

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

May 21, 1996

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.*

- 7:30
1. Roll Call. Administrative Assistant
  2. Adoption of Agenda. *AL / Palmer*

*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 April 16, 1996 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*Consent - Stuck  
AL / Stuck + Evans.*

4. Oral Communications.

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

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

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

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

5. Board President's Report.

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Friends President Pat Irot

7. Placentia History Room Committee Report.

Presentation: Committee Chairperson Pat Irot

8. Placentia Library Foundation Board of Directors Report.

Presentation: Foundation Board President

*requests signage  
for.*

CLAIMS (Items 9 - 11)

Presentation: Library Director  
Recommendation: Approve by Motion

*Standard / Pay*

*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)

Nonstandard Claims in the amount of \$0.00

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

Claims forwarded by Library Director in the amount of \$6,823.07

11. Current Claims and Payroll. (Approve)

Current Claims of \$44,824.79; Payrolls 3405, and 3406, for a cumulative payroll total of \$35,535.00. Combined total of Current Claims and Payrolls of \$80,359.79.

**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 April, 1995. (Receive & File)
13. County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc., for April 1996. (Receive & File)
14. Office General Ledger & Check Registers for April 1996. (Receive & File)
15. Acquisitions Report for April 1996. (Receive & File)
16. Overdue Collection Report for April 1996. (Receive & File)
17. Debit Card System Reimbursement Report for April 1996. (Receive & File)
18. Gifts Report for April 1996. (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 - 27)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Sanchez / Kohn*

*Items 19 - 27 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 April 1996. (Receive & File)
20. Personnel Report for April 1996. (Receive, File, and Ratify Appointments)
21. Volunteer Report for April 1996. (Receive & File)
22. Circulation Report for April 1996. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Submission of Placentia Library Literacy Services' Report for the Third Quarter of 1995-1996 to the State Library of California. (Receive & File)
25. Staff responses to patron complaints. (Receive & File)

26. Receipt of letter from Orange County Investment Pool Attorney Patrick Shea recommending submission of ballots of acceptance for the Orange County Bankruptcy's Debtor's Plan of Adjustment, and submission of the three ballots for Placentia Library District to Hennigan, Mercer & Bennett, Los Angeles. (Receive & File)
27. Transmittal of Election Information to the Registrar of Voters of Orange County. (Ratify Submission and Receive & File)

#### CONTINUING BUSINESS

28. Legislative and State Budget Activities

Presentation: Library Director  
Recommendation: That two representatives from the Library Board meet with Assemblyman Ackerman in his Fullerton Office on a Friday to discuss the District and its legislative concerns.

#### NEW BUSINESS

29. Amendment to Santiago Library System Equipment Grant for Public Internet Access

Presentation: Library Director  
Recommendation: Authorize the purchase 2 XCP Model 5879 Card Readers and 3 OCS Software packages with Dongles at a cost not to exceed \$2,990.06, to be paid from FUND 702 and reimbursed with vending revenue proceeds

30. Evaluation of Library Director

Presentation: Library Board President  
Recommendation: Determine an evaluation process and timetable for the Library Director.

31. Travel Authorizations

Presentation: Library Director  
Recommendation: Ratify travel for Library Director Minter to attend the California Special District Association (CSDA) Governmental Affairs Day in Sacramento on Monday, May 6, 1996, at a cost of \$445.38 to be paid from the General Fund.

Approve travel expenses for Library Director Minter, Principal Librarian Ammar, and Administrative Assistant Dumitru to attend the CSDA personnel workshop in Ontario on Friday, June 7, 1996, at a cost of \$285 for 3 registrations, plus mileage, to be paid from the District's Staff Development Account with the Santiago Library System.

Approve travel expenses for Library Director Minter to attend the CSDA Legislative Committee Meeting in Sacramento on Friday, June 14, 1996, at a cost not to exceed \$343.00, to be paid from the District's Staff Development Account with the Santiago Library System.

32. Staff Appreciation Dinner

Presentation: Library Director  
Recommendation: Set a date, location and budget for the Staff Appreciation Dinner.

STAFF REPORTS (Items 33 - 39)

*Pat*

- 33. Program Report for the Month of April 1996. (Program Committee)
- 34. Children's Services Report for the Month of April 1996. (Willauer)
- 35. Publicity Materials produced for the Month of April 1996. (Willauer)
- 36. Placentia Library Literacy Services Report for the Month of April 1996. (Matas)
- 37. Families for Literacy Project Report for the Month of April 1996. (Walters)
- 38. Safety Committee Minutes for April 1996. (Conn)
- 39. Placentia Pride Committee Report for April 1996. (Ammar)

ADJOURNMENT

- 40. Agenda Preparation for the June 20, 1996, Regular Meeting.
- 41. Review of Action Items.

*Clared assigned for performance review.  
Budget*

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

- 42. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the May 21, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 16, 1996.

*Charlene Dumitru*

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

May 30 (Thur)	Independent Special Districts of Orange County, 7:00 P.M.
Jun 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 15-17	American Booksellers Association, Chicago
<b>Jun 18 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Jul 4-10	American Library Association Annual Conference, New York City
<b>Jul 16 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Aug 9 (Fri)	Foundation Reception for 1995-1996 Donors, Evening. (All Trustees)
Aug 20 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 3 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 5 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Sep 17 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 7 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 13-16	LITA/LAMA National Conference, Pittsburgh, PA
<b>Oct 15 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Nov 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 7 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
<b>Nov 19 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
Dec 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
<b>Dec 17 (Tues)</b>	<b>Library Board Meeting, 7:30 P.M.</b>
1997	
Jan 9 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
Feb 14-20	American Library Association Midwinter Meeting, Washington, D.C.
May 31-Jun 3	American Booksellers Association, Chicago
Jun 26-Jul 3	American Library Association Annual Conference, San Francisco
1998	
Jan 9-15	American Library Association Midwinter Meeting, New Orleans
Jun 25 - Jul 2	American Library Association Annual Conference, Washington, D.C.

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 16, 1996**

- CALL TO ORDER**                    The Regular Meeting of the Placentia Library District Board of Trustees was called to order on April 16, 1996 at 6:42 P.M. by President Margaret Dinsmore.
- ROLL CALL**                        **Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, Robin Masters and Al Shkoler; and Library Director Elizabeth Minter.
- Members Absent:** None
- Others Present:** Principal Librarian Suad Ammar; Families for Literacy Coordinator Jeannine Walters; Administrative Assistant Charlene Dumitru; and Placentia resident Dr. Allan Stark.
- ADOPTION OF AGENDA**                It was moved by Trustee Shkoler, seconded by Trustee Masters to adopt the Agenda as presented.
- AYES:**                    Dinsmore, Stark, Evans, Masters, Shkoler
- NOES:**                    None
- ABSTAIN:**                None
- ABSENT:**                None
- MINUTES**                            It was moved by Trustee Masters, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of March 19, 1996 as presented.
- AYES:**                    Dinsmore, Stark, ~~Evans~~, Masters, ~~Shkoler~~
- NOES:**                    None
- ABSTAIN:**                Evans, Shkoler
- ORAL COMMUNICATIONS**        Dr. Allan Stark commented on his appreciation of the support given by the Library Director, Trustees, and Staff to the Anaheim Public Library Foundation at its fund raising event.
- BOARD PRESIDENT'S REPORT**    President Dinsmore reported that she heard a variety of excellent presentations at the Public Library Association Convention in Portland, Oregon . She also discussed the suit filed by American Library Association challenging the Communications Decency Act contained in the new Telecommunications Reform Act of 1996 on the grounds that it violates free speech and does not effectively protect children from inappropriate material.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that over \$700.00 was raised during March in the Friends' bookstore. She reminded the Board that the semi-annual Friends Booksale will be held May 16-19, 1996. Library Director Minter also reported that the automated telephone answering and message system will be installed on April 29, 1996.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Evans to approve Agenda Items 7 through 9: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$6,174.09; Current Claims and Payroll in the amount of \$83,776.24.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive and file Agenda Items 10 through 16: Financial Reports for March, 1996; County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for March, 1996; Office General Ledger & Check Registers for March, 1996; Acquisitions Report for March, 1996; Overdue Collection Report for March, 1996; Debit Card System Reimbursement Report for March, 1996; and Gifts Report for March, 1996.

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive Agenda Items 17-22: Building Maintenance Report for March, 1996 (Receive & File); Personnel Report for March, 1996 (Receive, File and Ratify Appointments); Volunteer Report for March, 1996 (Receive & File); Circulation Report for March, 1996 (Receive & File); California State Library Foundation Funding Agreement Form for Families For Literacy Book Grant (Approve Submission, and Receive & File the Agreement Form); and Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File).

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



**BUDGET AND  
LEGISLATIVE  
ACTIVITIES**

Library Director Minter asked all Board Members to write letters to State Senate and Assembly Budget Committees requesting full funding for the Public Library Fund.

She also reported on the Santiago Library System Executive Council and System Advisory Board meeting on April 11, 1996, with State Librarian Dr. Kevin Starr, which addressed the problems for public libraries in Orange County with the State's programs of transaction based reimbursement for direct walk in borrowers; the Public Library Fund; and Senate Bill 1477 (Johnson), which addresses non-resident fees.

It was moved by Trustee Shkoler, seconded by Trustee Evans to Approve travel and expenses for Library Minter to attend the public library directors meeting with the State Librarian in Sacramento on Monday, April 29; and to approve travel and expenses for Library Board President Dinsmore to attend the California Library Trustees and Commissioners Board Meeting on Monday, April 29 and the California Library Association Legislative Day on Tuesday, April 30, in Sacramento.

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

**REVISION OF  
LIBRARY  
ORGANIZATION  
CHART**

It was moved by Secretary Stark, seconded by Trustee Evans to adopt the Placentia Library District Organization Chart for Fiscal Year 1995-1996 Revisions proposed April 16, 1996.

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

**REVIEW OF  
FAMILIES FOR  
LITERACY  
PROGRAM**

Principal Librarian Ammar reported on the costs and current levels of service of the Families For Literacy program and proposed an alternative program which would be funded by the District.

It was moved by Secretary Stark, seconded by Trustee Evans to accept the alternative program to Families For Literacy as proposed by Principal Librarian Ammar for Fiscal Year 1996-1997, allocating the .50 FTE hours to .25 FTE in Literacy and .25 FTE to General Services, and not to apply for the State Grant funding for Families for Literacy.

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

**LIBRARY SERVICES  
AND  
CONSTRUCTION  
ACT TITLE II  
GRANT**

It was moved by Secretary Stark, seconded by Trustee Evans to authorize the Library Director to notify the State Library, the City of Placentia, Alexander Drake Hibbs, Inc., and Old Hickory Construction, that, with great regret, Placentia Library District is relinquishing its LCSA II Grant for the District's Disabled Access Remodeling Project.

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

**ESTABLISH RATE  
FOR PERSONAL  
PHOTOCOPIES**

It was moved by Secretary Stark, seconded by Trustee Shkoler to adopt the rate of 3¢ per copy for personal photocopies made on the office copier for staff, volunteers, and trustees.

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

**ORANGE COUNTY  
BANKRUPTCY  
BALLOTS  
REGARDING THE  
DEBTOR'S PLAN OF  
ADJUSTMENT**

It was moved by Trustee Shkoler, seconded by Trustee Masters to authorize the Library Director to submit the affirmative votes of the Library Board of Trustees and sign the acceptance of the Plan of Adjustment for Classes B-12, A-5, B14, A-20, and C-2, subject to the receipt of an affirmative recommendation from Patrick Shea, Counsel to Orange County Investment Pool.

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

**SANTIAGO  
LIBRARY SYSTEM  
EQUIPMENT GRANT  
FOR PUBLIC  
INTERNET ACCESS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to authorize the purchase of two LAN computer workstations, the router, and two XCP card readers at a cost not to exceed \$13,080.85 with \$6,500.00 to be paid directly by Santiago Library System, \$2,586.00 for the card reader costs to be paid from FUND 702, and the balance, not to exceed \$3,994.85, to be paid from FUND 707.

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

**STAFF REPORTS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 29 through 35: Program Report for Month of March, 1996; Children's Services Report for Month of March, 1996; Publicity Materials produced for the Month of March, 1996; Placentia Library Literacy Services Report for Month of March, 1996; Families for Literacy Project Report for Month of March, 1996; Safety Committee Minutes for March, 1995; and Placentia Pride Committee Report for March, 1996.

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

**AGENDA  
PREPARATION**

Performance review for Library Director

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library  
adjourned at 8:45 P.M.

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Sandra M. Stark, Secretary



To: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: May 21, 1996

**SUBJECT: Friends of the Library Board of Directors Report for the Month of April**

The Board of Directors of the Friends of the Placentia Library met on Monday, May 6, 1996. Principal Librarian, Suad Ammar attended the meeting. Peggy Dinsmore, President of the Library Board of Trustees represented the Board.

The Treasurer's report showed an account balance of \$1,552.98. The April revenue from the ongoing book sale was \$800.20.

The disbursement item of \$3,811.91 for Tie Communications engaged some discussion. There seemed to be misunderstanding which they would like to have clarified at their next meeting.

The installation of the answering system received a positive feedback from all the members who have had the chance to use it or be in the Library since. "Staff can attend to the patrons' needs without a lot of interruptions" was what impressed them most.

The current slate of officers was willing to continue in their offices, it was unanimously voted that the officers be elected for another year.

The upcoming Super Book Sale was discussed, everything seemed to be in place for this event.

National Library Week was discussed, one of the concerns was that some Readers' voices were lacking in projection. Some suggestions included; holding the program on Thursday after six and using a microphone.

The meeting was adjourned at 8:25 p.m.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
May 21, 1996

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





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
May 21, 1996

DATE	REPORT NO.	AMOUNT
05/15/96	3397	\$6,823.07
TOTAL		<u>\$6,823.07</u>

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 703

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
N13176 Advanced Inter Systems 1190 N. Tustin Anaheim, CA 92807	April 19, 1996 37371		4000	00		6,823.07		

**PLEASE PAY IMMEDIATELY**

The claims listed above (totaling \$ 6,823.07) 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

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 May 21, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3398	3,044.41
	3399	2,071.82
Subtotal for Immediately		5,116.23
Regular	3400	2,607.59
	3401	2,036.84
	3402	7,443.38
	3403	3,521.31
	3404	24,099.44
Subtotal for Regular		39,708.56
TOTAL CURRENT CLAIMS		44,824.79
Payroll	3405	22,085.00
	3406	13,450.00
Subtotal for Payroll		35,535.00
TOTAL		80,359.79

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/21/96  
REPORT NO 3398

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
N01074 Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	April 24, 1996		2800	00		391.02		
N03645 CareAmerica 6300 Canoga Ave. Woodland Hills, CA 91367-2555	June, 1996		0300	00		2,129.33		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	April 22, 1996 033510		1800	00		24.95		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	May 1, 1996 004002075550 May 6, 1996 004002075619		1800	00		3.18		
			1800	00		13.47		
						16.65		
N03742-A MobileComm 101 South First St., STE 300 Burbank, CA 91502	May 5, 1996 91215610596		0700	01		12.75		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Apr. 17, 1996 528-1906 528-6022 April 17, 1996 528-8236 April, 19, 1996 996-2865 April 19, 1996 996-4983		0700	00		124.37		
			0700	01		15.45		
			0700	01		20.06		
			0700	01		29.07		
			0700	01		98.50		
PLEASE PAY IMMEDIATELY	May 4, 1996 524-9784		0700	01		16.27		
	May 7, 1996 253-0470		0700	01		141.33		
	May 4, 1996 524-8408		0700	08		24.66		
						469.71		

The claims listed above (totaling \$ 3,044.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,044.41

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	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	Only
			BS Acct				Number	SC
N03659-C Southern California Water 130 N. Bradford Avenue Placentia, CA 92670	May 1, 1996		2800	00		106.46		
N05030A A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	May 16, 1996 528-8236		0700	01		9.42		
	May 5, 1996 524-9784		0700	01		5.15		
						14.57		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50392-0001	May, 1996		0300	00		400.60		
N06686 Office Depot P.O. Box 660337, Dept. 80 Dallas, TX 75266-0337	April 15, 1996		1800	00		32.99		
			1800	08		390.80		
						423.79		
N06785 Hector Vargas Cleaning Service 318 Capistrano Placentia, CA 92670	May 6, 1996 41494		1400	00		950.00		
N06965 Paychex 200 E. Sandpointe, STE 100 Santa Ana, CA 92799	April 25, 1996 19960425		1900	00		176.40		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,071.82) 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 05/21/96  
REPORT NO 3400

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
N01905 Data Perfect Images 2960 Saturn St., Unit H Brea, CA 92621	May 13, 1996	3513	1800	00		420.23		
N03653 Bear State 3548 Enterprise Dr. Anaheim, CA 92807-1640	April 16, 1996	6478	1400	00		117.42		
	April 24, 1996	6660	1400	00		<u>478.74</u>		
						596.16		
N03655B Spicers Paper 1298 N. Bluegum Street Anaheim, CA 92805	March 7, 1996	755873	1800	00		12.35		
	April 10, 1996	792464	1800	00		<u>144.39</u>		
						156.74		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	April 30, 1996		1900	00		32.71		
N03660 Elizabeth D. Minter (Petty Cash) c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	May 15, 1996		1800	00		182.87		
			1803	00		127.69		
			1803	08		32.00		
			2700	00		254.00		
			2700	01		265.00		
			2700	07		<u>162.00</u>		
						1,023.56		
N03660A Elizabeth D. Minter 539 Gardenia St. Placentia, CA 92670			2700	00		155.38		
N06556 Continental Casualty Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	April, 1996		0300	00		222.81		

The claims listed above (totaling \$ 2,607.59) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,607.59

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/21/96  
REPORT NO 3401

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
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	April 25, 1996 A22549		0700	05		423.82		
N03833B Brodart 1609 Memorial Avenue Willaimsport, PA 17705	May 3, 1996 614337		1800	00		100.91		
N06572 SPS Data Communications 1569 Greenwich Rd. San Dimas, CA 91773	May 6, 1996 00059606		1300	00		126.20		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	May, 1996		1900	00		35.00		
N06573 First American Trust Co. 421 N. Main Santa Ana, CA 92702	April 5, 1996 60-1076-00		1900	00		818.67		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816-0612	May 2, 1996		1900	00		105.00		
N06771 The H.W. Wilson Co. 950 University Ave. Bronx, NY 10452	April 8, 1996 98140434		2400	01		359.35		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	March, 1996		2700	08		17.05		
			2700	08		50.84		
						67.89		

The claims listed above (totaling \$ 2,036.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,036.84

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/21/96  
REPORT NO 3402

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	Only
			BS Acct				Number	SC
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	May 6, 1996 53671		2800	00		3548.04		
			1400	00		1,694.35		
						5,242.39		
N06901 Margaret V. Dinsmore 2108 Rosemont Placentia, CA 92670	March, 1996		2400	02		683.94		
N09114 Jeannine Walters 411 E. Chapman Avenue Placentia, CA 92670	January, 1996 April, 1996		2700	09		28.83		
			2700	09		24.02		
						52.85		
N09236 Charitable Gift Planning News P.O. Box 214373 Dallas, TX 75221-4373	April 13, 1996		1800	00		132.00		
N09238 Scholastic Book Fairs 1210 N. Red Gum Street Anaheim, CA 92806	April 22, 1996 11453 11452		1800	09		30.39		
						104.09		
						134.48		
N09286 The Bookmen, Inc. 525 N. Third Street Minneapolis, MN 55401	April 4, 1996 April 23, 1996 504220 514512		1800	09		555.06		
			1800	09		198.16		
						753.22		
N13176 Advanced Inter Systems 1190 N. Tustin Anaheim, CA 92807	April 30, 1996 37378		1300	00		350.00		
Library Journal P.O. Box 59690 Boulder, CO 80321-9690	renewal 5/96-4/97		1800	00		94.50		

The claims listed above (totaling \$ 7,443.38) 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 05/21/96  
REPORT NO 3403

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
Prentice Hall Remittance Processing Center P.O. Box 11074 Des Moines, IA 50336-1074	April 24, 1996		1800	09		37.97		
N03658 Grolier Educational Corp. P.O. Box 1716 Danbury, CT 06816	April 11, 1996 299002 April 26, 1996 302280		2400	01		145.70  190.88 336.58		
N06897 Information Plus 2812 Exchange St. Wylie, TX 75098	May 1, 1996 9618625-IN		2400	01		137.70		
N06945 Dun & Bradstreet Business Reference Services P.O. Box 75918 Chicago, IL 60675-5918	May 15, 1996 0066593-96		2400	01		487.73		
N09184 Word Book Educational Products P.O. Box 85800 Louisville, KY 40285-5800	May 30, 1996 5002196125773		2400	01		966.52		
Adams Media Corp. 260 Center Street Holbrook, MA 02343	April 24, 1996 37043		2400	01		234.05		
National Register Publishing 121 Chanlon Road New Providence, NY 07974	April 15, 1996 9609960126		2400	01		1,135.96		
Omnigraphics, Inc. Penobscot Bldg Detroit, MI 48226-4200	April 10, 1996 22493		2400	01		184.80		

The claims listed above (totaling \$ 3,521.31) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,521.31

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/21/96  
REPORT NO 3404

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
Information Access Co. Attn: Accounts Receivable 362 Lakeside Drive Foster City, CA 94404	April 18, 1996 1128789		2400	03		23,705.01		
Jenson Publications 200 Main Street, STE 104-201 Huntington Beach, CA 92648	April 22, 1996 12435		2400	01		20.00		
Lerner Publications Company 241 First Avenue, North Minneapolis, MN 55401	May 6, 1996 L299816		2400	01		366.43		

The claims listed above (totaling \$ 24,091.44) 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

24,091.44

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	May 21, 1996 Pay # 12 May 24, 1996 June 6, 1996		0100	00		20,515.00		
	FICA		0200	00		1,570.00 22,085.00		
PLEASE WIRE ON THURSDAY, June 6, 1996								

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/21/96  
REPORT NO 3406

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	May 21, 1996 Pay # 13 June 7, 1996 June 20, 1996		0100	00		12,500.00		
	FICA		0200	00		950.00 13,450.00		
PLEASE WIRE ON THURSDAY, June 20, 1996								

The claims listed above (totaling \$ 13,450.00) 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 \_\_\_\_\_

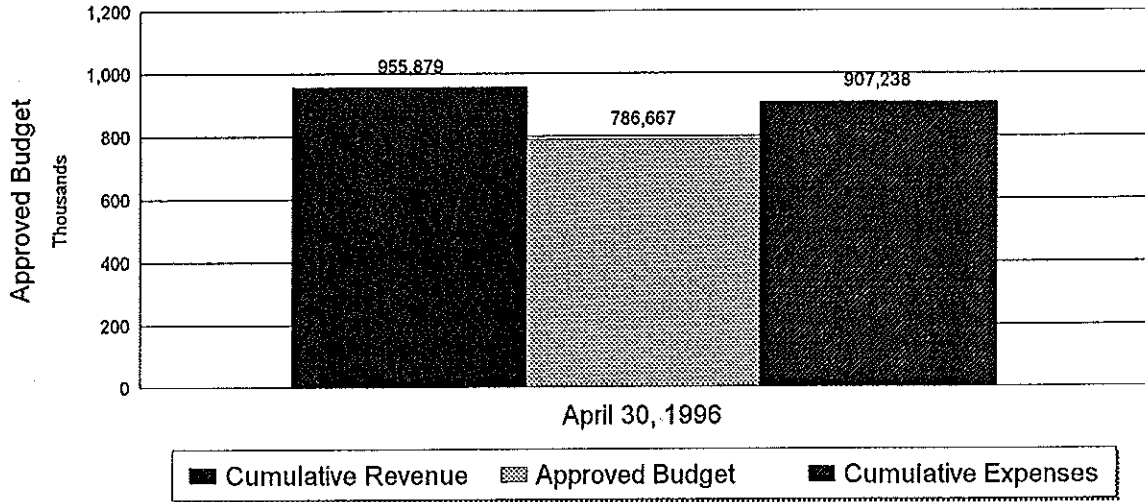
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13,450.00



# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1995-1996 General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
May 21, 1996

OBJECT CODE	DESCRIPTION	FY 1995-96 BUDGETED	FY 1995-96 YTD	FY 1994-95 YTD	FY 1995-96 APR 1996	FY 1994-95 APR 1995	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	634,818.74	644,816.41	216,308.96	217,751.32	90.69%
6210-01	Public Utility	25,000.00	12,542.51	25,127.53	0.00	0.00	50.17%
6210-04	Tester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	725,000.00	647,361.25	669,943.94	216,308.96	217,751.32	89.29%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	45,448.68	47,239.41	0.00	0.00	90.90%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(723.11)	0.00	0.00	
6230-01	Prior year's secured final appointment	0.00	3,448.47	7,532.49	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Tester Plan buyout - FY 1993-1994 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	6,809.38	0.00	0.00	42.41%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	460.95	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	7,525.95	1,908.66	424.97	0.00	88.34%
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	7,922.73	2,016.88	424.97	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	2,312.00	0.00	0.00	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88	0.00	0.00	0.00	
	TOTAL TAXES	839,500.00	724,036.48	778,782.56	216,733.93	217,751.32	86.25%
6610-00	Interest	25,000.00	14,989.48	6,722.46	2,453.39	0.00	59.96%
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	14,989.48	6,722.46	2,453.39	0.00	59.96%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,500.00	7,699.73	7,326.01	0.00	0.00	49.68%
6970-00	State - ILL & Direct Loan Reimbursement	19,000.00	16,827.80	8,043.93	0.00	0.00	88.57%
6970-01	State - CA Foundation Funds	16,000.00	15,986.00	0.00	0.00	0.00	99.91%
6970-02	State - CA Literacy Campaign	10,000.00	8,391.00	0.00	0.00	0.00	83.91%
6970-03	State - Family Literacy	20,000.00	20,088.90	11,500.00	10,000.00	0.00	100.44%
6970-04	State - Dept of Education 321 Grant	10,000.00	1,381.00	3,294.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	151.81	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	62,826.51	22,837.93	10,000.00	0.00	83.77%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	34,000.00	26,327.23	10,540.28	2,303.87	0.00	77.43%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(749.63)	0.00	12.50	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	120,000.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	955,879.43	775,459.61	231,493.19	217,763.82	96.16%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 21, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 APR 1996	FY1994-95 APR 1995	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	467,965.43	429,038.00	61,545.00	35,364.00	91.25%
0200	Retirement	72,746.00	67,719.67	66,487.24	4,710.00	2,705.34	93.09%
	Health Insurance/Care America	21,638.00	15,381.40	14,211.10	3,459.70	(558.92)	70.92%
	Long Term Disability	2,462.00	2,150.59	2,076.70	222.81	207.67	87.55%
	Vision Service Plan	1,934.00	1,200.33	1,033.49	0.00	115.10	62.06%
	Dental	4,295.00	4,006.00	3,456.94	400.60	381.08	93.27%
0300	Total Employee Insurance	30,379.00	22,738.32	20,778.23	4,083.11	144.93	74.85%
0310	Unemployment Insurance	1,000.00	0.00	324.46	0.00	0.00	0.00%
0350	Workers Compensation - General	3,800.00	4,479.00	2,898.00	0.00	0.00	117.87%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	562,902.42	519,525.93	70,338.11	38,214.27	90.68%
0700-00	Communications - Telephone	3,000.00	1,289.50	1,479.17	142.78	128.48	42.98%
0700-01	Communications - Modem/Fax	1,800.00	3,093.10	2,116.04	509.07	36.38	
0700-02	Communications - Internet/Database	500.00	437.14	418.65	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	3,787.05	4,472.55	423.82	423.82	
0700-07	Communications - 321 Grant	135.00	147.92	68.30	0.00	33.12	
0700-08	Communications - Adult Literacy	575.00	273.88	453.71	52.91	0.00	47.63%
	Total Communications	11,510.00	9,028.59	9,010.42	1,128.58	621.80	78.44%
0900-00	Food - General Fund	100.00	78.48	147.33	0.00	0.00	78.48%
0900-07	Food - 321 Grant	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	0.00	30.43	0.00	0.00	
090-009	Food - Family Literacy	50.00	129.29	22.36	16.77	0.00	
	Total Food	250.00	207.77	200.12	16.77	0.00	83.11%
1000-00	Household Expense	3,500.00	3,264.94	3,177.16	0.00	1,008.63	93.28%
1100-00	Insurance	15,500.00	2,692.13	15,225.66	0.00	3,393.91	17.37%
1300-00	Maintenance of Equipment - General Fund	8,000.00	7,378.40	5,294.69	1,928.14	828.66	98.48%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	517.16	969.80	517.16	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	9,000.00	8,395.56	6,263.69	2,445.30	828.66	98.48%

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05/14/96



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 21, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 APR. 1996	FY1994-95 APR. 1995	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	5,630.76	2,038.56	244.42	117.42	156.41%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	24,000.00	15,229.45	17,265.03	1,891.03	1,628.21	63.46%
	Plumbing	750.00	110.00	355.99	0.00	355.99	14.67%
	Electrical	3,740.00	2,924.00	3,061.71	725.00	0.00	78.18%
	Cleaning Service	11,700.00	9,500.00	9,500.00	950.00	950.00	81.20%
	Locksmith	200.00	1,197.20	0.00	1,034.02	0.00	59.60%
	Other	500.00	7,137.29	3,464.32	0.00	146.25	1427.46%
	Total Maintenance of Building & Grounds	45,990.00	41,728.70	36,485.61	4,844.47	3,197.87	90.73%
1600-00	Memberships - General Fund	2,400.00	2,020.65	1,965.00	0.00	0.00	84.19%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	238.00	135.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	2,393.65	2,100.00	0.00	0.00	93.87%
1700-00	Miscellaneous Expense - General Fund	0.00	(702.50)	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	(702.50)	0.00	0.00	0.00	
1800-00	Library Supplies	6,000.00	7,116.87	3,688.40	0.00	126.35	118.61%
	Printing	9,000.00	2,053.33	6,957.26	24.73	16.16	22.81%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	892.98	632.17	0.00	67.50	89.30%
	Paper	900.00	551.07	718.55	0.00	136.29	61.23%
	Drinking Water Service	300.00	249.50	249.50	24.95	24.95	83.17%
	Other Office Supplies	5,500.00	4,134.33	4,774.73	476.39	204.94	75.17%
	Total Office Supply Expense - General Fund	22,700.00	14,998.08	17,020.61	526.07	576.19	66.07%
1800-07	Literacy Dept Edwe 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
	Printing	3,000.00	1,045.62	2,442.11	359.02	0.00	34.85%
	Publications	2,100.00	2,622.75	1,482.86	134.33	0.00	0.00%
	Paper	50.00	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	350.00	1,229.67	173.48	0.00	0.00	35.13%
	Total Adult Literacy Office Supply Expense	5,500.00	4,898.04	4,198.45	493.35	0.00	89.80%
1800-09	Family Literacy Supply Expense	6,000.00	2,248.82	2,054.63	11.61	202.95	37.48%
	Total Office Expense	34,300.00	22,144.94	22,273.69	1,031.03	779.14	64.75%

05/14/96

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 21, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 APR 1996	FY1994-95 APR 1995	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	412.77	1,235.12	10.70	1.94	22.93%
1803-04	Postage Expense - LSCA II Grant	100.00	0.00	19.95	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	300.00	32.00	150.42	0.00	0.00	10.67%
1803-09	Postage Expense - Family Literacy	150.00	0.00	114.84	0.00	0.00	
	Total Postage Expense	2,350.00	444.77	1,520.33	10.70	1.94	18.93%
	Care Resources (Employee Assistance)	650.00	315.00	210.00	35.00	35.00	48.46%
	Pension Contribution & Operating Expenses	5,800.00	3,978.94	4,991.41	0.00	150.00	68.60%
	Anahcim Library Automated System	40,000.00	37,377.87	647.83	0.00	0.00	93.44%
	Clipping Service	400.00	327.10	327.10	32.71	32.71	81.78%
	Tax Collection Services & Fees by Orange County	175.00	316.51	138.85	74.35	0.00	180.86%
	Advertising	200.00	115.20	47.97	0.00	0.00	57.60%
	Medical Exams	750.00	147.50	475.00	52.50	95.00	19.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	3,700.00	0.00	0.00	0.00%
	Audit	3,750.00	2,950.00	3,255.00	0.00	0.00	78.67%
	Payroll Preparation	2,500.00	2,022.63	2,063.05	440.84	260.28	80.91%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	ERR
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	3,000.00	2,513.91	2,936.61	2,062.25	42.91	84.80%
1900-00	Total Specialized Services - General Fund	60,925.00	50,094.66	17,892.82	2,697.65	615.90	82.22%
1900-01	Specialized Services - LSCA II Grant	0.00	1,489.14	10,574.71	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	788.11	1,990.01	0.00	25.00	28.66%
1900-09	Specialized Services - Family Literacy	5,500.00	618.25	105.00	570.75	10.00	11.24%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	1,752.89	1,775.15	561.64	564.25	87.64%
	Total Specialized Services	71,175.00	54,743.05	32,337.69	3,830.04	1,215.15	76.91%
2000-00	Legal Notices - General Fund	500.00	112.50	141.75	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	141.75	0.00	0.00	9.00%
2100-00	Rent/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	35,900.00	35,900.00	0.00	0.00	100.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

05/14/96

Expenditure Report

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
May 21, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 APR 1996	FY1994-95 APR 1995	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,817.81	90.67	264.84	0.00	2817.81%
2400-01	Special Department Expense - Books	25,056.00	11,774.84	37,270.81	0.00	712.58	46.99%
2400-02	Special Department Expense - Video	2,000.00	243.00	0.00	0.00	0.00	12.15%
2400-03	Special Department Expense - Electronic	25,000.00	22,476.65	5,623.38	0.00	0.00	94.49%
2400-04	Special Department Expense - Periodicals	5,000.00	4,724.48	9,207.16	0.00	0.00	16.80%
2400-05	Special Department Expense - Audio	3,000.00	503.90	0.00	0.00	0.00	0.00%
2400-07	Special Department Expense - 321 Grant	0.00	0.00	213.34	0.00	0.00	0.00%
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	1,381.15	0.00	0.00	0.00%
2400-09	Special Department Expense - Family Literacy	500.00	0.00	715.59	0.00	0.00	0.00%
	Total Special Department Expense	61,156.00	42,540.68	54,803.10	264.84	712.58	69.56%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	1,285.95	6,489.33	98.45	0.00	ERR
2700-01	Transportation/Travel - Meetings, Staff Local	2,000.00	1,071.79	1,130.84	(66.80)	126.50	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	203.54	0.00	0.00	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	275.00	699.00	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	2,750.00	1,650.51	1,992.36	20.00	100.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	52.83	137.00	0.00	111.00	16.37%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	28.19	65.00	0.00	0.00	14.10%
	Total Transportation/Travel - Meetings	6,700.00	5,167.81	10,313.53	51.65	337.50	77.13%
	Electricity	58,000.00	40,247.52	41,134.04	3,739.72	3,645.82	69.39%
	Gas	3,075.00	2,631.78	2,174.04	704.60	504.76	85.59%
	Water	1,925.00	1,512.32	1,537.85	0.00	77.76	78.58%
	Total Utilities	63,000.00	44,391.62	44,845.93	4,444.32	4,228.34	70.46%
	TOTAL SUPPLIES & SERVICES	364,031.00	272,454.21	275,596.68	18,067.70	16,325.52	74.84%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	1,154.00	1,105.00	181.00	0.00	96.17%
4000-00	Equipment - General Fund	8,000.00	727.81	4,179.84	0.00	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	2,150.05	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	8,000.00	727.81	6,329.89	0.00	0.00	9.10%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	727.81	6,329.89	0.00	0.00	9.10%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	70,000.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	994,000.00	907,238.44	802,555.50	38,586.81	54,339.79	
		0571498					



**Salomon Brothers**

May 10, 1996

Dear Pool Participant:

Money market securities handily outpaced longer-dated fixed income instruments in April as Treasuries longer than two years posted negative returns. The fixed-income market began the month on a positive note as investors bid up prices in anticipation of a rebound from the March sell-off. Unfortunately for bond bulls, the stronger-than-expected March employment report sent fixed income securities lower in price. The market continued to be pressured by strong economic data (Philadelphia Fed survey, durable goods orders, existing home sales) as well as by soaring commodities prices. The Commodity Research Bureau (CRB) index soared to 8-year highs, fueled by surging grain and energy prices.

The growing preponderance of strengthening economic data has eliminated the possibility of a Federal Reserve easing in the foreseeable future. In fact, a growing number of economists and market strategists are forecasting a Fed tightening as early as the July FOMC meeting; we do not currently share this opinion. At the end of March, the average aggregate maturity of the portfolios stood at 32 days, which reflected our belief at the time that investors were not being adequately compensated for extending maturity out along the money market yield curve. The increase in short-term rates and continued steepening of the curve during the month, however, prompted us to extend the portfolios' average maturity to 43 days at the end of April.

Sincerely,



Steve Guterman



Nancy Noyes

County of Orange  
 Pre Bankruptcy Portfolio - 274  
 Investment Pool Portfolio Summary  
 April 30, 1996

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

\*Maturities range from May 1, 1996 through June 5, 1996

\*16 days average maturity

\*0.44% average portfolio monthly return

\*5.30% average investment's annualized monthly yield

\*\$3.8 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
5/1/96	\$1.7	<b>Agency Securities</b>	
5/10/96	0.1	FFCB	\$0.5
5/22/96	0.6	FHLMC	0.5
5/24/96	0.1	FHLB	0.5
5/28/96	0.6	<b>Commercial Paper</b>	
6/3/96	0.1	Coca Cola	\$0.1
6/5/96	0.6	Ford Motor Credit	0.1
		GE Capital	0.1
		Goldman Sachs Group	0.1
		Lucent Technologies	0.1
		Walt Disney	0.1
		Treasury Collateralized O/N	\$1.7

County of Orange  
Pre Bankruptcy Portfolio - 200  
Investment Pool Portfolio Summary  
April 30, 1996

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through October 18, 1996
- \*49 days average maturity
- \*0.44% average portfolio monthly return
- \*5.30% average investment's annualized monthly yield
- \*\$50 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
5/1/96	\$9	<b>Agency Securities</b>	
5/6/96	5	FFCB	\$1
5/9/96	1	FHLB	3
5/14/96	1	FHLMC	1
5/15/96	1	FNMA	2
5/16/96	2	<b>Bankers Acceptance</b>	
5/20/96	1	ABN Amro	\$2
5/22/96	2	Bankers Trust	1
5/23/96	2	Chase Manhattan Bank	1
5/28/96	1	Deutsche Bank	1
5/29/96	2	Republic Bank	1
5/31/96	2	<b>Commercial Paper</b>	
6/3/96	1	Barclays US Funding	\$1
6/6/96	1	Commercial Credit	1
6/14/96	1	Commerzbank US Finance	1
6/20/96	1	Ford Motor Credit	1
6/25/96	1	GE Capital	1
7/11/96	1	Goldman Sachs Group	1
7/12/96	1	Hewlett Packard	1
7/16/96	1	IBM Credit	2
7/22/96	1	Lucent Technologies	1
7/26/96	1	Motorola	1
8/5/96	2	Transamerica Finance	1
8/7/96	1	Walt Disney	2
8/15/96	2	<b>Certificates of Deposit</b>	
8/29/96	1	Banque Nationale De Paris	\$2
10/8/96	1	Bayerische Landesbank	1
10/11/96	1	Bayerische Vereinsbank	1
10/17/96	2	Commerzbank	1
10/18/96	1	Deutsche Bank	1

**County of Orange**  
**Pre Bankruptcy Portfolio - 200**  
**Investment Pool Portfolio Summary**  
**April 30, 1996**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through October 18, 1996
- \*49 days average maturity
- \*0.44% average portfolio monthly return
- \*5.30% average investment's annualized monthly yield
- \*\$50 million in portfolio investments

<b>Maturity Schedule (in million dollars)</b>		<b>Issuer Breakdown (in million dollars)</b>	
<b>Date</b>	<b>Amount</b>	<b>Issuer</b>	<b>Amount</b>
		FNB Chicago	1
		National Westminster Bank	2
		Royal Bank of Canada	2
		Societe Generale	2
		<b>US Treasury Securities</b>	
		US Treasury Note	\$2
		<b>Treasury Collateralized O/N</b>	<b>\$8</b>



County of Orange  
Pre Bankruptcy Portfolio - 683  
Investment Pool Portfolio Summary  
April 30, 1996

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

\*Maturities range from May 1, 1996 through October 24, 1996

\*44 days average maturity

\*0.44% average portfolio monthly return

\*5.31% average investment's annualized monthly yield

\*\$1.124 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
5/1/96	\$325	<b>Agency Securities</b>	
5/6/96	82	FHLB	\$42
5/8/96	16	FNMA	66
5/9/96	15	FHLMC	10
5/10/96	16	FFCB	20
5/13/96	50	<b>Bankers Acceptances</b>	
5/14/96	6	ABN Amro	\$5
5/15/96	20	Bankers Trust	9
5/16/96	4	Chase Manhattan Bank	6
5/20/96	20	Deutsche Bank	10
5/21/96	15	Republic Bank	23
5/22/96	16	<b>Commercial Paper</b>	
5/23/96	24	AIG Funding	\$23
5/24/96	16	ANZ Delaware	14
5/28/96	24	Barclays US Funding	25
5/29/96	7	Coca Cola	16
5/31/96	13	Commercial Credit	31
6/3/96	41	Commerzbank US Finance	9
6/5/96	8	Ford Motor Credit	31
6/6/96	5	GE Capital	25
6/14/96	20	Goldman Sachs Group	29
6/17/96	7	HJ Heinz	15
6/20/96	18	JC Penney Funding	4
6/25/96	25	JP Morgan	20
6/28/96	15	Lucent Technologies	13
7/1/96	5	Metlife Funding	21
7/3/96	5	PHH Corporation	15
7/5/96	7	Pitney Bowes Credit	7
7/8/96	5	Transamerica Finance	19
7/11/96	20	Xerox Corporation	10
7/12/96	13	<b>Certificates of Deposit</b>	
7/16/96	10	ABN Amro	\$18

**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**April 30, 1996**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through October 24, 1996
- \*44 days average maturity
- \*0.44% average portfolio monthly return
- \*5.31% average investment's annualized monthly yield
- \*\$1.124 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
7/22/96	6	Bankers Trust	10
7/26/96	4	Bayerische Vereinsbank	8
8/5/96	26	Bayerische Landesbank	26
8/7/96	14	Bank of Nova Scotia	5
8/12/96	4	Banque Nationale De Paris	27
8/15/96	21	FNB Chicago	11
8/16/96	15	Commerzbank	36
8/22/96	14	Deutsche Bank	20
8/23/96	10	National Westminster Bank	52
8/29/96	9	Royal Bank of Canada	41
9/6/96	10	Societe Generale	51
9/9/96	20	US Treasury Securities	
9/24/96	10	US Treasury Note	\$21
10/2/96	22	Treasury Collateralized O/N	\$280
10/8/96	8		
10/11/96	15		
10/17/96	28		
10/24/96	15		

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**April 30, 1996**

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

\*Maturities range from May 1, 1996 through October 18, 1996

\*44 days average maturity

\*0.44% average portfolio monthly return

\*5.31% average investment's annualized monthly yield

\*\$37 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
5/1/96	\$9	<b>Agency Securities</b>	
5/6/96	4	FHLB	\$4
5/10/96	1	FNMA	1
5/15/96	1	<b>Bankers Acceptances</b>	
5/23/96	1	Bankers Trust	\$1
5/24/96	2	Chase Manhattan Bank	1
5/28/96	2	Deutsche Bank	1
5/29/96	1	<b>Commercial Paper</b>	
5/30/96	1	AIG Funding	\$1
6/3/96	1	Coca Cola	1
6/5/96	1	Commerical Credit	1
6/14/96	2	Ford Motor Credit	1
6/20/96	2	GE Capital	1
7/22/96	1	Goldman Sachs Group	1
8/5/96	2	IBM Credit Group	1
8/15/96	2	JP Morgan	1
8/22/96	1	Lucent Technologies	1
10/11/96	1	Metlife Funding	1
10/17/96	1	<b>Certificates of Deposit</b>	
10/18/96	1	ABN Amro	\$1
		Banque Nationale De Paris	1
		Bayerische Landesbank	1
		Commerzbank	1
		Deutsche Bank	1
		National Westminster Bank	1
		Royal Bank of Canada	1
		Societe Generale	1

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**April 30, 1996**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through October 18, 1996
- \*44 days average maturity
- \*0.44% average portfolio monthly return
- \*5.31% average investment's annualized monthly yield
- \*\$37 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
		<b>US Treasury Securities</b>	
		US Treasury Note	\$2
		Treasury Collateralized O/N	\$9

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

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through March 6, 1997
- \*44 days average maturity
- \*0.44% average portfolio monthly return
- \*5.33% average investment's annualized monthly yield
- \*\$1.066 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
5/1/96	\$281	<b>Agency Securities</b>	
5/6/96	39	FNMA	\$56
5/8/96	10	FHLB	77
5/9/96	24	FHLMC	24
5/10/96	40	FFCB	20
5/13/96	52	<b>Bankers Acceptances</b>	
5/15/96	26	ABN Amro	\$8
5/16/96	8	Bankers Trust	16
5/20/96	30	Chemical Bank	5
5/21/96	10	Deutsche Bank	7
5/22/96	29	Morgan Guaranty Trust	8
5/23/96	12	Republic Bank	22
5/28/96	25	<b>Commercial Paper</b>	
5/29/96	21	AIG Funding	\$20
5/30/96	24	Barclays US Funding	9
6/3/96	33	Commercial Credit	5
6/6/96	14	Ford Motor Credit	24
6/10/96	2	GE Capital	26
6/14/96	40	Goldman Sachs Group	23
6/17/96	8	HJ Heinz	25
6/19/96	15	IBM Credit	17
6/20/96	19	JP Morgan	24
6/25/96	11	Lucent Technologies	22
7/3/96	15	Metlife Funding	11
7/5/96	18	Motorola	8
7/11/96	14	PHH Corporation	10
7/12/96	14	Pitney Bowes Credit	8
7/16/96	24	Transamerica Finance	9

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

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from May 1, 1996 through March 6, 1997
- \*44 days average maturity
- \*0.44% average portfolio monthly return
- \*5.33% average investment's annualized monthly yield
- \*\$1.066 billion in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
8/5/96	22	Walt Disney	22
8/7/96	7	Xerox Corporation	20
8/12/96	8	<b>Certificates of Deposit</b>	
8/15/96	15	ABN Amro	\$18
8/16/96	5	Bank of Nova Scotia	10
8/22/96	3	Banque Nationale de Paris	45
8/23/96	10	Bayerische Landesbank	7
8/29/96	10	Bayerische Vereinsbank	6
9/3/96	10	Commerzbank	37
9/24/96	10	Deutsche Bank	25
10/2/96	22	National Westminster Bank	50
10/8/96	6	Royal Bank of Canada	36
10/11/96	8	Societe Generale	53
10/17/96	56	<b>US Treasury Securities</b>	
10/18/96	13	US Treasury Note	\$15
11/14/96	2	US Treasury Bill	4
3/6/97	1	<b>Treasury Collateralized O/N</b>	\$234

Placentia Library District  
Balance Sheet

April 30, 1996

Assets

General Fund - Checking	3,701.56	
Literacy Fund-Checking	3,623.25	
County Exempt-Checking	3,351.25	
Payroll Account	42,213.19	
Savings (P/R Support)	4,954.74	
Savings (P/R Fees)	2,195.58	
Certificates of Deposit	25,000.00	
General Fund - Savings	8,185.22	
Literacy Fund - Savings	3,502.57	
County Exempt - Savings	13,338.94	
Total Assets		110,066.30

Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	(375.72)	
Deferred Comp Payable	842.45	
Insurance Payable	(406.79)	
Credit Union Payable	(364.22)	
Union Dues Payable	81.12	
Other Employee Deductions	656.41	
Total Liabilities		433.25

Capital

Fund Balance	109,633.05	
Total Capital		109,633.05
Total Liabilities and Capital		110,066.30

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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				20,635.09
Checks Out	1017	12,449.87		
TOTALS		12,449.87	0.00	
CHECKBOOK BAL				8,185.22

*EDM*  
*5/14/96*



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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,317.18
Checks Out	4237	61.04		
	4238	120.00		
	4242	30.00		
	4244	23.00		
	4245	84.00		
	4246	100.00		
	4248	11.69		
	4249	9.10		
	4250	16.79		
	4251	100.00		
	4252	60.00		
TOTALS		615.62	0.00	
CHECKBOOK BAL				

3,701.56

*ESM*  
*5/14/96*

04/30/96

Page 1  
Part 1 of 1 Parts

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

	Total	04/30/96
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	19.55	19.55
Cash Register-Fines	2,893.74	2,893.74
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	94.55	94.55
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	125.00	125.00
Cash Register-Computer Rental	29.40	29.40
Typewriter Income	18.55	18.55
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	3,855.28	3,855.28
State Library Grants	104.65	104.65
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	33.50	33.50
Miscellaneous Income	21.75	21.75
	-----	-----
Total Income	7,195.97	7,195.97
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	7,195.97	7,195.97
<b>Expenses</b>		
Transfers to County	12,449.87	12,449.87
Employee Insurance (030)	0.00	0.00
Food (0900)	205.60	205.60
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	348.17	348.17
Postage (183)	176.48	176.48
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	(19.95)	(19.95)
Transportation & Travel (270)	(282.27)	(282.27)
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

04/30/96

Page 2  
Part 1 of 1 Parts

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

	Total	04/30/96
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	12,877.90	12,877.90
	-----	-----
Operating Income (Loss)	(5,681.93)	(5,681.93)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(5,681.93)	(5,681.93)
	=====	=====

04/30/96

Page 1

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

Part 1 of 1 Parts

	04/30/96
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	308.25
Cash Register-Fines	21,023.16
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,711.01
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	210.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,222.49
Cash Register-Computer Rental	392.87
Typewriter Income	94.42
Telephone Income	113.90
Copy Machine Income	0.00
State Library Reimbursements	17,581.97
State Library Grants	28,584.55
State of California Foundation Funds	15,986.00
Other Grants	1,381.00
County Reimbursements	11,182.17
Interest Income - checking	5.20
Interest Income - savings	110.94
Miscellaneous Income	5,082.62
	-----
Total Income	104,990.55
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	104,990.55
<b>Expenses</b>	
Transfers to County	97,149.24
Employee Insurance (030)	87.90
Food (0900)	426.99
Household Expenses (100)	12.19
Insurance (1100)	(6,877.04)
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Communications (070)	44.66
Memberships (160)	1,066.00
Office Expense (180)	3,155.44
Postage (183)	886.52
Prof. & Spec. Services (190)	280.00
Special Departmental Expense (240)	(727.79)
Transportation & Travel (270)	4,670.37
Utilities (280)	(217.76)
Equipment (400)	0.00

04/30/96

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

Page 2  
Part 1 of 1 Parts

	04/30/96
Taxes and Fees (370)	981.51
Funds in Transit	0.00
	-----
Total Expenses	101,118.23
	-----
Operating Income (Loss)	3,872.32
Other Income	
Other Expenses	
	-----
Net Income (Loss)	3,872.32
	=====

04/30/96

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 96 Period 10  
General Account

Page

Check	Date	Payee	Amount
4234	04/03/96	Computer City 0-5114-01 Office Expense (180)	42.94
4235	04/03/96	Smart & Final 0-5114-01 Office Expense (180)	47.32
4236	04/11/96	Computer City 0-5114-01 Office Expense (180)	72.29
4237	04/11/96	Elizabeth Minter (p 0-5105-01 Food (0900) 0-5114-01 Office Expense (180) 0-5122-01 Transportation & Travel (270)	61.04 16.77 19.54 24.73
4238	04/15/96	U.C. Regents 0-5204-02 Travel Expense	120.00
4239	04/16/96	Ralphs 0-5105-01 Food (0900)	43.37
4240	04/16/96	Smart & Final 0-5105-01 Food (0900)	101.72
4241	04/16/96	U.S. Postmaster 0-5116-01 Postage (183)	148.00
4242	04/24/96	Plac. Chamber 0-5122-01 Transportation & Travel (270)	30.00
4243	04/24/96	Smart & Final 0-5105-01 Food (0900)	43.74
4244	04/24/96	CALTAC 0-5122-01 Transportation & Travel (270)	23.00
4245	04/24/96	Best Western 0-5122-01 Transportation & Travel (270)	84.00
4246	04/29/96	UCI Regents 0-5122-01 Transportation & Travel (270)	100.00
4247	04/29/96	M.L.E. 0-5114-01 Office Expense (180)	96.98
4248	04/29/96	Bolin's Mail 0-5116-01 Postage (183)	11.69

04/30/96

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 96 Period 10  
General Account

Page 2

Check	Date	Payee		Amount
4249	04/29/96	Dick's Lock & Safe 0-5114-01 Office Expense (180)	9.10	9.10
4250	04/29/96	Bolin's Mail Service 0-5116-01 Postage (183)	16.79	16.79
4251	04/29/96	CSDA 0-5122-01 Transportation & Travel (270)	100.00	100.00
4252	04/29/96	CSDA 0-5114-01 Office Expense (180)	60.00	60.00
				<hr/>
Checkbook 1 Total				1,211.98

04/30/96

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

Page 3

For Fiscal Year 96, Period 10 through Fiscal Year 96, Period 10

Account Name	Total
0-5105-01 Food (0900)	205.60
0-5114-01 Office Expense (180)	348.17
0-5116-01 Postage (183)	176.48
0-5122-01 Transportation & Travel (270)	361.73
0-5204-02 Travel Expense	120.00
	-----
	1,211.98 .
	=====



04/30/96

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 96 Period 10  
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1017	04/17/96	O.C. Auditor	12,449.87
		0-5102-01 Transfers to County	12,449.87
		Checkbook 5 Total	12,449.87

04/30/96

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

Page 2

For Fiscal Year 96, Period 10 through Fiscal Year 96, Period 10

Account Name	Total
0-5102-01 Transfers to County	12,449.87
	-----
	12,449.87
	=====

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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,502.57
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,502.57

*EW Martin*  
*5/14/96*

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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,623.25
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,623.25

*2000*  
*5/14/96*

04/30/96

Page 1  
Part 1 of 1 Parts

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

	Total	04/30/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	70.00	70.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	2.98	2.98
Interest Income - savings	6.40	6.40
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	44.00	44.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	123.38	123.38
Cost of Sales		
	-----	-----
Gross Profit (Loss)	123.38	123.38
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	120.00	120.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	120.00	120.00
Operating Income (Loss)	3.38	3.38
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	3.38	3.38
	=====	=====

04/30/96

Page 1

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

Part 1 of 1 Parts

	04/30/96
Income	
Gifts Income	0.00
Tutor Training Income	310.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	28.62
Interest Income - savings	70.30
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	205.00
Citizenship Tests (CASAS)	149.00
Donations to Literacy	50.00
	-----
Total Income	812.92
Cost of Sales	
	-----
Gross Profit (Loss)	812.92
Expenses	
Refunds (not in use)	0.00
Travel Expense	120.00
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	140.30
	-----
Operating Income (Loss)	672.62
Other Income	
Other Expenses	
	-----
Net Income (Loss)	672.62
	=====

04/30/96

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

Page 1

For Fiscal Year 96, Period 10 through Fiscal Year 96, Period 10

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

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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,338.94
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				13,338.94

*Edmund*  
5/14/96



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

April 1996

Prepared 5/14/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,878.95
Checks Out	998	527.70		
	TOTALS	527.70	0.00	
CHECKBOOK BAL				3,351.25

*Handwritten:*  
5/14/96

04/30/96

Page 1  
Part 1 of 1 Parts

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

	Total	04/30/96
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	305.00	305.00
Test Proctoring Income	80.00	80.00
Vending Machine Income	0.00	0.00
Debit Card Income	1,781.15	1,781.15
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	3.21	3.21
Interest Income - savings	23.19	23.19
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	2,192.55	2,192.55
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	2,192.55	2,192.55
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
	-----	-----

04/30/96

Page 2  
Part 1 of 1 Parts

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

	Total	04/30/96
Operating Income (Loss)	2,192.55	2,192.55
Other Income		
Other Expenses		
Net Income (Loss)	<u>2,192.55</u>	<u>2,192.55</u>

04/30/96

Page 1

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

Part 1 of 1 Parts

	04/30/96
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	276.50
Microfilm/Microfich Income	0.00
Meeting Room Income	2,555.00
Test Proctoring Income	400.00
Vending Machine Income	57.00
Debit Card Income	3,902.50
Friends Contributions	0.00
Friends - Summer Reading	1,000.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	29.92
Interest Income - savings	181.58
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
<b>Total Income</b>	<b>8,402.50</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>8,402.50</b>
 <b>Expenses</b>	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	24.80
Children's Summer Reading Program	1,494.31
Children's Camp Library	461.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	1,030.83
Friend's-Director's Fund	226.67
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	440.94
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00
	-----
<b>Total Expenses</b>	<b>4,053.00</b>
	-----

04/30/96

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

Page 2  
Part 1 of 1 Parts

Operating Income (Loss)	04/30/96 4,349.50
Other Income	
Other Expenses	
Net Income (Loss)	----- 4,349.50 =====

04/30/96

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

Page 1

For Fiscal Year 96, Period 10 through Fiscal Year 96, Period 10

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

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

Prepared May 11, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				34,338.51
	2236	175.72		
	2249	105.03		
	2251	14.54		
	funds in transit - autodeposit for 5/1/96		8,169.97	
	TOTALS	295.29	8,169.97	
Checkbook balance				42,213.19

*ced*  
*5-11-96*

04/30/96

Page 1  
Part 1 of 1 Parts

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

	Total	04/30/96
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	1,312.70	1,312.70
Interest-Savings-Landmark	18.46	18.46
Interest-Savings-B of A	22.16	22.16
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	45,523.32	45,523.32
Cost of Sales		
	-----	-----
Gross Profit (Loss)	45,523.32	45,523.32
Expenses		
Salaries	39,205.30	39,205.30
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,958.44	2,958.44
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,163.74	42,163.74
	-----	-----
Operating Income (Loss)	3,359.58	3,359.58
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	3,359.58	3,359.58
	=====	=====



04/30/96

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

Page 1  
Part 1 of 1 Parts


	04/30/96
Income	
Transfers from County	480,299.12
Interest Income-CD's	1,312.70
Interest-Savings-Landmark	45.79
Interest-Savings-B of A	33.22
Miscellaneous Income	0.00
	-----
Total Income	481,690.83
Cost of Sales	-----
Gross Profit (Loss)	481,690.83
Expenses	
Salaries	415,940.98
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	30,706.22
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	446,647.20
	-----
Operating Income (Loss)	35,043.63
Other Income	
Other Expenses	-----
Net Income (Loss)	35,043.63
	=====

04/30/96

Placentia Library District  
Cash Disbursements  
Checkbook 4      Fiscal Year 96 Period 10  
Payroll Account

Page 1

Check	Date	Payee	Amount
612	04/30/96	Christopher Bishop	74.57
		0-2010-00 Manual Payroll Checks	74.57
		Checkbook 4 Total	74.57

TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: May 21, 1996  
 SUBJECT: Acquisitions Report

**Dollars Spent 4/1/96 to 4/30/96**

Juvenile Fiction	\$353.46
Juvenile Non-Fiction	138.14
Gifts	935.59
 Total	 \$1,427.19

**Dollars Spent 7/1/95 to 3/31/96**

Adult Continuations Print	\$1,653.57
Adult Continuations Electronic	1,858.69
Adult Fiction	2,401.73
Adult Non-Fiction	1,832.63
Adult Reference	664.23
Adult Audio	487.74
Adult Video	460.40
Adult CD-ROMs	18.59
Juvenile Continuations Print	397.09
Juvenile Continuations Electronic	
Juvenile Fiction	1,702.96
Juvenile Reference	20.30
Juvenile Non-Fiction	686.44
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	5,398.30
 Total	 \$17,582.67

Outstanding Orders:	Dollars Encumbered:
Regular Accounts	\$743.21
Gift Accounts	4,595.62

Donated Items 7/1/95 to 5/13/96

Adult Books	544	\$9,533.99
Juvenile Books	290	2,551.13
Adult Videos	85	1,869.95
Juvenile Videos	19	322.95
Audio CDs	101	1,605.00
Audio Cassettes/Books	39	394.00

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: MAY 21, 1996  
 SUBJECT: ACS: Overdue Collection Report for Month of April

The report received from ACS Collection Agency on May 11, 1996 is Attachment A

A summary of the current status is as follows:

FY 1995-96	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	30	88	12	668.46	7
August	24	67	14	671.67	24
September	22	58	18	759.81	13
October	38	68	10	636.91	20
November	22	79	23	850.39	14
December	16	66	13	450.32	17
January	22	59	17	969.02	28
February	17	49	16	515.99	19
March	4	36	23	1,888.93	8
April	34	48	9	451.58	18
May					
June					
TOTAL YTD	229	618	155	7,863.08	168

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 May 1996

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

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

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

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	34	2,218.02	81	6,529.53	1321	90,770.33
LESS: Mail Return*, Dispute, Bankrpt	7	413.10	16	1,356.69	263	19,238.03
NET ASSIGNMENTS	27	1,804.92	65	5,172.84	1058	71,532.30
COLLECTED						
Paid in Full	3	198.05	16	987.22	302	15,612.84
Settled in Full	0	0.00	8	838.81	91	5,612.56
Partial Payment	4	172.18	38	1,809.39	247	10,718.27
Resolved	2	81.35	3	190.10	33	1,454.05
TOTAL RECOVERED	9	451.58	65	3,825.52	673	33,397.72

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	256	54	263	203	525
	\$16,550	\$3,707	\$18,171	\$14,414	\$37,467

\* Percentage of Mail Returns - 19.8 %

STATUS CODE LEGEND

- active (demands being sent)
- = - paid in full (MATS and/or CASH)
- = - settled in full (MATS and/or CASH)
- 0 - cycle completed
- = - partial payment (MATS and/or CASH)
- + - account thanked
- ST -- action stopped
- SU -- action suspended (60 day limit)
- N - new account
- D - disputed
- MR - mail returned
- EK - bankruptcy

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	572694	12/10/95	02/21/96	66.85	A	4
	26018053308401		AMT: 66.85			
	571842	10/28/95	01/31/96	104.90	CC	5
	26019005606918		AMT: 104.90			
	580281	02/20/96	04/23/96	47.40	A	1
	26018053173359		AMT: 47.40			
	580283	02/06/96	04/23/96	55.85	MR	1
	26018053327435		AMT: 55.85			
	575462	01/30/96	04/03/96	34.45	SU	1
	26018053289924		AMT: 34.45			
	580282	02/10/96	04/23/96	80.75	A	1
	26018053309656		AMT: 80.75			
	571668	11/12/95	01/29/95	51.80	CC	5
	26018053306785		AMT: 96.85			
	571666	11/19/95	01/29/95	74.42	CC	5
	26018053200582		AMT: 74.42			
	571839	11/25/95	01/31/96	65.48	CC	5
	26019004312393		AMT: 89.28			
	571848	11/12/95	01/31/96	45.00	CC	5
	26018053075166		AMT: 45.45			
	572696	12/03/95	02/21/96	51.14	A	4
	26019004476131		AMT: 51.14			
	572689	12/07/95	02/21/96	103.07	A,PF	4
	26018053286524		AMT: 126.97			
	571845	10/02/95	01/31/96	66.45	CC	5
	26053071075419		AMT: 66.45			
	571841	11/27/95	01/31/96	61.80	CC	5
	26018052729854		AMT: 92.80			
	571662	11/18/95	01/29/95	33.95	CC	5
	26018053306082		AMT: 33.95			
	575463	01/08/96	04/03/96	34.95	A	1
	26018053309987		AMT: 34.95			
	573330	12/13/95	02/27/96	111.20	A,PF	4
	26018053275568		AMT: 189.43			
	575464	03/18/96	04/03/96	0.00	PF	1
	26019004733051		AMT: 40.35			
	571667	11/16/95	01/29/95	79.95	CC	5
	26018053215689		AMT: 79.95			
	574602	01/08/96	03/26/96	78.70	A,PF	2
	26018053264976		AMT: 110.95			

ONDA, PARENTS/GUAR	575452	01/17/96	04/03/96	42.11	A	1
	26018053294783		AMT: 42.11			
	580284	02/10/96	04/23/96	63.90	A	1
	26018053328607		AMT: 63.90			
	574603	01/10/96	03/26/96	99.92	A	2
	26018053251304		AMT: 99.92			
	580284	01/16/96	04/23/96	36.00	A	1
	26018052441278		AMT: 36.00			
	573331	12/17/95	02/27/96	56.45	A	4
	26018053199410		AMT: 56.45			
	580288	01/31/96	04/23/96	74.88	A	1
	26018053304723		AMT: 74.88			
	571660	10/22/95	01/29/96	226.80	CC	5
	26018053299162		AMT: 226.80			
	580298	08/26/95	04/23/96	83.80	A	1
	26053070993091		AMT: 83.80			
	575465	12/28/95	04/03/96	85.85	A	1
	26018053324176		AMT: 85.85			
	571424	10/31/95	01/18/96	41.40	CC	5
	26018053274215		AMT: 123.95			
	575467	12/26/95	04/04/96	60.70	A	1
	26018053299766		AMT: 60.70			
	580287	02/14/96	04/23/96	72.95	A	1
	26018053314045		AMT: 72.95			
	575453	01/20/96	04/03/96	46.15	A, PP	1
	26018053016368		AMT: 72.15			
	580289	02/13/96	04/23/96	131.80	A	1
	26019002513703		AMT: 131.80			
	575468	02/05/96	04/04/96	46.90	SU	1
	26018053311173		AMT: 46.90			
	572691	11/21/92	02/21/96	102.95	MR	3
	26018053165686		AMT: 102.95			
	580290	02/12/96	04/23/96	104.15	A	1
	26018053250918		AMT: 104.15			
	571420	11/06/95	01/18/96	45.00	CC	5
	26018052787415		AMT: 102.95			
	580291	02/01/96	04/23/96	69.00	A	1
	26019005235692		AMT: 69.00			
	573334	12/17/95	02/27/96	61.40	A	4
	26053070785752		AMT: 61.40			
	572690	12/05/95	02/21/96	72.19	A	4
	26018053298040		AMT: 72.19			
	574605	01/08/96	03/26/96	49.95	MR	1
	26018053309912		AMT: 49.95			
	571426	10/25/95	01/18/96	46.50	CC	5
	26018053272425		AMT: 46.50			
	571664	11/14/95	01/29/96	54.90	CC	5
	26053070448815		AMT: 54.90			
	575470	12/27/95	04/04/96	108.50	A	1
	26018052580612		AMT: 108.50			
	572695	11/12/95	02/21/96	64.96	A	4
	26053070891485		AMT: 64.96			
	572684	12/12/95	02/21/96	49.40	A, PP	4
	26018053305175		AMT: 102.43			
	572687	12/04/95	02/21/96	165.59	A	4
	26019005296033		AMT: 165.59			



580292	02/01/96	04/23/96	63.90	A	1
26018053174282		AMT: 63.90			
580293	02/06/96	04/23/96	60.30	MR	1
26018053068302		AMT: 60.30			
575456	10/22/95	04/03/96	46.20	MR	1
26018053115749		AMT: 46.20			
580294	02/15/96	04/23/96	116.80	A	1
26018053217156		AMT: 116.80			
575471	01/30/96	04/04/96	56.55	A	1
26018053257145		AMT: 56.55			
575457	01/22/96	04/03/96	80.00	A	1
26018053258192		AMT: 80.00			
574601	12/26/95	03/26/96	54.45	A	2
26018053308435		AMT: 54.45			
580295	01/31/96	04/23/96	62.03	A	1
26018053313450		AMT: 62.03			
575458	01/17/96	04/03/96	47.90	A	1
26018053311124		AMT: 47.90			
571423	10/22/95	01/18/96	73.20	CC	5
26018053291938		AMT: 100.10			
572692	09/30/95	02/21/96	74.55	A	4
26018053215630		AMT: 74.55			
571846	11/15/95	01/31/96	64.40	CC	5
26018053305647		AMT: 64.40			
571425	10/23/95	01/18/96	48.90	CC	5
26019005064522		AMT: 48.90			
580296	02/14/96	04/23/96	87.15	A	1
26018053314052		AMT: 87.15			
575472	01/30/96	04/04/96	55.90	A	1
26018053310324		AMT: 55.90			
572688	12/04/95	02/21/96	162.42	A	4
26018053088789		AMT: 162.42			
580297	01/11/96	04/23/96	52.00	A	1
26018053271260		AMT: 52.00			
571847	10/18/95	01/31/96	20.00	CC	5
26053071075625		AMT: 54.90			
575459	01/17/96	04/03/96	47.90	MR	1
26018053311017		AMT: 47.90			
575460	01/17/96	04/03/96	49.95	MR	1
26018053311363		AMT: 49.95			
575461	01/07/95	04/03/96	35.00	A,PP	1
26019005145164		AMT: 45.00			

TOTAL STILL ON SYSTEM :

4,771.71



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *eds*  
 DATE: May 21, 1996  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR APRIL, 1996

SUMMARY OF PRINTER/COPPIER ACCOUNTS APRIL 1-30, 1996

Beginning Balance 04/01/96			\$ 1,261.50
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$1,781.15		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment		0.00	
Debit Card System Loan Payback		<u>591.50</u>	
	<u>\$ 1,781.15</u>	<u>\$ 591.50</u>	
Ending Balance 03/31/96			<u>\$2,451.15</u>
May Payment <i>to Fund 702</i>			\$1,681.15


SUMMARY OF PRINTER/COPPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 05/22/96	11,064.25
Loan Repayment through 03/31/96	2,592.83
April Purchases	0.00
April Payment	<u>591.50</u>
Balance 04/30/96	<u>\$ 7,879.92</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: May 21, 1996

SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through May 15, 1996

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mr. Craig W. Johnson of Information Access Co. (luncheon sponsorship)	\$ 100.00
Ms. Amelia Schmid	10.00
Donation Box at Circulation Desk	7.00
<b>Total Donations to Adopt-a-Book</b>	<b>\$ 117.00</b>


Donations to Placentia Library Foundation Endowment Fund:

Mr. & Mrs. William H. Johnson	100.00
Ms. Amelia Schmid	5.00
<b>Total Donations to Foundation Endowment Fund</b>	<b>\$105.00</b>

**TOTAL CASH DONATIONS** **\$ 222.00**  
 through May 15, 1996



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant 

DATE: May 21, 1996

**SUBJECT: BUILDING MAINTENANCE REPORT FOR APRIL, 1996**

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





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *elm*  
DATE: May 21, 1996  
SUBJECT: PERSONNEL REPORT FOR APRIL, 1996

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

Irene Aguilar, Part-time Page (Circulation), effective April 27, 1996


OPEN POSITIONS:

1.0 FTE (40 hours) Librarian II, Childrens Department  
.23 FTE (9 hours) Clerk II, Volunteer Coordinator  
.475 FTE (11 hours) Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director

FROM: Gloria Clark, Volunteer Coordinator 

DATE: May 21, 1996

SUBJECT: VOLUNTEER REPORT FOR THE MONTH OF APRIL 1996

## CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 April	FY 95-96 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	8.00	42.00	9/95	46.00
Austin, Jane	0.00	11.50	12/95	11.50
Cain, Ruth	0.00	2.00	10/95	2.00
Cheek, Lola	9.25	9.25	4/96	9.25
Contampasis, Jeff	0.00	2.00	11/95	2.00
Covington, Darlene	19.75	161.75	3/95	232.75
Dailey, Marjorie	14.00	56.00	10/95	56.00
Deloff, Christine	0.00	5.25	3/95	5.25
Deputy, Paul	39.50	438.00	7/82	5,840.75
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	26.25	251.00	10/93	727.00
Godwin, Nita	9.25	18.50	2/96	19.25
Goldbaum, Mae	10.75	60.75	7/88	352.75
Hemmerling, Barbara	12.50	26.00	10/95	26.00
Himes, Camille	2.00	2.00	4/96	2.00
Hiranuma, Michael	17.00	17.00	4/96	17.00
Horrocks, Marjorie	8.00	36.00	10/95	36.00
Irot, Pat	120.00	135.00	2/96	154.00
Jackson, Lu	4.25	5.75	3/96	5.75
Johnson, Beverly	0.00	2.00	10/95	2.00
Joseph, Courtney	0.00	36.50		128.25
Klendshoj, Ole	8.25	16.25	2/96	21.75
Langmore, Elizabeth	0.00	1.50	3/96	1.50
Lough, Janet	8.75	15.25	3/96	15.25
Livezey, Jane	4.00	35.00	10/95	35.00
Lord, Audrey	8.50	43.50	12/95	43.50
Marquardt, Melvin	0.00	0.00	9/95	7.50
Mignot, Shirley	8.50	68.50	9/95	68.50
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	22.00	115.50	10/95	115.50
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	4.00	34.00	9/95	34.00
Olson, Jean	4.00	34.00	9/95	28.00
Pine, Pat				
Redinbo, Sandy	0.00	2.50	10/94	58.00
Reynolds, Penny	12.00	113.75	9/95	113.75
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Rome, Martha	9.50	23.25	2/96	23.25
Rucker, Kathleen	0.00	27.50		27.50
Rucker, Ashley	0.00	26.50		26.50
Ryan, Kristen	0.00	3.00	11/95	3.00

Schlichter, Allan	8.00	73.00	10/93	268.25
Shaw, Dixie	1.75	26.25	5/94	62.75
Shkoler, Al	0.00	0.00		53.50
Silverman, Pauline	2.00	7.50	3/96	7.50
Stark, Sandra	1.50	21.50		25.50
Stoller, Frances	7.50	52.50	9/95	52.50
Tapia, Gerald	1.50	20.25	6/95	22.75
Walker, Jim	0.00	1.50	2/96	4.54
Walker, Virginia	23.00	28.50	2/96	31.25
Westberg, Carl	12.00	112.25	9/93	355.00
Wymer, Betty	12.75	35.25	1/96	35.25
J.T.P.A.	0.00	0.00		
S.T.E.P.	139.00	659.00		
<b>TOTALS</b>	<b>581.75</b>	<b>2,930.75</b>		<b>9,531.79</b>

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

**TEMPORARY VOLUNTEERS**

	FY95-96 April	FY95-96 YTD		FY95-96 April	FY95-96 YTD
Ashbough, Amanda	0.00	15.50	Kang, Jin	0.00	27.75
Bhavin, Petel	6.00	14.00	KnupeI, Brad	0.00	9.25
Bone, Shawnda	10.25	58.75	Knutson, Andrea	0.00	5.25
Burke, Marsha	0.00	1.75	Kwok, Shirley	0.00	9.00
Cabral, Philip	0.00	43.00	Lee, Peter	0.00	27.5
Capris, Marcelle	0.00	1.50	Meiners, Christie	0.00	23.00
Chang, Michael	0.00	13.00	Meshreky, Mary	0.00	11.50
Chao, Christine	0.00	9.50	Molina, Inio	0.00	9.25
Chao, Hanna	0.00	64.00	Nunn, Dennis	0.00	55.75
Chao, Sunny	0.00	15.00	Pirayev, Odette	0.00	38.50
Chavez, Alfredo	0.00	9.25	Rahman, Shayan	0.00	13.75
Chiu, Robert	0.00	143.50	Rorman, Lauri	2.50	7.50
Deeble, Blake	0.00	50.00	Shatal, Dalal	0.00	3.00
Ekelund, Lindsey	0.00	34.50	Taylor, Daniel	0.00	3.00
Gonzalez, Auturo	0.00	15.00	Taylor, Rosemary	0.00	3.00
Guadarramo, Cesar	2.00	18.25	Theodros, Rachel	0.00	9.50
Gunewardane, Sharlini	0.00	42.50	Valdivia, Jason	0.00	23.25
Harnett, Tom	10.25	64.00	Vo, Tai	6.00	26.00
Hiranuma, Michelle	13.50	13.50	Vetter, Dianna	0.00	3.00
Huang, Jack	4.00	28.00	Wang, Suching	0.00	8.75
Jivan, Neetal	0.00	3.00	Yada, Julie	7.75	38.75
Johnson, Jimmy	16.75	16.75	Yang, Denny	1.00	87.25
Juliani, Jan	28.50	28.50	Yu, Liang	6.00	8.00
Kamachi, Jennifer	0.00	2.00			
Kan, Jack	6.00	7.00			
<b>TOTAL</b>	<b>97.25</b>	<b>711.75</b>		<b>23.25</b>	<b>451.50</b>

**LVA VOLUNTEERS**

Literacy Volunteer Hours	455.00
<b>TOTAL VOLUNTEER HOURS</b>	<b>1,157.25</b>

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY95/96	FY95/96	FY95/96	FY95/96
January	362.75	361.25	523.00	469.00
February	511.50	339.25	509.00	601.50
March	437.50	410.50	509.00	476.00
April	554.25	702.25	467.00	455.00
May	406.25		546.50	
June	386.75		297.00	
July	433.00		423.00	
August	573.00		333.50	
September	354.25		377.50	
October	432.25		580.00	
November	418.00		449.50	
December	301.00			



Placentia Library District  
 Circulation Report  
 MAY 21, 1996

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 APR 96	FY94-95 APR 95
1st Time Checkouts	174,526	177,790	-1.84%	18,448	19,114
Phone Renewals	11,127	11,798	-5.69%	1,320	1,433
In-Building Renewals	22,488	23,419	-3.98%	2,525	2,432
Total Renewals	33,615	35,217	-4.55%	3,845	3,865
<b>TOTAL CHECKOUTS</b>	<b>208,141</b>	<b>213,007</b>	<b>-2.28%</b>	<b>22,293</b>	<b>22,979</b>
On-Time Checkins	169,413	168,860	0.33%	18,108	17,965
Late Checkins	33,345	34,609	-3.65%	3,808	4,256
<b>TOTAL CHECKINS</b>	<b>202,758</b>	<b>203,469</b>	<b>-0.35%</b>	<b>21,916</b>	<b>22,221</b>
Holdings Placed	4,078	4,108	-0.73%	382	483
Holdings Cancelled	693	727	-4.68%	59	53
Holdings Filled	3,510	3,491	0.54%	353	397
Holdings Expired	22	80	-72.50%	1	4
Overdue Items	11,038	11,184	-1.31%	1,155	1,412
Overdue Notices	4,887	5,128	-4.70%	507	623
Billing Notices	5,778	6,064	-4.72%	631	687
Patrons Registered	3,876	3,578	8.33%	408	379
Titles Added	7,708	4,274		643	1,099
Volumes Added	12,981	6,939		1,141	1,666
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	99,318	101,457	-2.11%	10,426	11,288
Juvenile Print	86,558	86,983	-0.49%	9,274	9,386
Total Print	185,876	188,440	-1.36%	19,700	20,674
Audio	8,579	9,868	-13.06%	991	903
Visual	13,562	17,111	-20.74%	15,524	1,401
Equipment	0	0	0.00%	0	0
Total Audio Visual	22,141	26,979	-17.93%	2,298	2,304
<b>TOTAL CIRCULATION</b>	<b>208,141</b>	<b>213,007</b>	<b>-2.28%</b>	<b>22,293</b>	<b>22,979</b>
Placentia Circulation	123,641	124,831	-0.79%	13,057	13,045
% Placentia Circulation	59.44%	57.86%	2.73%	59.36%	56.77%
Anaheim/Yorba Linda Circulation	42,664	44,344	-3.79%	4,714	5,114
% Anaheim/Yorba Linda Circulation	20.51%	20.58%	-0.34%	21.43%	22.26%
<b>TYPES OF BORROWERS</b>					
Adult	145,124	159,715	-9.14%	15,459	16,663
Young Adult	2,930	1,851	58.29%	450	270
Juvenile	46,728	46,424	0.65%	4,965	4,623
New Borrower	14,036	7,364	90.60%	1,313	1,423
Non Resident	0	0	0.00%	0	0
Other	28	68	-58.82%	0	0
<b>TOTAL BORROWERS</b>	<b>208,846</b>	<b>215,422</b>	<b>-3.05%</b>	<b>22,293</b>	<b>22,979</b>
<b>ATTENDANCE</b>	<b>337,402</b>	<b>242,111</b>	<b>39.36%</b>	<b>37,947</b>	<b>38,888</b>
Adult Reference - In Building	16,431	21,135	-22.26%	1,749	2,925
Adult Reference - Telephone	5,101	3,608	41.38%	373	391
Children's Reference - In Building	8,687	11,398	-23.78%	1,027	1,058
Children's Reference - Telephone	558	574	N.A.	61	52
Total Adult Reference	21,532	24,743	-12.98%	2,122	3,316
Total Children's Reference	9,245	11,972	-22.78%	1,088	1,110
Total In Building Reference	25,118	32,533	-22.79%	2,776	3,983
Total Telephone Reference	5,659	4,182	35.32%	434	443
<b>TOTAL REFERENCE</b>	<b>30,777</b>	<b>36,715</b>	<b>-16.17%</b>	<b>3,210</b>	<b>4,426</b>

New Borrower line indicates 90.60% increase because items were done in batch process





CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
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	163.85			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,659.34	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	5,638.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

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

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	Oct 5, 1995	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	Nov 9, 1995	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995	Dec 8, 1995	3,678.53	718.12	835.38			255.66	5,487.69
Dec 1995	Jan 26, 1996	3,594.00	852.78	835.38	107.50			5,389.66
Jan 1996	Feb 7, 1996	3,259.95	753.70	835.38	128.50			4,977.53
Feb 1996	Mar 21, 1996	3,739.72	765.96	835.38	289.69			5,630.75
Mar 1996	May 6, 1996	3,548.04	751.47	835.38	107.50			5,242.39
Apr 1996								0.00
May 1996								0.00
Jun 1996								0.00
TOTAL		38,463.67	6,523.84	7,518.42	1,321.04	0.00	255.66	54,082.63
AVG		4,273.74	724.87	835.38	146.78			6,009.18

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996	1,283.50	204.00	19.90	1,507.40	753.70
Feb 1996	1,283.50	204.00	44.41	1,531.91	765.96
Mar 1996	1,283.50	204.00	15.43	1,502.93	751.47
Apr 1996				0.00	0.00
May 1996				0.00	0.00
Jun 1996				0.00	0.00
TOTAL	10,864.40	1,935.00	248.21	13,047.61	6,523.81
AVG	1,207.16	215.00	27.58	1,449.73	724.87

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996						0.00
May 1996						0.00
Jun 1996						0.00
TOTAL	2,277.36	2,290.58	442.56	95.28	5,758.62	10,864.40
AVG	253.04	254.51	49.17	10.59	639.85	1,207.16

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul 1995	8.00	10.00	2.00	0.00		30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00		30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00		16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00		30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00		30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00		30.00	54.00
Jan 1996	8.00	10.00	2.00			30.00	50.00
Feb 1996	8.00	10.00	2.00			30.00	50.00
Mar 1996	8.00	10.00	2.00			30.00	50.00
Apr 1996							0.00
May 1996							0.00
Jun 1996							0.00
TOTAL	72.00	88.00	18.00	4.00		256.00	438.00
AVG	8.00	9.78	2.00	0.44		28.44	48.67