	-11.47%	507	636
Patrons Registered	673	631	6.66%	280	286
Titles Added	2,145	101		1,044	78
Volumes Added	3,181	986		1,649	972
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	20,232	20,037	0.97%	9,097	7,980
Juvenile Print	20,484	19,109	7.20%	8,523	8,832
Total Print	40,716	39,146	4.01%	17,620	16,812
Audio	1,703	2,119	-19.63%	786	1,006
Visual	3,478	4,336	-19.79%	1,562	2,265
Equipment	0	0		0	0
Total Audio Visual	5,181	6,455	-19.74%	2,348	3,271
TOTAL CIRCULATION	45,897	45,601	0.65%	19,968	20,083
Placentia Circulation	28,185	28,121	0.23%	12,255	13,440
% Placentia Circulation	61.41%	61.67%	-0.42%	61.37%	66.92%
Anaheim/Yorba Linda Circulation	8,707	8,230	5.80%	3,777	3,933
% Anaheim/Yorba Linda Circulation	18.97%	18.05%	5.10%	18.92%	19.58%
TYPES OF BORROWERS					
Adult	29,741	58,088	-48.80%	13,416	16,687
Young Adult	381	401	-4.99%	152	152
Juvenile	12,309	16,872	-27.04%	5,235	4,808
New Borrower	3,618	882	310.20%	1,246	280
Non Resident	0	0	0.00%	0	0
Other	14	58	-75.86%	7	11
TOTAL BORROWERS	46,063	76,301	-39.63%	20,056	21,938
ATTENDANCE	69,848	67,999	2.72%	32,994	34,815
Adult Reference - In Building	2,652	3,267	-18.82%	1,396	1,803
Adult Reference - Telephone	522	633	-17.54%	293	402
Children's Reference - In Building	1,318	2,848	-53.72%	521	1,212
Children's Reference - Telephone	167	0	N.A.	48	0
Total Adult Reference	3,174	1,695	87.26%	1,485	1,695
Total Children's Reference	916	1,808	-49.34%	916	1,212
Total In Building Reference	3,970	6,115	-35.08%	1,917	3,015
Total Telephone Reference	689	633	8.85%	341	402
TOTAL REFERENCE	4,659	6,748	-30.96%	2,945	3,417

New Borrower line indicates 310.20% increase
because items were done in batch process

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	684.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,684.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,794.84

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

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995								0.00
Oct 1995								0.00
Nov 1995								0.00
Dec 1995								0.00
Jan 1996								0.00
Feb 1996								0.00
Mar 1996								0.00
Apr 1996								0.00
May 1996								0.00
Jun 1996								0.00
TOTAL		10,694.32	1,445.44	1,670.76	107.50	0.00	0.00	13,918.02
AVG		5,347.16	722.72	835.38	53.75			6,959.01

TOTAL DOLLARS SPENT

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	328.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	380.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

TOTAL DOLLARS SPENT

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,488.11	440.00	58.20	1,986.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,460.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.05
AVG	1,254.71	326.42	37.05	1,618.17	809.09

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995				0.00	0.00
Oct 1995				0.00	0.00
Nov 1995				0.00	0.00
Dec 1995				0.00	0.00
Jan 1996				0.00	0.00
Feb 1996				0.00	0.00
Mar 1996				0.00	0.00
Apr 1996				0.00	0.00
May 1996				0.00	0.00
Jun 1996				0.00	0.00
TOTAL	2,426.64	408.00	56.23	2,890.87	1,445.44
AVG	1,213.32	204.00	28.12	1,445.44	722.72