

# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

February 20, 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.*

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

*Should*  
*State*  
*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 December 19, 1995 and January 16, 1996 Regular Meeting. *Should State* *Should have*

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications: *Shirley Hark*

*at Sunday 8:40* *was on the list*  
*"We would like to do it but we are not allowed."*  
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).

*CAUTION Board Meeting Forwarded*  
*3000*

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.

The Friends of the Library have approved the purchase of an electronic telephone answering and message system for the Library in order to improve the efficiency of public service to library patrons in the building, and to relieve the staff at the Circulation Desk from processing calls requesting only Library hours, location, and directions. The total cost of the project is \$7,811.91.

Presentation: Library Director

Recommendation: To approve a credit line for the Friends of the Library from the District's County Exempt Account, for the purchase of an electronic telephone answering and message system, in an amount not to exceed \$3,030.72, with all funds to be repaid to the District by December 31, 1996.

*San Diego*

7. Placentia Library Foundation Report.

Presentation: Foundation Board President

*San Diego*

CLAIMS (Items 8 - 10)

Presentation: Library Director  
Recommendation: Approve by Motion

*all in 100*

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

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

There are no Nonstandard Claims for this period.

9. Claims forwarded by the Library Director (Approve)

Claims forwarded by Library Director in the amount of \$4,256.21.

*At 16*  
*At 17*  
*to total*  
*amount (non-)*  
*spend*

10. Current Claims and Payroll. (Approve)

Current Claims of \$56,122.68; Payrolls 3377 and 3378, for a cumulative payroll total of \$44,170.00 Combined total of Current Claims and Payrolls of \$103,861.52.

**FINANCIAL REPORTS** (Items 11 - 17) *Rob/ky*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 11 - 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR** (Items 18 - 25)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - 25 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

18. Building Maintenance Report for January, 1996. (Receive & File)
19. Personnel Report for January, 1996. (Receive, File, and Ratify Appointments)
20. Volunteer Report for January, 1996. (Receive & File)
21. Circulation Report for January, 1996. (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)

23. Response from Paul G. Smith, Esq., State Library Legal Counsel, concerning the Library Board's inquiry about the use of its Patron Registration Database for a mailing from the Library Board requesting financial support of the Placentia Library Foundation. (Receive & File)

24. Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1995-1996 to the State Library of California. (Receive & File)

25. Submission of the Semi-Annual Families for Literacy Grant Report for 1995-1996 to the State Library of California. (Receive & File)

### CONTINUING BUSINESS

26. Orange County Bankruptcy Settlement Agreement.

Presentation: Library Director  
Recommendation: No Action is Recommended at this Time

27. Budget and Legislative Activities

Presentation: Library Director  
Recommendation: Approve renewal of Legislative Services Contract with California Advocates for the 1996 California Legislative Session at a cost of \$3,000 to be paid from the County Exempt Account.

### NEW BUSINESS

28. Health Insurance Contract *At 1 hour*

Presentation: Library Director  
Recommendation: Approve Renewal with Care America

29. Nomination of a Candidate for Election as a Special District Representative to LAFCO

Presentation: Library Director  
Recommendation: Nominate a Candidate; and Authorize the Library Director to Submit the Nomination to the LAFCO Executive Officer

30. Proposed LAFCO (Local Area Formation Commission) Bylaws for Special Advisory Committee

Presentation: Library Director  
Recommendation: Determine Board Position and Authorize the Library Director to Submit the Board's Action and/or Comments to the LAFCO Executive Officer

31. Travel Authorizations

Presentation: Library Director  
Recommendation: Travel Authorizations for Library Assistant Jerry Conn to attend a Safety Management Seminar in Sacramento, February 20, 1996, with expenses to be paid from the District's Staff Development Account with the Santiago Library System; and for Library Board President Dinsmore to attend the farewell dinner in honor of Linda Elliott, former Library Director of Palos Verdes Library District, Doubletree Hotel, San Pedro, Thursday, February 29, 1996.

32. Policy on Staff Use of Library Computer Equipment Outside the Library

Presentation: Library Director  
Recommendation: Adopt Policy

STAFF REPORTS (Items 33 - 38)

*24/18*

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

ADJOURNMENT

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

*Library - FAL  
is it with the agenda*

*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 February 20, 1996, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, February 17, 1996.

**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

- Feb 29 (Thur)** Library Presentation at Placentia Chamber of Commerce Breakfast, Alta Vista Country Club, 7:15 A.M. (All Trustees) (Call the Library Office by Wednesday, Feb 28, for reservations)
- Independent Special Districts of Orange County Quarterly Meeting, Municipal Water District of Orange County Headquarters, 10500 Ellis Avenue, Fountain Valley, CSDA Lobbyist Ralph Heim is the Speaker, 7:00 P.M. (Not a dinner meeting but refreshments will be served) (All Trustees)
- Mar 4 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
- Mar 9 (Sat) Author's Luncheon, Alta Vista Country Club, 11:00 A.M. (All Trustees)
- Mar 16 (Sat) CALTAC Trustee Leadership Workshop, Corona, 9:00 A.M. (All Trustees)
- Mar 17-20 NSFRE International Conference, Convention Center, Los Angeles
- Mar 19 (Tues) Library Board Meeting, 7:30 P.M.
- Mar 26-30 Public Library Association National Conference, Portland.
- Apr 1 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Stark)
- Apr 14-20 National Library Week
- Apr 15 (Mon) Friends of the Library Annual Membership Meeting, 7:00 P.M. (All Trustees)
- Apr 16 (Tues) Library Board Meeting, 7:30 P.M.
- Apr 18 (Thur) Library hosts Chamber of Commerce Reception, 5:30 P.M. (All Trustees)
- May 6 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
- May 9 (Thur) Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Shkoler)
- May 16-19 Friends of the Library Semi-Annual Booksale
- May 21 (Tues) Library Board Meeting, 7:30 P.M.
- Jun 3 (Mon) Friends of the Library Board Meeting, 7:00 P.M. (Evans)
- Jun 15-17 American Booksellers Association, Chicago
- Jun 18 (Tues) Library Board Meeting, 7:30 P.M.
- Jul 4-10 American Library Association Annual Conference, New York City
- Jul 16 (Tues) Library Board Meeting, 7:30 P.M.
- Aug 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)

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

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 16, 1996 at 7:31 P.M. by President Margaret Dinsmore.

**ROLL CALL**

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

**Members Absent:** Trustee Robin Masters

**Others Present:** Administrative Assistant Charlene Dumitru, and Librarian Julie Shook.

**ADOPTION OF  
AGENDA**

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

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

**ELECTION OF  
OFFICERS**

President Dinsmore requested that Library Director conduct the election for the office of President.

It was moved by Trustee Shkoler, seconded by Trustee Evans to elect Margaret V. Dinsmore as President of the Board of Trustees.

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

President Dinsmore conducted the election for the office of Secretary.

It was moved by Trustee Shkoler, seconded by Trustee Evans to elect Sandra M. Stark as Secretary of the Board of Trustees.

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

**MINUTES**

It was moved by Secretary Stark, seconded by Trustee Shkoler to defer approval of the Minutes of December 19, 1995 until the February Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore discussed the California Association of Library Trustees and Commissioners workshop to be held in Corona on Saturday, March 16, 1996 and encouraged all Trustees to attend. She suggested that Friends of the Library President Pat Irot be invited to attend this workshop. President Dinsmore also reported on information from California Special Districts Association regarding the Constitutional Revision Commission.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter referred to Friends of the Library Report in Agenda Item 7 of the Board packet materials. She also discussed the annual Author's luncheon scheduled for March 9, 1996 and encouraged Trustees to serve as Celebrity Waiters and sell tickets to the luncheon.

Library Director Minter also reported that the Friends are considering purchasing an electronic voice mail telephone answering and messaging system for the Library.

**PLACENTIA  
LIBRARY HISTORY  
ROOM REPORT**

Librarian Julie Shook reported that she met with Marie Schmidt and Pat Irot regarding the Placentia Library History Room. They have weeded the materials and all remaining books have been entered into the circulation system. During the next year the committee will be looking for a software data program designed specifically for historical archives.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Shkoler to approve Agenda Items 9 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$0.00; and Current Claims and Payroll in the amount of \$135,320.39.

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

**FINANCIAL  
REPORTS**

Library Director Minter reported that Agenda Item 13, County of Orange Investment Pool Portfolio Summary had not been received.

It was moved by Secretary Stark, seconded by Trustee Shkoler to receive and file Agenda Items 12 and 14 through 18: Financial Reports for December, 1995; Office General Ledger & Check Registers for December, 1995; Acquisitions Report for December, 1995; Overdue Collection Report for December, 1995; Debit Card System Reimbursement Report for December, 1995; and Gifts Report for December, 1995.



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

**GENERAL CONSENT  
CALENDAR**

Library Director Minter reported that the bills necessary to prepare Agenda Item 23, Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority had not been received.

It was moved by Trustee Shkoler, seconded by Secretary Stark to receive Agenda Items 19 through 22 and Agenda Item 24: Building Maintenance Report for December, 1995 (Receive & File); Personnel Report for December, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for December, 1995 (Receive & File); Circulation Report for December, 1995 (Receive & File); and Submission of the Letter of Intent for Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1996-1997 (Receive & File).

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

**ORANGE COUNTY  
BANKRUPTCY  
SETTLEMENT  
AGREEMENT**

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

**TRUSTEE MAILING  
ON BEHALF OF THE  
FOUNDATION**

Library Director Minter reported that she received a telephone response from State Library Legal Counsel Paul Smith stating that it is within the scope of the Public Records Law for the Library Board to use its patron registration records to send letters to its cardholders.

It was moved by Secretary Stark, seconded by Trustee Shkoler to mail a letter from the Library Board to registered Library cardholders requesting support of the Library Foundation.

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

Martin Baghrmian of Advanced Inter Systems arrived at 8:27 P. M

**SELECT VENDOR  
FOR PHOTOCOPIER  
CONTRACT**

It was moved by Trustee Evans, seconded by Trustee Shkoler to award the contract for lease purchase of the Photocopier Contract to Edgemont Business Systems, 6101 Gateway Drive, Cypress, CA 90630, in the amount of \$446.36 per month for the lease, plus cost of maintenance based on quoted price prorated to actual usage.

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

**SELECT VENDOR  
FOR LOCAL AREA  
NETWORK  
PURCHASE,  
INSTALLATION  
AND MAINTENANCE  
CONTRACT**

It was moved by Trustee Shkoler, seconded by Trustee Evans to:

1. Receive and File the Proof of Publication of the Legal Notice in the *Orange County Register*.
2. Award purchase and installation contract to Advanced Inter Systems, Anaheim, CA in the amount of \$68,767.35.
3. Purchase four (4) months of comprehensive service contract with the option to switch to a fifty (50) hour block of service calls, prepaid, at the end of the initial contract period.
4. Authorize payment of \$34,383.68 when the contract is signed, payment of \$27,506.93 when the Library Director has accepted that every function required in the bid is installed and fully operational, and a final payment of \$6,876.74 after thirty (30) days (excluding the days that the Library is closed) of consecutive operation of the system. All amounts are to be paid from Fund 703 (Automation Replacement).
5. Authorize the Orange County Treasurer to transfer \$21,000 from Fund 702 (Equipment and Structural Repair) to Fund 703 (Automation Replacement).
6. Authorize payment of service agreement costs from Fund 707 (General Fund).
7. Authorize the Library Director to complete contract negotiations and sign all documents relating to this agreement.

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

**SELECTION OF  
BOARD  
REPRESENTATIVE  
AND ALTERNATE  
TO THE SPECIAL  
DISTRICT  
WORKERS  
COMPENSATION  
AUTHORITY BOARD  
OF DIRECTORS**

It was moved by Trustee Shkoler, seconded by President Dinsmore to elect Secretary Stark as Delegate to the Special District Workers Compensation Authority Board of Directors.

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

It was moved by President Dinsmore, seconded by Secretary Stark to elect Library Director Minter as Alternate Delegate to the Special District Workers Compensation Authority Board of Directors.

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

**STAFF REPORTS**

It was moved by Secretary Stark, seconded by Trustee Evans to receive and file Agenda Items 30 through 35: Program Report for Month of December, 1995; Children's Services Report for Month of December, 1995; Publicity Materials produced for the Month of December, 1995; Placentia Library Literacy Services Report for Month of December, 1995; Families for Literacy Project Report for Month of December, 1995; and Safety Committee Minutes for December, 1995.

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

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:03 P.M.

---

Sandra M. Stark, Secretary



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 19, 1995**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on December 19, 1995 at 7:40 P.M. by President Margaret Dinsmore.

**ROLL CALL**

**Members Present:** President Margaret Dinsmore; Secretary Sandra Stark; Trustee Robin Masters; and Library Director Elizabeth Minter.

**Members Absent:** Trustees Ray Evans and Al Shkoler.

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

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee Masters, seconded by President Dinsmore to approve the Minutes of the Regular Meeting of November 21, 1995 as presented.

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

**ORAL  
COMMUNICATIONS**

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

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported on the Placentia Chamber of Commerce Citizen of the Year Awards breakfast. She congratulated Library Volunteer Dixie Shaw and Library Trustee Al Shkoler for being selected Citizens of the Year and suggested that the Library nominate Friends of the Library President Pat Irot again next year for Citizen of the Year.

**FRIENDS OF THE  
LIBRARY REPORT**

Library Director Minter reported that the Friends have purchased a refrigerator for storage of refreshment supplies for Library programs.

**FOUNDATION  
REPORT**

Secretary Stark reported that the Foundation Board has authorized the first investment of \$3,000 in a Mutual Funds account. She also expressed appreciation for recent donations to the Endowment Fund by Mr. and Mrs.

Loyce Hartlein and Dr. and Mrs. Daniel A. Farkas. Secretary Stark reported that she has not yet heard any determination on the pending grant applications.

**CLAIMS**

It was moved by Secretary Stark, seconded by Trustee Masters to approve Agenda Items 9 through 12: Nonstandard Claims in the amount of \$0.00; Claims forwarded by the Library Director in the amount of \$3,337.51; Current Claims and Payroll in the amount of \$66,310.94; and authorization of transfer of \$70,000 from FUND 707 (General Fund) to fund 706 (Bond Redemption) to reverse the transfer authorized on October 17, 1995.

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

**FINANCIAL REPORT**

It was moved by Trustee Masters, seconded by Secretary Stark to receive and file Agenda Items 13 through 19: Financial Reports for November, 1995; County of Orange Investment Pool Portfolio Summary for November, 1995; Office General Ledger & Check Registers for November, 1995; Acquisitions Report for November, 1995; Overdue Collection Report for November, 1995; Debit Card System Reimbursement Report for November, 1995; and Gifts Report for November, 1995.

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Masters, seconded by Secretary Stark to receive Agenda Items 20 through 25: Building Maintenance Report for November, 1995 (Receive & File); Personnel Report for November, 1995 (Receive, File, and Ratify Appointments); Volunteer Report for November, 1995 (Receive & File); Circulation Report for November, 1995 (Receive & File); Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File); and Submission of the District's Certification for the Public Library Fund Grant, and Request for Waiver from its 100% Maintenance of Effort Requirement for 1995-1996, to the State Library of California (Receive & File).

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

**ORANGE COUNTY  
BANKRUPTCY  
SETTLEMENT  
AGREEMENT**

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

**SELECT VENDOR  
FOR PHOTOCOPIER  
CONTRACT**

It was moved by Secretary Stark, seconded by Trustee Masters to defer Agenda Item 27, Selection of Vendor for Photocopier Contract, to the January Board Meeting.

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

**AUTHORIZATION  
FOR SOLICITATION  
OF BIDS FOR  
LOCAL AREA  
NETWORK SYSTEM**

It was moved by Trustee Masters, seconded by Secretary Stark to authorize solicitation of bids for the purchase, lease purchase, or lease of Local Area Network System.

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

**ORANGE COUNTY  
EMERGENCY  
OPERATIONAL  
AREA COUNCIL**

It was moved by Secretary Stark, seconded by Trustee Masters to select Trustee Shkoler and Representative and President Dinsmore as Alternate to the Operational Area Council; and to appoint Library Director Minter as Representative and Administrative Assistant Dumitru as Alternate to the Orange County Emergency Organization.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Masters, seconded by Secretary Stark to:

1. Approve travel expense not to exceed \$1,469.00 from the 321 Grant for Library Board President Dinsmore to attend the Public Library Association Biennial Conference, Portland, Oregon, March 26-30, 1996.
2. Approve attendance by Library Director Minter, Principal Librarian Ammar, and Librarian Shook at the Public Library Association Biennial Conference, Portland, Oregon, March 26-30, 1996, with expenses to be paid from the District's Staff Development Account with the Santiago Library System.
3. Approve payment of \$193.00 for Public Library Association Division membership dues to the American Library Association for Library Board President Dinsmore, Principal Librarian Ammar and

Librarian Shook; and American Library Association membership for Librarian Shook.

4. Approve travel expense not to exceed \$355.00 from the California Literacy Campaign and Families for Literacy Grants, for Literacy Coordinator Katie Matas and Families for Literacy Coordinator Jeannine Walters to attend the Conference/Planning Retreat for the Southern California Library Literacy Network at the Los Angeles Conference Center, Lake Arrowhead, May 7-9, 1996.

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

#### STAFF REPORTS

It was moved by Secretary Stark, seconded by Trustee Masters to receive and file Agenda Items 31 through 37: Program Report for Month of November, 1995; Children's Services Report for Month of November, 1995; Publicity Materials produced for the Month of November, 1995; Placentia Library Literacy Services Report for Month of November, 1995; Families for Literacy Project Report for the Month of November, 1995; and Placentia Pride Committee Report for Month of November, 1995.

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

#### AGENDA PREPARATION

1. Election of Officers
2. Selection of Vendor for Photocopier Contract
3. Election of Representative to Special District Workers Compensation Board of Directors.

#### ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library adjourned at 9:20 P.M.

---

Sandra M. Stark, Secretary



PRELIMINARY VOICE MAIL EXTENTION LIST

	Current Line	Current Extension
Adams, Jerry	528-1906	no specific ext.
Ammar, Suad	528-1906	207
Burkich, Peggy	528-1906	205
Childrens Librarian (vacant)	528-1906	211
Clark, Gloria	528-1925	201
Conn, Jerry	528-1906	no specific ext.
Cummings, Dottie	528-1906	no specific ext.
Dumitru, Charlene	528-1925	202
Guzman, Esther	528-1906	no specific ext.
Jackson, Diane	528-1906	no specific ext.
Jackson, Mary Ellen	528-1906	no specific ext.
McClain, Cynthia	528-1906	no specific ext.
Matas, Katie	524-8408	213 (shared)
Minter, Elizabeth	528-1925	203
Shook, Julie	528-1906	206 (work room)
Smith, Cyrise	528-1906	no specific ext.
Walters, Jeannine	524-8408	213 (shared)
Willauer, Cheryl	528-1906	no specific ext.
Wnek, Estella	528-1906	no specific ext.
Step Employee (James)	528-1906	no specific ext.
Step Employee (Katherine)	<del>528-1906</del> 364-8404	215
<del>Step Employee (Shirley)</del>		
Dinsmore, Peggy	528-1925	no extension
Evans, Ray	528-1925	no extension
Master, Robin	528-1925	no extension
Shkoler, Al	528-1925	no extension
Stark, Sandra	528-1925	no extension
Irot, Pat	528-1925	no extension
Administration	528-1925	202
Childrens general	528-1906	212
Childrens programming		
Circulation general	528-1906	210 (check-out desk)
Book Renewals		
Foundation	528-1925	no extension (S. Stark)
Friends	528-1925	no extension (P. Irot)
Hours of Operation	528-1906	210 (check-out desk)
Location		210 (check-out desk)
Literacy	524-8408	213
Tutors		
Students		
Families for Literacy		
Citizenship Tests		
Location	528-1906	210 (check-out desk)
Hrs. of Operation	528-1906	210 (check-out desk)
(staff) ( ) Pages / Student Assistant	528-1906	210 (check-our desk)
Reference	528-1906	209
staff - Volunteers office	528-1906	201 (admin. office)



TO: Library Board of Trustees

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

DATE: February 20, 1996

SUBJECT: Friends of the Library Report

### MEETING REPORT

The Board of Directors of the Friends of the Library met on Monday, February 5, 1996. Trustee Robin Masters and Library Director Elizabeth Minter attended the Meeting.

The Treasurer's Report showed an account balance of \$8,061.29. The January revenue from the ongoing booksale was \$774.00.

The Membership Chairman reported that an updated membership list has been prepared and given to the Library Office.

The Friends voted to reimburse the Foundation for \$400 to cover the costs of printing and mailing the January issue of *Placentia Library Notations*.

Program plans for the Monday, April 15, 1996, Annual Membership Meeting have been initiated. The evening will include a business meeting, recognition of Library volunteers (including Literacy and Family Literacy volunteers), readings by local celebrities, honoring local authors, and serving a high tea.

The Friends allocated a budget of \$200 for the Library to use for refreshments for the Chamber of Commerce Mixer to be held in the Library on Thursday, April 18, 1996.

President Irot reported that the Volunteer Training/Orientation program proposed by the Friends has been discussed with Library Volunteer Coordinator and Principal Librarian Suad Ammar. Library staff was very receptive to this suggestion. A date will be set for late spring or early fall.

The Board continued its discussion of purchasing an electronic telephone answering and message system for the Library. Library Director Minter reported that staff had thoroughly reviewed the proposal from TIE/communications, Inc., the low bidder, and had determined that TIE's product will be functional and appropriate for the Library. The bid for the system, including sales tax, is \$7,811.91. The Friends Board voted the following:

1. To approve the purchase of the TIE system and payment of \$4,000 upon the signing of the contract.
2. To ask the Library Board to make available to them an amount not to exceed \$3,811.91 to cover the subsequent payments of \$3,030.72 at the completion of the system installation and acceptance of the system by the Library Director, and \$781.19 after the system has been fully operational for 30 continuous work days.

Friends of the Library Report, February 20, 1996, Page 2.

While the Friends have adequate funds in its account right now to pay for the system, they also have commitments to the Summer Reading Program (\$2,500) and the Library Director's Fund (\$1,000) during the next few months. They are guaranteeing that they will repay any funds advanced by the Library Board as soon as the money is earned but no later than December 31, 1996.

The next Friends Board meeting is scheduled for Monday, March 4 at 7:00 P.M. Trustee Shkoler is scheduled to attend. A demonstration of the online magazine service and the new online reference services will be given at 6:30 P.M.

### RECOMMENDATION

To approve a credit line for the Friends of the Library from the District's County Exempt Account, for the purchase of an electronic telephone answering and message system, in an amount not to exceed \$3,000~~72~~, with all funds to be repaid to the District by December 31, 1996.

3/11/96

*Shkoler*

Organization PLACENTIA LIBRARY FOUNDATION  
Annual Meeting January 18, 1996  
Reporter Saundra Stark

The Placentia Library Foundation meeting began at 11:39 am. Present: David Hiskey, Pat Irot, Chuck Munson, Al Penry, Al Shkoler, Saundra Stark and Library Director Elizabeth Minter. Absent: Fred West

Election of officers determined that Saundra Stark would serve for the 1 year presidential term and David Hiskey would serve for the 1 year secretarial term. Term of office for the directors was determined by lottery with David Hiskey and Fred West term expiration in 1997, also Chuck Munson and Al Penry term expiration in 1998.

As of December 31, 1995, the General Fund had a balance of \$2917.69, the Endowment Fund had a balance of \$2071.77, the Vanguard Fund had \$3000 and the Adopt-A-Book Fund had \$1261.84.

The required quarterly reports were submitted in a timely manner. Chuck Munson volunteered to complete and submit all required yearly reports.

Status reports were given by Elizabeth Minter and Al Penry regarding Bank of America, Hewlett Packard, Union Oil, Fieldstone Corporation, Brothers Foundation and CBS Financial as potential grants. Grants proposals will continue to be submitted as deemed appropriate.

Al Penry discussed the status of the Vanguard Fund. It was decided to immediately transfer \$1200 into the Fund and to provide the Investment Committee the authority to transfer funds at its discretion. 80% of the Endowment Fund interest will be used for the purchase of books.

The Spring Newsletter will deal exclusively with the area of planned giving. David Hiskey and Elizabeth Minter will prepare this for distribution in early spring.

Elizabeth Minter, Pat Irot and Al Shkoler reported that the current Adopt-A-Book campaign is a successful initial endeavor. The Library's Board of Trustees agreement to send a general mailing to library users to introduce the Foundation was happily received. Elizabeth Minter discussed the March 9, 1995, Author's Luncheon. Assemblyman Dick Ackerman will act as M.C. for this event. As requested by Saundra Stark, in order to expedite payment for book purchases, approval was given to authorize Elizabeth Minter check signing privileges up to \$500 on the Adopt-A-Book account.

Elizabeth Minter announced that an Appreciation Party, sponsored by Allan and Saundra Stark, is planned for the end of summer. Pat Irot provided information on the Coins for Community project and received approval for any earnings from this fundraiser be used for the Placentia History Room Computer. Saundra Stark provided preliminary information on the credit card Affinity Program and was instructed to pursue this matter. A joint special event with Fullerton and Anaheim has good potential for actualizing. Al Shkoler and Elizabeth Minter will represent the Placentia Library Foundation, with Pat Irot serving as alternate representative.

The meeting dates for 1996 will be May 9, September 5, and November 7. The next annual meeting will be January 9, 1997.

The meeting was adjourned at 1:00 pm.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 20, 1996

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





PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director  
 February 20, 1996

DATE	REPORT NO.	AMOUNT
01/22/96	3368	\$2,531.34
01/29/96	3369	1,724.87
TOTAL		<u>\$4,256.21</u>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/22/96  
REPORT NO 3368

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acct				Number	
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	Feb. 1996		0300	00		2,106.41		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 7, 1996 253-0470		0700	01		143.15		
	Jan 4, 1996 524-9784		0700	01		28.69		
	Jan 4, 1996 524-8408		0700	08		33.37		
						205.21		
N05030A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Jan 4, 1996		0700	01		10.42		
N06686 Office Depot P.O. Box 660337 Dept. 80 Dallas, TX 75266-0337	Jan 16. 1996		1800	00		92.80		
N09141 Dick's Lock & Safe 602 W. Chapman #F Placentia, CA 92670	Dec. 26, 1995		1400	00		61.50		
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92686-1749	January 7, 1996		1400	00		55.00		

The claims listed above (totaling \$ 2,531.34) 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

2,531.34

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/29/96  
REPORT NO 3369

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	January 24, 1996		2800	00		826.25		
N03648-A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	January 24, 1996		1800	00		24.95		
N03659 Southern California Water 130 N. Bradford Ave. Placentia, CA 92670	January 5, 1996		2800	00		302.75		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 17, 1996 528-1906		0700	00		108.28		
	Jan. 17, 1996 528-8236		0700	00		16.68		
	Jan 17, 1996 528-6022		0700	00		15.45		
						140.41		
N0503A A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Jan 16, 1996 528-8236		0700	01		24.91		
	Jan 18, 1996 996-2865		0700	01		5.00		
						29.91		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	February, 1996		0300	00		400.60		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,724.87) 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  
 February 20, 1996

TYPE	REPORT NUMBER	AMOUNT
Immediately	3370	3,093.46
	3371	475.38
Subtotal for Immediately		3,568.84
Regular	3372	48,821.33
	3373	3,809.70
	3374	1,305.84
	3375	1,521.81
	3376	664.00
Subtotal for Regular		56,122.68
TOTAL CURRENT CLAIMS		59,691.52
Payroll	3377	22,085.00
	3378	22,085.00
Subtotal for Payroll		44,170.00
TOTAL		103,861.52

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/20/96  
REPORT NO 3370

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/	Rept Cat	AMOUNT	Doc Number
			BS Acct	Rev			
N01987 Vision Plan of America 8111 Beverly Blvd., STE 306 Los Angeles, CA 90048	Feb., 1996		0300	00		101.10	
	March, 1996		0300	00		94.50	
						195.60	
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	March 1996		0300	00		2,129.33	
N03655B Spicers Paper, Inc 1298 N. Bluegum Street Anahiem, CA 92805	Jan 30, 1996		1800	00		67.18	
	Feb. 15, 1996	716192	1800	00		156.24	
	Jan 10, 1996	734337	1800	00		35.50	
		696502	1800	00		258.92	
N03659 Southern California Water 130 N. Bradford Ave. Placentia, CA 92670	Feb. 2, 1996		2800	00		183.08	
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 19, 1996		0700	01		19.05	
	Jan 19, 1996	996-2865	0700	01		99.01	
	Feb. 4, 1996	996-4983	0700	01		26.94	
	Feb. 7, 1996	524-9784	0700	01		142.71	
	Feb. 4, 1996	253-0470	0700	01		28.47	
		524-8408	0700	08		316.18	
N05030A A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	Jan. 16, 1996		0700	00		5.20	
	Feb 4, 1996	524-1906	0700	01		5.15	
						10.35	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$ 3,093.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,093.46

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/20/96  
REPORT NO 3371

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
N03650 Kinkos Customer Admin. Svcs P.O. Box 8033 Ventura, CA 93002-8033	Feb. 15, 1996 004002074261			1800	08	39.20		
N06965 Paychex 200 E. Sandpointe, STE 100 Santa Ana, CA 92799	Feb. 1, 1996 19960201			1900	00	235.50		
N09141 Dick's Lock & Safe 602 W. Chapman #F Placentia, CA 92670	Aug 17, 1995 75731			1400	00	101.68		
Capitol Weekly 1123 Twelfth Street Sacramento, CA 95814	Renewal - Feb. 1996			1800	00	99.00		

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$ 475.38) 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 02/20/96  
REPORT NO 3372

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	Jan. 26, 1996							
		53510	2800	00		3,594.00		
			1400	00		1,795.66		
	Feb. 7, 1996		2800	00		3,259.95		
		53520	1400	00		1,717.58		
						10,367.19		
N01650C First Interstate Bank of CA ABA # 122000218 AMTS # 250098989 A/C: 6500968-007 ISSUE: Placentia Civic Center - A Attn: Teresa Fructuoso, Ext. 2311	Feb. 1, 1996		2200	00		35,900.00		
N01889 Connect Inc. 515 Ellis Street Mt. View, CA 94043-2242	Jan 31, 1996		0700	07		10.86		
		960114495						
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	January 25, 1996		1000	00		752.53		
		227100200						
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Jan 16, 1996		1400	00		117.42		
		39812						
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Jan 31, 1996		1900	00		32.71		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Dec. 28, 1996		0700	05		423.82		
		A21823						
	Jan 15, 1996		0700	05		396.49		
		A21974						
						820.31		

The claims listed above (totaling \$ 48,821.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/20/96  
REPORT NO 3373

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SQ
			BS Acct					
N03660 Elizabeth D. Minter Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	Feb 15, 1996		0900	00		9.52		
			0900	09		52.14		
			1800	00		31.76		
			1800	09		15.87		
			1803	00		25.90		
			1900	08		80.00		
			2700	01		250.00		
			2700	07		606.00		
			3700	00		973.00		
						2,044.19		
N03653 Bear State 13321 Alondra Blvd # N Sante Fe Springs, CA 90670	Jan 16, 1996	38878	1400	00		280.21		
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	January, 1996		0300	00		213.90		
			0300	00		213.90		
						427.80		
N06557 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	February, 1996		1900	00		35.00		
N06566 Regency Lighting 16665 Aminta Street Van Nuys, CA 91406	Jan 31, 1996	263177	1000	00		249.46		
N06573 First American Trust co. 421 N. Main Street Santa Ana, CA 92702	Jan 5, 1996		1900	00		743.34		
N06667 Upstart P.O. Box 800 Fort Atkinson, WI 53538-0800	January 11, 1996	3862499-001	1800	00		29.70		

The claims listed above (totaling \$ 3,809.70) 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 02/20/96  
REPORT NO 3374

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

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

APPROVED CLAIMS							A.G.'s Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct	Rev				
N06786 Hector Vargas 318 Capistrano Street Placentia, CA 92670	N06785 41490		1400	00		950.00		
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92670	January, 1996 Jan. 18-20, 1996		2700	07		22.32		
			2700	07		63.91		
						86.23		
N06902 New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210	Jan 19, 1996 715030		2800	00		29.77		
N06569 Demco, Inc. P.O. Box 7488 Madison, WI 53707-7488	Feb. 8, 1996 460041		1800	00		52.27		
N09140 XCP, Inc. 40 Elm Street Dryden, NY 13053-9624	Jan 11, 1996		1803	00		4.94		
N10221 Chronicle of Philanthropy P.O. Box 1989 Marion, OH 43305	Renewal		1800	00		112.00		
N10224 Curriculum Assoc. Dept AR P.O. Box 2001 N. Billerica, MA 01862-0901	Feb. 1, 1996 162255-1		1800	09		52.63		
American Agencies 730 North Euclid #302 Anaheim, CA 98201	Dec. 1995		1900	00		18.00		

The claims listed above (totaling \$ 1,305.84) 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

1,305.84

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/20/96  
REPORT NO 3375

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

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

APPROVED CLAIMS							A.G.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
Lasley Insurance Services P.O. Box 130 Placentia, CA 92670	Jan. 29, 1996		1800	00		60.00		
			2400	02		60.00		
						120.00		
Evelyn Renner Literacy Consultant P.O. Box 4938 Anaheim, CA 92803-4938	Jan 24, 1996	1352	1900	08		500.00		
P C Systems Design 3040 Saturn Street STE 100 Brea, CA 92621	Feb. 5, 1996		3000	00		727.81		
Calif. Assoc. of Library Trustees & Commissioners Attn: Pat Baur, Membership Co-chair 19812 Sienna Lane Yorba Linda, CA 92686	renewals for: Dinsmore Stark Evans Shkoler Masters Minter		1600	00		54.00		

The claims listed above (totaling \$ 1,521.81) 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 02/20/96  
REPORT NO 3376

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SG
			BS Acct					
N01962 Taylor Publishing Company 1550 West Mockingbird Dallas, TX 75235	Jan 17, 1996 431782		2400	01		10.97		
N01978A Grolier Educational Corp. P.O. Box 1716 Danbury, CT 06816	Feb. 12, 1996 284825		2400	01		315.11		
N03830 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Nov. 14, 1995 L28 8908		2400	01		37.95		
N03833B Brodart 500 Arch Street Williamsport, PA 17705	Jan 30, 1996 U426798 Jan 30, 1996 U426799		2400	01		17.70 <u>19.54</u> 37.24		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Jan 3, 1996 24208813		2400	01		67.52		
N03851 Reed Reference Publishing P.O. Box 7247-0466 Philadelphia, PA 19170-0466	Jan 19, 1996 312950		2400	01		169.97		
Yearick-Millea Riverside Commns 700 River Avenue, STE 216 Pittsburgh, PA 15212	Jul 6, 1995 5196		2400	01		6.48		
Home Planners, Inc. 3275 West In Road, #110 Tucson, AZ 85741	Feb. 6, 1996 675914		2400	03		18.76		

The claims listed above (totaling \$ 664.00) 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 02/20/96  
REPORT NO 3377

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

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

APPROVED CLAIMS							A/C's Use Only	Only
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Feb. 20, 1996 Pay # 5		0100	00		20,515.00		
	Feb. 16, 1996 Feb. 29, 1996							
	FICA		0200	00		<u>1,570.00</u> 22,085.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 29, 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 02/20/96  
REPORT NO 3378

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	SC
			BS Acct				Number	
BANK OF AMERICA Placentia Branch 760 for the Placentia Library  Account # 07605-80156 Route # 121000358	Feb. 20, 1996 Pay # 6 Mar. 1, 1996 Mar 14, 1996		0100	00		20,515.00		
	FICA		0200	00		1,570.00 22,085.00		
PLEASE WIRE ON THURSDAY, March 14, 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 \_\_\_\_\_

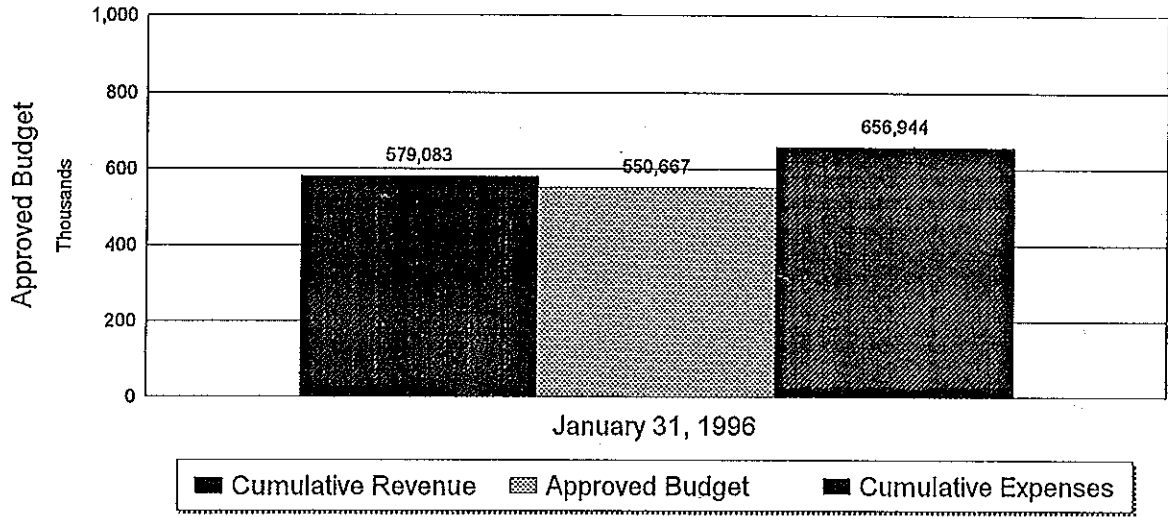
COUNTERSIGNED BY \_\_\_\_\_

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



# 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)  
February 20, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JAN 1996	FY1994-95 JAN 1995	FY94 YTD % OF BUD
6210-00	Prop. Taxes - current secured	700,000.00	363,084.04	370,464.20	35,094.68	86,291.41	52.15%
6210-01	Public Utility	25,000.00	73.14	0.00	0.00	73.14	0.00%
6210-04	Trester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	725,000.00	363,084.04	370,537.24	35,094.68	86,364.55	50.38%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	45,448.68	44,327.82	5,387.93	4,625.93	90.90%
6230-00	Prop. Taxes - Prior Secured	53,000.00	19,026.24	(269.26)	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	3,448.47	7,332.49	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	Trester Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	22,474.71	7,263.23	0.00	0.00	42.41%
6340	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	0.00	378.37	0.00	378.37	
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	3,500.00	7,100.98	1,908.66	2,398.86	0.00	82.54%
6280-01	Final supplemental for prior years	0.00	396.78	108.22	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	3,500.00	7,497.76	2,016.88	2,398.86	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,500.00	430.23	2,312.00	0.00	624.42	17.21%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	398.88	0.00	0.00	0.00	
	TOTAL TAXES	839,500.00	441,334.30	426,835.64	42,881.47	91,993.27	52.57%
6610-00	Interest	25,000.00	8,170.61	6,722.46	0.00	0.00	32.68%
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	8,170.61	6,722.46	0.00	0.00	32.68%
6680	STATE - HOMEOWNER PROP TAX RELIEF	15,300.00	7,699.73	7,326.01	5,389.81	5,128.20	49.68%
6970-00	State - Ill. & Direct Loan Reimbursement	19,000.00	10,500.56	8,043.93	1,492.26	0.00	55.27%
6970-01	State - CA Foundation Funds	16,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	10,000.00	3,391.00	0.00	8,391.00	0.00	83.91%
6970-03	State - Family Literacy	20,000.00	10,083.90	11,500.00	0.00	0.00	50.44%
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	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	75,000.00	30,361.46	22,837.93	9,882.26	0.00	40.48%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	5,000.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	34,000.00	21,517.39	10,540.28	1,946.21	0.00	63.29%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	(762.13)	0.00	(762.13)	
7810	TRANSFER FROM OTHER LIBRARY FUNDS	0.00	70,000.00	0.00	0.00	0.00	
	FUND 707 TOTAL	994,000.00	579,083.49	473,500.19	60,100.75	96,339.34	58.26%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 20, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JAN 1996	FY1994-95 JAN 1995	FY94 YTD % OF BUD
0100	Salaries & Wages	512,844.00	394,360.43	372,946.00	61,545.00	353,644.00	65.25%
0200	Retirement	72,746.00	56,729.67	24,705.36	36,618.26	2,705.34	77.98%
	Health Insurance/Care America	21,688.00	8,758.98	9,866.44	1,297.25	1,142.68	40.39%
	Long Term Disability	2,462.00	1,277.17	1,433.69	213.90	415.34	51.88%
	Vision Service Plan	1,294.00	721.23	664.99	101.10	0.00	37.29%
	Dental	4,295.00	2,804.20	2,313.70	400.60	331.08	65.29%
0300	Total Employee Insurance	30,379.00	13,561.58	14,298.32	2,012.85	1,939.10	44.64%
0310	Unemployment Insurance	1,000.00	0.00	324.46	0.00	0.00	0.00%
0350	Workers Compensation - General	3,800.00	3,088.00	1,932.00	1,391.00	966.00	31.20%
	TOTAL SALARIES & EMPLOYEE BENEFITS	620,769.00	397,739.68	364,206.64	101,567.11	40,974.44	64.07%
0700-00	Communications - Telephone	3,000.00	828.51	1,046.76	139.88	337.54	27.62%
0700-01	Communications - Modem/Fax	1,800.00	1,805.76	1,352.56	330.84	313.34	
0700-02	Communications - Internet/Database	500.00	423.05	396.05	0.00	54.18	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,500.00	2,119.10	2,714.34	423.82	423.82	
0700-07	Communications - 321 Grant	135.00	125.73	3.54	11.03	3.54	
0700-08	Communications - Adult Literacy	575.00	159.13	354.49	49.23	205.13	27.67%
	Total Communications	11,510.00	5,461.28	5,867.74	954.30	1,337.55	47.45%
0900-00	Food - General Fund	100.00	68.96	147.33	33.96	127.53	68.96%
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	
0900-09	Food - Family Literacy	50.00	2.58	6.99	2.58	0.00	
	Total Food	250.00	71.54	184.75	36.54	127.53	28.62%
1000-00	Household Expense	3,500.00	2,562.95	1,785.95	0.00	1,016.08	64.60%
1100-00	Insurance	15,500.00	9,549.17	0.00	0.00	0.00	61.61%
1300-00	Maintenance of Equipment - General Fund	8,000.00	2,257.55	4,386.03	753.54	1,447.42	28.22%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	0.00	969.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	9,000.00	2,257.55	5,355.03	753.54	1,447.42	28.22%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 20, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JAN 1996	FY1994-95 JAN 1995	FY94 YTD % OF BUD
1400-00	HVAC	3,600.00	3,552.17	\$21.94	117.42	234.84	98.67%
	Carpet Cleaning	1,500.00	0.00	800.00	0.00	0.00	0.00%
	Groundskeeping - City of Placentia	24,000.00	9,825.18	11,231.90	1,553.50	4,138.02	40.94%
	Plumbing	750.00	55.00	0.00	55.00	0.00	7.33%
	Electrical	3,740.00	988.00	2,251.71	0.00	580.00	26.42%
	Cleaning Service	11,700.00	6,650.00	6,650.00	1,900.00	1,900.00	56.84%
	Locksmith	200.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	6,246.00	3,078.48	1,126.00	953.00	124.20%
	Total Maintenance of Building & Grounds	45,990.00	27,316.35	24,834.03	4,751.92	7,805.86	59.40%
1600-00	Memberships - General Fund	2,400.00	1,433.65	1,915.00	400.00	974.00	59.74%
1600-07	Memberships - 321 Grant	0.00	135.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	100.00	135.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	1,668.65	2,050.00	400.00	974.00	65.44%
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	7,034.90	3,123.33	297.87	1,540.12	117.25%
	Printing	9,000.00	1,960.84	5,295.72	1,511.38	1,825.39	21.79%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	621.98	744.67	366.74	512.22	62.20%
	Paper	900.00	295.15	440.85	0.00	0.00	32.46%
	Disabling Water Service	300.00	174.65	174.65	24.95	49.90	58.22%
	Other Office Supplies	5,500.00	2,975.50	4,084.70	108.83	850.88	54.10%
	Total Office Supply Expense - General Fund	22,700.00	13,060.02	13,863.92	2,309.77	4,778.51	57.53%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	0.00	0.00	
1800-08	Printing	3,000.00	647.40	1,903.48	496.25	496.25	21.58%
	Publications	2,100.00	2,488.42	1,582.86	965.23	59.70	0.00%
	Paper	50.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	350.00	1,229.67	173.48	220.51	44.91	351.32%
	Total Adult Literacy Office Supply Expense	5,500.00	4,365.49	3,659.82	1,681.99	600.86	79.37%
1800-09	Family Literacy Supply Expense	6,000.00	1,432.71	1,750.15	370.44	231.06	29.88%
	Total Office Expense	34,200.00	18,858.22	19,273.89	4,362.20	5,610.43	55.14%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 3071  
(Prepared from the Orange County Auditor's Report)  
February 20, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JAN 1996	FY1994-95 JAN 1995	FY94 YTD % OF BUD
1803-00	Postage Expense - General Fund	1,800.00	374.25	975.88	79.00	150.31	20.79%
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	67.86	32.00	0.00	10.67%
1803-09	Postage Expense - Family Literacy	150.00	0.00	114.84	0.00	31.32	
	Total Postage Expense	2,550.00	406.25	1,178.53	111.00	181.63	17.29%
	Care Resources (Employee Assistance)	650.00	210.00	105.00	70.00	105.00	32.31%
	Pension Contribution & Operating Expenses	5,800.00	3,235.60	4,168.18	1,800.00	0.00	55.75%
	Anaheim Library Automated System	40,000.00	37,377.87	647.83	37,351.64	0.00	93.44%
	Clipping Service	400.00	196.26	228.97	32.71	65.42	49.07%
	Tax Collection Services & Fees by Orange County	175.00	115.24	138.85	0.00	0.00	65.88%
	Advertising	200.00	115.20	47.87	115.20	0.00	57.69%
	Medical Exams	750.00	95.00	285.00	0.00	0.00	12.67%
	Collection Services - Accounts Receivable	3,700.00	0.00	0.00	0.00	0.00	0.00%
	Audit	3,750.00	2,950.00	3,005.00	0.00	55.00	78.67%
	Payroll Preparation	2,500.00	1,346.29	1,514.82	352.44	639.05	53.85%
	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 OCF Settlement Allocations)	3,000.00	363.66	1,345.04	255.66	403.25	12.12%
1900-00	Total Specialized Services - General Fund	60,925.00	46,005.12	11,486.66	40,037.65	1,267.72	75.51%
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	103.50	1,705.75	103.50	0.00	3.78%
1900-09	Specialized Services - Family Literacy	5,500.00	47.50	95.00	47.50	0.00	0.86%
1900-18	Tax Collection Services & Fees by Orange County	2,000.00	1,056.33	1,038.09	101.21	228.42	51.32%
	Total Specialized Services	71,175.00	48,671.59	24,900.21	40,289.86	1,496.14	68.38%
2000-00	Legal Notices - General Fund	500.00	112.50	0.00	0.00	0.00	22.50%
2000-01	Legal Notices - LSCA II Grant	750.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	1,250.00	112.50	0.00	0.00	0.00	9.06%
2100-00	Rent/Leases/Equipment	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	35,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 20, 1996

OBJECT CODE	DESCRIPTION	FY1995-96 BUDGETED	FY1995-96 YTD	FY1994-95 YTD	FY1995-96 JAN 1996	FY1994-95 JAN 1995	FY94 YTD % OF BUD
2400-00	Special Department Expense - Miscellaneous	100.00	2,552.97	7.00	0.00	7.00	2552.97%
2400-01	Special Department Expense-Books	24,056.00	8,730.95	29,544.99	934.40	15,672.44	54.85%
2400-02	Special Department Expense - Video	2,000.00	183.00	0.00	0.00	0.00	9.15%
2400-03	Special Department Expense - Electronic	25,000.00	22,437.59	5,672.38	18,493.05	0.00	87.00%
2400-04	Special Department Expense - Periodicals	5,000.00	4,349.99	8,586.17	4,091.34	3.00	16.80%
2400-05	Special Department Expense - Audio	3,000.00	503.90	0.00	0.00	0.00	
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	215.34	
2400-08	Special Department Expense - Adult Literacy	500.00	0.00	1,071.75	0.00	0.00	
2400-09	Special Department Expense - Family Literacy	500.00	0.00	715.59	0.00	656.28	0.00%
	Total Special Department Expense	61,156.00	38,758.40	45,763.22	23,518.79	16,554.06	65.38%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00		
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	1,187.50	2,065.51	368.68	49.85	ERR
2700-01	Transportation/Travel - Meetings, Staff/Local	2,000.00	979.59	752.34	18.56	26.30	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	203.54	0.00	91.54	0.00	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	275.00	698.00	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	765.28	1,247.56	486.28	13.00	10.57%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	52.83	6.00	0.00	0.00	14.10%
2700-09	Transportation/Travel - Meetings - Family Literacy	200.00	28.19	200.00	28.19	0.00	52.12%
	Total Transportation/Travel - Meetings	6,700.00	3,491.93	4,835.21	993.25	89.15	
	Electricity	58,000.00	29,653.85	33,903.67	4,391.43	11,241.49	51.13%
	Gas	3,075.00	369.63	1,207.68	152.27	856.44	12.02%
	Water	1,925.00	996.72	1,379.47	0.00	354.03	51.78%
	Total Utilities	63,000.00	31,020.20	36,490.82	4,543.70	12,451.96	49.24%
	TOTAL SUPPLIES & SERVICES	364,031.00	189,204.08	172,519.38	80,715.30	49,091.81	51.97%
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	8,000.00	0.00	3,231.65	0.00	1,385.04	
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	0.00	5,381.70	0.00	1,385.04	0.00%
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	8,000.00	0.00	5,381.70	0.00	1,385.04	0.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	70,000.00	0.00	70,000.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	994,000.00	656,943.76	542,107.72	252,282.41	91,451.29	59.05%
	EXPENSES WITHOUT FUND TRANSFER	994,000.00	586,943.76	542,107.72	182,282.41	91,451.29	59.05%



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

---

**Salomon Brothers**

---

Dear Pool Participant:

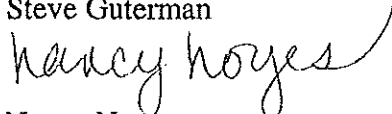
Money market eligible securities finished 1995 with a very strong fourth quarter. However, the quarter certainly did not start out that way as investors fretted that a rebound in the U.S. economy would preclude the Federal Reserve from further easing the Federal Funds rate. The late summer economic bounce gradually gave way to increasing signs of weakness across various sectors of the economy, giving emboldened investors reason to bid up money market securities in expectation of renewed monetary easing. By December, signs of softness in the economy were widespread, with only the budget impasse between the Clinton administration and Congress standing in the way of a Fed ease. Despite the lack of a budget deal, Fed Chairman Alan Greenspan surprised the market by going ahead and lowering the Federal Funds rate 25 basis points anyway at the December 19 FOMC meeting, the only such move of the quarter. Investors finished 1995 confident that at least another 25 basis point move would follow if a credible budget agreement is reached.

For most of December, the portfolios maintained average maturities in the 30-35 day range, the longest they've been all year. While it was not at all clear that the Federal Reserve would lower rates at the December FOMC meeting, given the softening tone of economic data, we felt that it was prudent for the portfolios to remain longer than they had been. However, after the Fed eased on December 19, the strategy changed going into year end. Instead of keeping the portfolios extended, a large overnight balance was rolled into the new year in order to take advantage of the higher rates available on short-term investments over year end. The portfolios closed 1995 with average maturities ranging from 18 to 26 days, down from approximately 35 days at the end of November.

Sincerely,



Steve Guterman



Nancy Noyes

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

February 9, 1996

Salomon Brothers

Dear Pool Participant:

Will they ease monetary policy or won't they? That was the question that occupied the minds of money market participants in January, leading up to the Federal Open Market Committee (FOMC) meeting at the end of the month. Investors and economists began the month evenly split on the issue of a January Fed rate cut. The pro-easing camp argued that continued signs of economic weakness and lack of inflationary pressures would prompt the Fed to act. The other side postulated that, without a budget deal in place and without timely economic data due to the Federal government shutdown, the Fed would stay its hand until the March FOMC meeting.

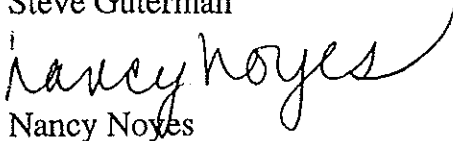
In the end, the undeniable softness in the economic data (Philadelphia Fed survey, retail sales, home sales, consumer confidence, etc.) prompted the Fed to cut both the Federal Funds and discount rates by 25 basis points on January 31. Money market securities rallied strongly during the second half of the month as it became more apparent that the Fed would ease. By the end of the month, the market completely priced in the January ease, and also heavily discounted another move in March.

Given the strong possibility of a rate cut at the end of January, the portfolios' average maturities were extended during the month. As was the case in December, the market was evenly split on the issue of a rate cut during the month, but again, we felt it prudent for the portfolios to extend given the soft tone of economic data and the high likelihood of further easing going forward. The portfolios closed the month with average maturities ranging from 31 to 48 days, up from 18 to 26 days at the end of December.

Sincerely,



Steve Guterman



Nancy Noyes



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

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

\*Maturities range from January 2, 1996 through February 28, 1996

\*25.3 day average maturity

\*0.49% average portfolio monthly return

\*5.78% average investment's annualized monthly yield

\*\$49 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
1/2/96	\$8	<b>Agency Securities</b>	
1/9/96	2	FHLB	\$6
1/10/96	3	FNMA	4
1/12/96	1	FHLMC	2
1/16/96	5	<b>Bankers Acceptance</b>	
1/22/96	2	Bank of New York	\$1
1/24/96	2	Chase Manhattan Bank	2
1/25/96	2	Wachovia Bank	2
1/26/96	2	Republic Bank	2
1/29/96	2	<b>Commercial Paper</b>	
1/30/96	1	JP Morgan	\$1
1/31/96	2	UBS Finance	1
2/1/96	1	Commercial Credit	1
2/2/96	1	Bell Atlantic Financial Services	.1
2/5/96	3	Goldman Sachs Group	1
2/7/96	1	Nestle Capital	1
2/9/96	2	Ford Motor Credit	1
2/12/96	1	Xerox Corporation	1
2/13/96	1	GE Capital	1
2/14/96	2	IBM Credit Corporation	1
2/21/96	1	KFW International Finance	1
2/26/96	2	<b>Certificates of Deposit</b>	
2/28/96	2	Banque Nationale De Paris	\$1
		Societe Generale	1
		Bank of Nova Scotia	2
		Deutsche Bank	3
		Bank of Montreal	1
		NatWest Bank	2

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

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from January 2, 1996 through February 28, 1996
- \*25.3 day average maturity
- \*0.49% average portfolio monthly return
- \*5.78% average investment's annualized monthly yield
- \*\$49 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
		Commerzbank	1
		Bayerische Landesbank	2
		Treasury Collateralized O/N	\$6

**County of Orange**  
**Pre Bankruptcy Portfolio - 200**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through May 22, 1996

\*37 days average maturity

\*0.49% average portfolio monthly return

\*5.73% average investment's annualized monthly yield

\*\$49 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/1/96	\$3	<b>Agency Securities</b>	
2/2/96	1	FHLB	\$4
2/5/96	4	FNMA	2
2/7/96	1	FHLMC	5
2/8/96	1	<b>Bankers Acceptance</b>	
2/9/96	4	Bank of New York	\$1
2/12/96	3	Chase Manhattan Bank	2
2/13/96	1	Bankers Trust	2
2/14/96	2	Republic Bank	2
2/16/96	1	Rabobank	2
2/21/96	2	Nationsbank	1
2/26/96	2	<b>Commercial Paper</b>	
2/28/96	2	JP Morgan & Co.	\$1
3/7/96	1	Coca Cola	1
3/8/96	2	Dupont EI De Nemours	1
3/21/96	1	Bell Atlantic Financial Services	1
3/22/96	1	Goldman Sachs Group	1
3/26/96	1	HJ Heinz	1
3/27/96	1	Ford Motor Credit	1
4/1/96	2	Xerox Corporation	1
4/5/96	1	Metlife Funding	1
4/8/96	2	Pitney-Bowes	1
4/9/96	1	Shell Oil	1
4/12/96	1	Transamerica Finance	1
4/16/96	1	<b>Certificates of Deposit</b>	
4/22/96	2	Banque Nationale De Paris	\$1
4/26/96	1	Societe Generale	2
4/29/96	1	Bank of Nova Scotia	2

**County of Orange**  
**Pre Bankruptcy Portfolio - 200**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through May 22, 1996

\*37 days average maturity

\*0.49% average portfolio monthly return

\*5.73% average investment's annualized monthly yield

\*\$49 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
4/30/96	2	Deutsche Bank	1
5/22/96	1	Bayer Hypo Bank	2
		Canadian Imperial Bank	2
		Commerzbank	1
		Dresdner Bank	1
		Norddeutsche Landesbank	1
		Treasury Collateralized O/N	\$2

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

- \*All investments are in Treasury and agency securities
- \*Maturities range from January 2, 1996 through January 29, 1996
- \*13.7 day average maturity
- \*0.49% average portfolio monthly return
- \*5.74% average investment's annualized monthly yield
- \*\$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
1/2/96	\$1.3	Agency Securities	
1/24/96	.5	FNMA	\$1.0
1/26/96	.5	FHLB	.2
1/29/96	.2	Treasury Collateralized O/N	1.3

**County of Orange**  
**Pre Bankruptcy Portfolio - 274**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

- \*All investments are in Treasury and agency securities
- \*Maturities range from February 1, 1996 through April 29, 1996
- \*48 days average maturity
- \*0.48% average portfolio monthly return
- \*5.68% average investment's annualized monthly yield
- \*\$2.5 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/1/96	\$1.0	Agency Securities	
4/1/96	.5	FNMA	\$ .5
4/26/96	.5	FHLMC	1.0
4/29/96	.5	Treasury Collateralized O/N	\$1.0

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

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

\*Maturities range from January 2, 1996 through March 4, 1996

\*21.1 days average maturity

\*0.49% average portfolio monthly return

\*5.77% average investment's annualized monthly yield

\*\$1,033 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
1/2/96	\$307	Agency Securities	
1/4/96	6	FHLB	\$51
1/8/96	12	FNMA	61
1/9/96	36	FFCB	14
1/10/96	37	FHLMC	51
1/12/96	14	Bankers Acceptances	
1/16/96	27	Wachovia Bank	\$5
1/17/96	10	Rabobank	5
1/18/96	15	Bayerische Landesbank	14
1/19/96	45	Republic Bank	28
1/22/96	17	ABN Amro	17
1/24/96	43	Commercial Paper	
1/25/96	42	Transamerica Finance	\$10
1/26/96	47	PHH Corporation	20
1/29/96	47	Met Life Funding	5
1/30/96	20	Dupont EI De Nemours	5
1/31/96	18	3M Corporation	10
2/1/96	56	Daimler-Benz	5
2/2/96	10	JC Penney Funding	20
2/5/96	30	Xerox Corporation	13
2/6/96	13	HJ Heinz	10
2/7/96	22	KFW International Finance	13
2/9/96	35	Goldman Sachs	22
2/12/96	5	IBM Credit Corporation	23
2/13/96	12	Bell Atlantic Financial Services	15
2/14/96	25	Commercial Credit	24
2/15/96	5	Ford Financial	20
2/20/96	33	ANZ Delaware	10
2/21/96	15	GE Capital	29
2/26/96	5	Nestle Capital	5

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

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

\*Maturities range from January 2, 1996 through March 4, 1996

\*21.1 days average maturity

\*0.49% average portfolio monthly return

\*5.77% average investment's annualized monthly yield

\*\$1,033 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/28/96	12	Anheuser-Busch Company	10
3/4/96	12	<b>Certificates of Deposit</b>	
		Norddeutsche Landesbank	\$12
		Societe Generale	21
		Bayerische Landesbank	27
		NatWest Bank	24
		Bank of Nova Scotia	45
		Commerzbank	24
		Deutsche Bank	30
		Bank of Montreal	6
		Bayer Hypo Bank	20
		Banque Nationale De Paris	11
		Sanwa Bank	16
		<b>Treasury Collateralized O/N</b>	<b>\$282</b>



**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through June 28, 1996

\*35 days average maturity

\*0.49% average portfolio monthly return

\*5.72% average investment's annualized monthly yield

\*\$1,029 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/1/96	\$202	<b>Agency Securities</b>	
2/2/96	10	FHLB	\$42
2/5/96	37	FNMA	72
2/6/96	24	FHLMC	95
2/7/96	22	<b>Bankers Acceptances</b>	
2/8/96	19	Bankers Trust	\$22
2/9/96	42	Bank of New York	5
2/12/96	5	Rabobank	9
2/13/96	12	Mellon Bank	5
2/14/96	33	Republic Bank	20
2/15/96	5	ABN Amro	5
2/16/96	11	Nationsbank	4
2/20/96	33	<b>Commercial Paper</b>	
2/21/96	15	Transamerica Finance	\$6
2/23/96	15	PHH Corporation	16
2/26/96	19	Metlife Funding	13
2/27/96	25	Dupont EI De Nemours	23
2/28/96	12	AI Credit	7
3/1/96	32	Daimler-Benz	8
3/4/96	12	JC Penney Funding	5
3/5/96	7	Xerox Corporation	13
3/7/96	6	HJ Heinz	5
3/8/96	38	Coca Cola	7
3/11/96	20	Goldman Sachs Group	30
3/18/96	5	IBM Credit Corporation	26
3/19/96	28	Dresdner US Finance	15
3/20/96	15	Commercial Credit	25
3/21/96	15	Ford Motor Credit	28
3/22/96	13	JP Morgan	28
3/27/96	11	GE Capital	29

**County of Orange**  
**Pre Bankruptcy Portfolio - 683**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through June 28, 1996

\*35 days average maturity

\*0.49% average portfolio monthly return

\*5.72% average investment's annualized monthly yield

\*\$1,029 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
4/1/96	10	Shell Oil	17
4/5/96	46	<b>Certificates of Deposit</b>	
4/8/96	13	Norddeutsche Landesbank	\$10
4/9/96	7	Societe Generale	41
4/10/96	5	Bayerische Landesbank	14
4/11/96	22	ABN Amro	7
4/12/96	15	Bank of Nova Scotia	49
4/16/96	17	Commerzbank	37
4/17/96	25	Deutsche Bank	41
4/19/96	8	Bank of Montreal	15
4/22/96	42	Bayer Hypo Bank	46
4/23/96	15	Banque Nationale De Paris	28
4/25/96	9	Canadian Imperial Bank	10
4/26/96	12	NBD Bank	5
4/29/96	8	<b>Treasury Collateralized O/N</b>	\$146
4/30/96	10		
5/22/96	7		
6/28/96	15		

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

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

\*Maturities range from January 2, 1996 through February 21, 1996

\*22.8 days average maturity

\*0.49% average portfolio monthly return

\*5.77% 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
1/2/96	\$9	<b>Agency Securities</b>	
1/8/96	1	FNMA	\$4
1/9/96	2	FFCB	1
1/10/96	1	FHLMC	3
1/12/96	1	<b>Bankers Acceptances</b>	
1/16/96	1	ABN Amro	\$1
1/18/96	1	Bank of New York	1
1/24/96	3	Wachovia Bank	1
1/25/96	1	Republic Bank	1
1/26/96	1	<b>Commercial Paper</b>	
1/29/96	1	UBS Finance	\$1
1/30/96	1	PHH Corporation	1
1/31/96	2	Bell Atlantic Financial Services	1
2/1/96	1	Dupont EI De Nemours	1
2/5/96	3	GE Capital	1
2/6/96	1	Xerox Corporation	1
2/9/96	1	Anheuser-Busch Company	1
2/12/96	1	KFW International Finance	1
2/13/96	2	ANZ Inc	1
2/14/96	1	<b>Certificates of Deposit</b>	
2/20/96	1	Bayer Hypo Bank	\$1
2/21/96	1	Deutsche Bank	2
		Sanwa Bank	1
		NatWest Bank	1
		Norddeutsche Landesbank	1
		Bank of Nova Scotia	1
		Bayerische Landesbank	1
		<b>Treasury Collateralized O/N</b>	<b>\$8</b>

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through April 30, 1996

\*32 days average maturity

\*0.48% average portfolio monthly return

\*5.71% 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
2/1/96	\$6	<b>Agency Securities</b>	
2/5/96	2	FNMA	\$3
2/6/96	2	FHLMC	6
2/8/96	2	<b>Bankers Acceptances</b>	
2/9/96	2	Bankers Trust	1
2/12/96	2	Republic Bank	1
2/13/96	2	Bank of New York	1
2/14/96	1	<b>Commercial Paper</b>	
2/20/96	1	Coca Cola	\$1
2/21/96	1	Commercial Credit	1
2/27/96	1	Ford Motor Credit	1
3/1/96	1	Goldman Sachs Group	1
3/7/96	1	GE Capital	1
3/8/96	1	Xerox Corporation	1
3/22/96	1	IBM Credit	1
3/26/96	1	JP Morgan & Co.	1
4/1/96	1	Metlife Funding	1
4/8/96	1	Transamerica Finance	1
4/12/96	1	<b>Certificates of Deposit</b>	
4/16/96	1	Mellon Bank	\$1
4/19/96	1	NBD Bank	1
4/22/96	1	Bayer Hypo Bank	1
4/26/96	1	Banque Nationale De Paris	1
4/29/96	1	Canadian Imperial Bank	1
4/30/96	2	Commerzbank	1
		Norddeutsche Landesbank	1
		Bank of Nova Scotia	1
		Dresdner Bank	1

**County of Orange**  
**Pre Bankruptcy Portfolio - 690**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through April 30, 1996

\*32 days average maturity

\*0.48% average portfolio monthly return

\*5.71% average investment's annualized monthly yield

\*\$37 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>
		Societe Generale	1
		Treasury Collateralized O/N	\$5

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

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

\*Maturities range from January 2, 1996 through March 12, 1996

\*26.4 days average maturity

\*0.49% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$1,092 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
1/2/96	\$193	<b>Agency Securities</b>	
1/4/96	6	FNMA	\$127
1/8/96	9	FFCB	13
1/9/96	13	FHLB	19
1/10/96	30	FHLMC	101
1/11/96	15	FHLMC Debenture	6
1/12/96	13	<b>Bankers Acceptances</b>	
1/16/96	78	Bank of New York	\$3
1/17/96	25	Republic Bank	43
1/18/96	29	Bayerische Landesbank	9
1/19/96	35	Chase Manhattan Bank	4
1/22/96	18	Wachovia Bank	5
1/24/96	66	Rabobank	10
1/25/96	13	<b>Commercial Paper</b>	
1/26/96	50	Bell Atlantic Financial Services	\$29
1/29/96	26	HJ Heinz	6
1/30/96	23	JC Penney Funding	5
1/31/96	58	PHH Corporation	13
2/1/96	38	Xerox Corporation	26
2/2/96	8	KFW International Finance	10
2/5/96	74	Dupont EI De Nemours	14
2/6/96	14	Goldman Sachs	29
2/7/96	5	IBM Credit Corp	29
2/8/96	16	Ford Motor Credit	30
2/9/96	30	UBS Finance	25
2/12/96	19	Transamerica Finance	6
2/13/96	5	Nestle Capital	5
2/14/96	49	Metlife Funding	10

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

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

\*Maturities range from January 2, 1996 through March 12, 1996

\*26.4 days average maturity

\*0.49% average portfolio monthly return

\*5.79% average investment's annualized monthly yield

\*\$1,092 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/16/96	30	JP Morgan & Company	11
2/20/96	12	ANZ Delaware	22
2/21/96	15	Daimler-Benz NA	22
2/23/96	5	Anheuser-Busch Company	4
2/26/96	12	Certificates of Deposit	
3/8/96	10	Banque Paribas	\$25
3/11/96	30	Norddeutsche Landesbank	9
3/12/96	20	Sanwa Bank	8
		Societe Generale	36
		Deutsche Bank	38
		Bank of Montreal	5
		Commerzbank	47
		Bank of Nova Scotia	34
		Bayerische Landesbank	10
		Bayer Hypo Bank	9
		Banque Nationale De Paris	43
		NatWest Bank	35
		Treasury Collateralized O/N	\$157

**County of Orange**  
**Post Bankruptcy Portfolio**  
**Investment Pool Portfolio Summary**  
**January 31, 1996**

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

\*Maturities range from February 1, 1996 through May 22, 1996

\*31 days average maturity

\*0.49% average portfolio monthly return

\*5.73% average investment's annualized monthly yield

\*\$999 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
4/2/96	6	Daimler-Benz NA	8
4/4/96	3	HJ Heinz	13
4/5/96	10	<b>Certificates of Deposit</b>	
4/8/96	9	Banque Paribas	\$25
4/9/96	35	ABN Amro	5
4/10/96	9	Canadian Imperial Bank	37
4/11/96	11	Societe Generale	41
4/16/96	12	Deutsche Bank	29
4/17/96	16	Bank of Montreal	10
4/22/96	34	Commerzbank	5
4/23/96	22	Bank of Nova Scotia	34
4/26/96	15	Bayerische Landesbank	9
4/29/96	10	Bayer Hypo Bank	25
4/30/96	8	Banque Nationale De Paris	30
5/10/96	10	NatWest Bank	20
5/22/96	7	NBD Bank	7
		Dresdner Bank	8
		<b>Treasury Collateralized O/N</b>	<b>\$138</b>



**County of Orange  
Post Bankruptcy Portfolio  
Investment Pool Portfolio Summary  
January 31, 1996**

- \*All investments are in Treasury and agency securities, high-grade commercial paper, certificates of deposit, and bankers acceptances.
- \*Maturities range from February 1, 1996 through May 22, 1996
- \*31 days average maturity
- \*0.49% average portfolio monthly return
- \*5.73% average investment's annualized monthly yield
- \*\$999 million in portfolio investments

Maturity Schedule (in million dollars)		Issuer Breakdown (in million dollars)	
Date	Amount	Issuer	Amount
2/1/96	\$177	<b>Agency Securities</b>	
2/2/96	8	FNMA	\$88
2/5/96	49	FHLB	23
2/6/96	52	FHLMC	119
2/7/96	5	<b>Bankers Acceptances</b>	
2/8/96	33	Bank of New York	\$3
2/9/96	37	Republic Bank	35
2/12/96	28	Chase Manhattan Bank	4
2/13/96	5	Bankers Trust	9
2/14/96	57	Rabobank	10
2/16/96	53	<b>Commercial Paper</b>	
2/20/96	12	JC Penney Funding	\$10
2/21/96	29	Shell Oil	19
2/23/96	15	Pitney-Bowes	14
2/26/96	12	AI Credit	8
2/28/96	6	Coca Cola	7
2/29/96	20	PHH Corporation	10
3/7/96	7	Xerox Corporation	11
3/8/96	29	Commercial Credit	20
3/11/96	45	Dupont EI De Nemours	10
3/12/96	20	Goldman Sachs Group	30
3/13/96	5	IBM Credit	25
3/20/96	5	Ford Motor Credit	12
3/21/96	5	Dresdner US Finance	22
3/22/96	10	Transamerica Finance	15
3/26/96	5	Metlife Funding	10
3/27/96	16	JP Morgan & Co.	16
4/1/96	37	GE Capital	25



Placentia Library District  
Balance Sheet

January 31, 1996

Assets

General Fund - Checking	3,465.38	
Literacy Fund-Checking	3,614.33	
County Exempt-Checking	4,148.98	
Payroll Account	13,295.32	
Savings (P/R Support)	3,623.58	
Savings (P/R Fees)	2,173.42	
Certificates of Deposit	25,000.00	
General Fund - Savings	11,041.08	
Literacy Fund - Savings	3,331.50	
County Exempt - Savings	9,795.80	
Total Assets		79,489.39

Liabilities

Manual Payroll Checks	12,400.02	
Payroll Taxes Payable	35.28	
Deferred Comp Payable	436.45	
Insurance Payable	(267.11)	
Credit Union Payable	(775.22)	
Union Dues Payable	347.44	
Other Employee Deductions	656.41	
Total Liabilities		12,833.27

Capital

Fund Balance	66,656.12	
Total Capital		66,656.12
Total Liabilities and Capital		79,489.39

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

January 1996

Prepared 2/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				11,041.08
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				11,041.08

*EMMitt*  
2-15-96



01/31/96

Page 1  
Part 1 of 1 Parts

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

	Total	01/31/96
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	23.79	23.79
Cash Register-Fines	2,264.71	2,264.71
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	154.66	154.66
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	137.00	137.00
Cash Register-Computer Rental	132.50	132.50
Typewriter Income	18.93	18.93
Telephone Income	32.38	32.38
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	8,391.00	8,391.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,463.46	1,463.46
Interest Income - checking	0.00	0.00
Interest Income - savings	28.93	28.93
Miscellaneous Income	0.00	0.00
	-----	-----
<b>Total Income</b>	<b>12,647.36</b>	<b>12,647.36</b>
<b>Cost of Sales</b>		
	-----	-----
<b>Gross Profit (Loss)</b>	<b>12,647.36</b>	<b>12,647.36</b>
<b>Expenses</b>		
Transfers to County	11,866.47	11,866.47
Employee Insurance (030)	0.00	0.00
Food (0900)	34.17	34.17
Household Expenses (100)	0.00	0.00
Insurance (1100)	(6,857.04)	(6,857.04)
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	3.09	3.09
Postage (183)	124.20	124.20
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	(220.51)	(220.51)
Transportation & Travel (270)	884.96	884.96
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	980.00	980.00

01/31/96

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

Page 2  
Part 1 of 1 Parts

	Total	01/31/96
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	6,815.34	6,815.34
	-----	-----
Operating Income (Loss)	5,832.02	5,832.02
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	5,832.02	5,832.02
	=====	=====

01/31/96

Page 1

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

Part 1 of 1 Parts

	01/31/96
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	235.75
Cash Register-Fines	13,704.21
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,300.64
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	866.09
Cash Register-Computer Rental	363.47
Typewriter Income	75.87
Telephone Income	113.90
Copy Machine Income	0.00
State Library Reimbursements	10,500.56
State Library Grants	18,479.90
State of California Foundation Funds	0.00
Other Grants	1,381.00
County Reimbursements	7,411.92
Interest Income - checking	5.20
Interest Income - savings	77.44
Miscellaneous Income	5,060.87
	-----
Total Income	59,786.82
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	59,786.82
<b>Expenses</b>	
Transfers to County	52,789.27
Employee Insurance (030)	87.90
Food (0900)	179.27
Household Expenses (100)	12.19
Insurance (1100)	(6,877.04)
Maintenance-Equip (130)	65.00
Maintenance-Bldg (140)	115.00
Memberships (160)	1,066.00
Office Expense (180)	1,557.06
Postage (183)	523.68
Prof. & Spec. Services (190)	200.00
Special Departmental Expense (240)	(707.84)
Transportation & Travel (270)	3,605.24
Utilities (280)	(217.76)
Equipment (400)	0.00
Taxes and Fees (370)	978.01



01/31/96

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

Page 2  
Part 1 of 1 Parts

Funds in Transit	01/31/96 0.00
Total Expenses	----- 53,375.98 -----
Operating Income (Loss)	6,410.84
Other Income	
Other Expenses	
Net Income (Loss)	----- 6,410.84 =====

01/31/96

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 96 Period 7  
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1013	01/31/96	O.C. Auditor	11,866.47
		0-5102-01 Transfers to County	11,866.47
		Checkbook 5 Total	11,866.47

01/31/96

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

Page 2

For Fiscal Year 96, Period 7 through Fiscal Year 96, Period 7

Account Name	Total
0-5102-01 Transfers to County	11,866.47
	-----
	11,866.47
	=====

01/31/96

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 96 Period 7  
General Account

Page 1

Check	Date	Payee	Amount
4192	01/11/96	Grant Hyatt Hotel	288.96
	0-5122-01	Transportation & Travel (270)	288.96
4193	01/11/96	Smart & Final	34.17
	0-5105-01	Food (0900)	34.17
4194	01/16/96	Educ. Computer Confe	310.00
	0-5122-01	Transportation & Travel (270)	310.00
4195	01/17/96	Tall Mouse	3.09
	0-5114-01	Office Expense (180)	3.09
4196	01/17/96	Placentia Chamber	6.00
	0-5122-01	Transportation & Travel (270)	6.00
4197	01/24/96	U.S. Postmaster	148.20
	0-5116-01	Postage (183)	148.20
4198	01/30/96	State Bd Equalizatio	973.00
	0-5126-01	Taxes and Fees (370)	973.00
4199	01/30/96	City of Sante Fe Spr	280.00
	0-5122-01	Transportation & Travel (270)	280.00
Checkbook 1 Total			2,043.42

01/31/96

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

Page 2

For Fiscal Year 96, Period 7 through Fiscal Year 96, Period 7

Account Name	Total
0-5105-01 Food (0900)	34.17
0-5114-01 Office Expense (180)	3.09
0-5116-01 Postage (183)	148.20
0-5122-01 Transportation & Travel (270)	884.96
0-5126-01 Taxes and Fees (370)	973.00
	-----
	2,043.42
	=====

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

January 1996

Prepared 2/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,331.50
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,331.50

*Correct  
8-15-94*

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

January 1996

Prepared 2/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,614.33
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,614.33

*E. Smith*  
2-15-96

01/31/96

Page 1

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

Part 1 of 1 Parts

	Total	01/31/96
Income		
Gifts Income	0.00	0.00
Tutor Training Income	90.00	90.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	3.07	3.07
Interest Income - savings	6.12	6.12
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Citizenship Tests (CASAS)	105.00	105.00
Donations to Literacy	50.00	50.00
	-----	-----
Total Income	254.19	254.19
Cost of Sales		
	-----	-----
Gross Profit (Loss)	254.19	254.19
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	254.19	254.19
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	254.19	254.19
	=====	=====



01/31/96

Page 1

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

Part 1 of 1 Parts

	01/31/96
Income	
Gifts Income	0.00
Tutor Training Income	240.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	16.28
Interest Income - savings	51.23
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	167.00
Citizenship Tests (CASAS)	105.00
Donations to Literacy	50.00
	-----
Total Income	629.51
Cost of Sales	
	-----
Gross Profit (Loss)	629.51
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	20.30
	-----
Total Expenses	20.30
	-----
Operating Income (Loss)	609.21
Other Income	
Other Expenses	
	-----
Net Income (Loss)	609.21
	=====

01/31/96

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

Page 1

For Fiscal Year 96, Period 7 through Fiscal Year 96, Period 7

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

January 1996

Prepared 2/15/96

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				9,795.80
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				9,795.80

*EDM*  
2-15-96



01/31/96

Page 1  
Part 1 of 1 Parts

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

	Total	01/31/96
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	52.50	52.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	190.00	190.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	142.10	142.10
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	3.53	3.53
Interest Income - savings	18.64	18.64
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	406.77	406.77
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	406.77	406.77
<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	1,000.00	1,000.00
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	(963.16)	(963.16)
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	36.84	36.84
	-----	-----

01/31/96

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

Page 2  
Part 1 of 1 Parts

	Total	01/31/96
Operating Income (Loss)	369.93	369.93
Other Income		
Other Expenses		
Net Income (Loss)	----- 369.93 =====	----- 369.93 =====

01/31/96

Page 1

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

	01/31/96
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	246.50
Microfilm/Microfich Income	0.00
Meeting Room Income	1,825.00
Test Proctoring Income	260.00
Vending Machine Income	57.00
Debit Card Income	730.10
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	23.42
Interest Income - savings	119.01
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
	-----
<b>Total Income</b>	<b>4,261.03</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>4,261.03</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	1,355.56
Children's Camp Library	461.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	439.00
Friend's-Director's Fund	(322.23)
Friend's-Other Activities	0.00
Library Board Expenses	374.35
Meeting Room Upkeep Expenses	320.94
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>2,653.52</b>
	-----

01/31/96

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

Page 2  
Part 1 of 1 Parts

Operating Income (Loss)	01/31/96 1,607.51
Other Income	
Other Expenses	
Net Income (Loss)	----- 1,607.51 =====



01/31/96

Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 96 Period 7  
County Exempt

Page 1

Check	Date	Payee	Amount
993	01/31/96	VOID void	0.00
994	01/11/96	Paper Mart	36.85
		0-5314-03 Friend's-Director's Fund	36.85
		Checkbook 3 Total	36.85

01/31/96

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

Page 2

For Fiscal Year 96, Period 7 through Fiscal Year 96, Period 7

Account Name	Total
0-5314-03 Friend's-Director's Fund	36.85
	-----
	36.85
	=====

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

Prepared February 6, 1996

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				17,329.13
	1901	263.86		
	2038	1,418.06		
	2044	260.60		
	2045	1,100.21		
	2052	42.34		
	2054	948.74		
	TOTALS	4,033.81	0.00	
Checkbook balance				13,295.32

*2-6-96  
CD*

01/31/96

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

Page 1  
Part 1 of 1 Parts

	Total	01/31/96
Income		
Transfers from County	44,170.00	44,170.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,170.00	44,170.00
Cost of Sales	-----	-----
Gross Profit (Loss)	44,170.00	44,170.00
Expenses		
Salaries	39,148.87	39,148.87
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,946.85	2,946.85
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	42,095.72	42,095.72
Operating Income (Loss)	2,074.28	2,074.28
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	2,074.28	2,074.28
	=====	=====

01/31/96

Page 1

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

Part 1 of 1 Parts


	01/31/96
Income	
Transfers from County	325,704.12
Interest Income-CD's	0.00
Interest-Savings-Landmark	27.33
Interest-Savings-B of A	11.06
Miscellaneous Income	0.00
	-----
Total Income	325,742.51
Cost of Sales	-----
Gross Profit (Loss)	325,742.51
Expenses	
Salaries	299,357.25
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	21,889.50
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	321,246.75
Operating Income (Loss)	4,495.76
Other Income	
Other Expenses	-----
Net Income (Loss)	4,495.76
	=====

01/31/96

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 96 Period 7  
Payroll Account

Page 1

Check	Date	Payee	Amount
610	01/02/96	Dianna Villanueva	87.17
		0-5402-04 Salaries	87.17
		Checkbook 4 Total	87.17

TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: February 20, 1996  
 SUBJECT: Acquisitions Report

**Dollars Spent 1/1/96 to 1/31/96**

Adult Fiction	\$192.58
Adult Non-Fiction	10.97
Adult Reference	207.24
Juvenile Non-Fiction	228.89
Gifts	541.34
<b>Total</b>	<b>\$1,181.02</b>

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

Adult Continuations Print	\$1,615.62
Adult Continuations Electronic	1,858.69
Adult Fiction	2,401.73
Adult Non-Fiction	1,869.66
Adult Reference	434.69
Adult Audio	487.74
Adult Video	460.40
Adult CD-ROMs	18.59
Juvenile Continuations Print	228.12
Juvenile Continuations Electronic	
Juvenile Fiction	
Juvenile Reference	
Juvenile Non-Fiction	256.59
Juvenile Audio	
Juvenile Video	
Juvenile CD-ROMs	
Gifts	4,019.70
<b>Total</b>	<b>\$13,614.50</b>

<b>Outstanding Orders:</b>	<b>Dollars Encumbered:</b>
Regular Accounts	\$2,582.13
Gift Accounts	1,579.80

**Donated Items 7/1/95 to 2/5/96**

Adult Books	340	\$5,718.00
Juvenile Books	271	2,350.48
Adult Videos	74	1,660.00
Juvenile Videos	17	302.95
Audio CDs	99	1,575.00

(These figures do not include paperbacks.)



TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: February 20, 1996  
 SUBJECT: ACS: Overdue Collection Report for Month of January

The report received from ACS Collection Agency on February 5, 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					
March					
April					
May					
June					
TOTAL YTD	174	485	107	5,006.58	123

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 01 Feb 1976

PLACENTIA PUBLIC LIBRARY  
411 E CHAPMAN  
411 E CHAPMAN AVE  
PLACENTIA, CA 92670  
ATTNE PEGGY RUKKICH

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	
	#	\$	#	\$	#	\$
GRASS ASSIGNMENTS	26	2,097.74	26	2,097.74	1266	86,338.5
LESS: Mail Return*, Dispute, Bankrpt	4	280.85	4	280.85	251	18,162.7
NET ASSIGNMENTS	22	1,816.89	22	1,816.89	1015	68,175.8
COLLECTED						
Paid in Full	6	446.37	6	446.37	292	15,071.9
Settled in Full	0	0.00	0	0.00	83	4,773.7
Partial Payment	10	413.90	10	413.90	219	9,322.7
Resolved	1	108.75	1	108.75	31	1,372.7
TOTAL RECOVERED	17	969.02	17	969.02	625	30,541.2

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	215	53	244	195	519
	\$16,509	\$3,660	\$14,792	\$13,883	\$37,063

\* Percentage of Mail Returns - 19.7 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PNT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT	DEMAND CODE #
	571461	10/24/95	01/29/95	116.70	A	1
	26018052494632		AMT: 116.70			
	570444	04/15/93	12/29/95	68.13	A	2
	26018053125128		AMT: 68.13			
	570456	10/12/95	12/29/95	66.25	MR	1
	26018053069839		AMT: 66.25			
	571842	10/28/95	01/31/96	104.90	A	1
	26019005606918		AMT: 104.90			
	569512	10/18/95	11/30/95	58.40	MR	3
	26053071075732		AMT: 58.40			
	570466	10/15/95	12/29/95	32.60	A,PF	2
	2601805302598		AMT: 46.94			
	571422	10/30/95	01/18/96	80.60	A	1
	26018053114106		AMT: 80.60			
	571844	11/13/95	01/31/96	79.35	A	1
	26053071138530		AMT: 79.35			
	566991	07/11/95	10/04/95	139.85	CC	5
	26018053282119		AMT: 139.85			
	567302	04/05/95	10/10/95	82.40	MR	5
	26053071077498		AMT: 82.40			
	570458	10/14/95	12/29/95	54.95	A	2
	26019004712493		AMT: 54.95			
	569417	05/15/93	11/29/95	69.95	A	4
	26019004292306		AMT: 69.95			
	571668	11/12/95	01/29/95	96.85	A	1
	26018053306785		AMT: 96.85			
	571666	11/19/95	01/29/95	74.42	A	1
	26018053200582		AMT: 74.42			
	571839	11/25/95	01/31/96	89.28	A	1
	26019004312393		AMT: 89.28			
	571848	11/12/95	01/31/96	45.45	A	1
	26018053075166		AMT: 45.45			
	567808	08/10/95	10/18/95	50.00	CC	5
	26018053210094		AMT: 106.10			
	571845	10/02/95	01/31/96	66.45	A	1
	26053071075419		AMT: 66.45			
	571841	11/27/95	01/31/96	92.00	A	1
	260180532727854		AMT: 92.00			
	569024	09/06/95	11/16/95	100.00	A	4
	26018053297377		AMT: 100.00			

571662	11/18/95	01/29/95	33.95	A	1
26018053306082		AMT: 33.95			
569422	01/02/95	11/29/95	60.40	A	4
		AMT: 60.40			
571663	11/29/95	01/29/95	54.99	A	1
26018052204436		AMT: 54.99			
569416	08/14/95	11/29/95	25.00	A,PP	4
26019005061593		AMT: 69.95			
571667	11/16/95	01/29/95	79.95	A	1
26018053215689		AMT: 79.95			
567974	07/22/95	10/25/95	47.00	CC	5
26019002053981		AMT: 47.00			
566993	07/10/95	10/04/95	73.75	CC	5
2601853282010		AMT: 73.75			
568755	03/06/95	11/13/95	0.00	TH	3
26053071134935		AMT: 94.40			
568756	09/19/94	11/13/95	80.65	A	4
26053070977029		AMT: 80.65			
567304	04/05/95	10/10/95	92.70	CC	5
26019004980454		AMT: 92.70			
569515	05/11/95	11/30/95	52.85	A	4
26019004714507		AMT: 52.85			
569925	07/11/94	12/11/95	96.43	A	2
26018053225647		AMT: 96.43			
567809	08/29/95	10/18/95	74.80	CC	5
26018053296739		AMT: 113.05			
567979	08/17/95	10/25/95	689.13	CC	5
26018053297075		AMT: 689.13			
571421	10/31/95	01/18/96	77.85	A	1
26018053303907		AMT: 77.85			
566995	06/17/95	10/04/95	65.00	CC	5
2605307048008		AMT: 146.85			
571660	10/22/95	01/29/95	226.80	A	1
26018053299162		AMT: 226.80			
571427	10/31/95	01/18/96	55.95	A	1
26018053303857		AMT: 55.95			
569516	07/26/95	11/30/95	37.56	A	4
26018052559038		AMT: 37.56			
568112	08/22/95	10/30/95	103.60	A,PP	5
26018053117554		AMT: 106.55			
567804	06/21/95	10/18/95	59.40	CC	5
26019005203963		AMT: 59.40			
570464	09/26/95	12/29/95	40.95	A	2
26018052754977		AMT: 40.95			
567801	05/06/95	10/18/95	39.15	CC	5
26018053190775		AMT: 39.15			
568763	05/12/93	11/13/95	96.95	A	4
26053070879431		AMT: 96.95			
570449	10/19/95	12/27/95	54.88	A	2
260190053256758		AMT: 54.88			
571424	10/31/95	01/18/96	41.00	A,PP	1
26018053276215		AMT: 41.00			
568751	07/27/93	11/13/95	0.00	PP	4
26018053276215		AMT: 0.00			
567803	04/10/95	10/18/95	94.80	CC	5
260190053283676		AMT: 94.80			

568769	06/03/93	11/13/95	40.60	A,PP	4
26019003647294		AMT: 72.55			
566992	06/12/95	10/04/95	127.79	CC	5
26018053282200		AMT: 127.79			
570452	09/25/95	12/29/95	45.00	A,PP	2
26018053227148		AMT: 59.17			
566281	07/24/95	09/13/95	0.00	SU	5
26053071122005		AMT: 109.00			
571420	11/06/95	01/18/96	102.95	A	1
26018052787415		AMT: 102.95			
567975	07/11/95	10/25/95	61.80	CC	5
26018053284354		AMT: 61.80			
566990	07/11/95	10/04/95	94.30	CC	5
26018053284347		AMT: 94.30			
571426	10/25/95	01/18/96	46.50	A	1
26018053272425		AMT: 46.50			
571664	11/14/95	01/29/96	54.90	A	1
26053070448815		AMT: 54.90			
566996	06/17/95	10/04/95	92.65	CC	5
26018053243798		AMT: 92.65			
567976	06/13/95	10/25/95	60.50	SU	1
26053070633168		AMT: 60.50			
569025	09/10/95	11/16/95	41.40	A,PP	4
26018053290633		AMT: 72.90			
566994	06/14/95	10/04/95	68.80	CC	5
26018053283638		AMT: 68.80			
567306	04/15/95	10/10/95	0.00	TH	6
26018053238137		AMT: 89.80			
569927	09/21/95	12/11/95	52.60	A	2
26018053295525		AMT: 52.60			
567811	05/07/95	10/18/95	35.00	CC	5
26018053219152		AMT: 51.90			
569513	08/09/95	11/30/95	57.90	A	4
26018053284131		AMT: 57.90			
568110	07/17/95	10/30/95	62.65	A	5
26019004318838		AMT: 62.65			
571843	11/13/95	01/31/96	54.00	A	1
26018053302768		AMT: 54.00			
568759	05/15/95	11/13/95	72.60	A	4
26053071082340		AMT: 72.60			
571423	10/22/95	01/18/96	100.10	A	1
26018053291938		AMT: 100.10			
569420	08/05/95	11/29/95	181.18	A	4
26018053243871		AMT: 181.10			
571846	11/15/95	01/31/96	64.40	A	1
26018053305647		AMT: 64.40			
571425	10/23/95	01/18/96	48.90	A	1
26019005064522		AMT: 48.90			
569929	05/15/94	12/11/95	0.00	NR	2
26018053221125		AMT: 73.90			
570446	12/06/95	12/29/95	108.75	CU	1
26018053176279		AMT: 108.75			
567803	03/14/95	10/18/95	75.00		5
26018053213247		AMT: 75.00			
570452	10/03/95	12/29/95	53.40		4
26018053295632		AMT: 53.40			



567978	07/19/95	10/25/95	59.90	CC	5
2601805328694		AMT: 59.90			
570454	10/21/95	12/29/95	0.00	PF	1
26019005119870		AMT: 67.17			
566997	06/18/95	10/04/95	112.35	CC	5
26019005166004		AMT: 112.35			
571847	10/18/95	01/31/96	54.90	A	1
26053071075625		AMT: 54.90			
567977	07/10/95	10/25/95	95.75	CC	5
26018053246114		AMT: 95.75			
569419	11/05/92	11/29/95	65.50	A,PF	4
26053070855506		AMT: 84.25			
569518	05/17/94	11/30/95	56.85	A	4
260180532784958		AMT: 56.85			
567308	06/01/94	10/10/95	79.90	CC	5
260530709771227		AMT: 79.90			
569926	08/06/95	12/11/95	39.45	A	2
26019005020929		AMT: 39.45			
569517	07/31/95	11/30/95	32.25	SU,PF	1
26018053275378		AMT: 32.25			
567973	05/11/95	10/25/95	48.70	CC	5
26019004631990		AMT: 48.70			
569421	05/08/95	11/29/95	69.95	A	4
26018053209443		AMT: 69.95			
567807	07/31/95	10/18/95	120.48	CC	5
26018053260180		AMT: 120.48			
567307	03/29/95	10/10/95	86.74	CC	5
26053071052475		AMT: 86.74			
571665	11/19/95	01/29/95	70.85	A	1
26019005023395		AMT: 70.85			
567305	05/08/95	10/10/95	74.95	CC	5
26019005020805		AMT: 74.95			
570461	10/15/95	12/29/95	98.75	A	2
26018053295871		AMT: 98.75			
568762	12/19/91	11/13/95	0.00	PF	4
26653070754402		AMT: 109.25			

TOTAL STILL ON SYSTEM :

6,997.76





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: January 16, 1995  
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JANUARY, 1996

SUMMARY OF ACCOUNTS JANUARY 1-31, 1996

Beginning Balance 01/01/96			\$ 320.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$142.10		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u>          </u>	<u>320.00</u>	
	\$ 142.10	\$ 0.00	
Ending Balance 01/31/96		320.00	<u>\$ 142.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 12/31/95	9,007.20
January Payment	<u>320.00</u>
Balance 01/31/96	<u>\$ 8,687.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: February 20, 1996  
SUBJECT: Gift Fund Report

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

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Mr. & Mrs. Kenneth L. Cantwell	50.00
Ms. Nancy Hamell	50.00
Ms. Linda Lukowski	10.00
Mr. & Mrs. Ted W. Shettler	22.00
Mr. & Mrs. J. L. Thomas ( <i>in memory of Edity Friedel</i> )	30.00
Mr. & Mrs. George Ziegler	50.00
Donation Box Cash	60.05
<b>Total <del>X</del> Adopt-a-Book Donations</b>	<b>\$ 272.05</b>

Donations to Placentia Library Foundation Endowment Fund:

Mr. & Mrs. James Dinsmore	300.00
Ms. Laurel McCarthy	250.00
<b>Total Foundation <sup>Endowment Fund</sup> <del>Operating Expenses</del> Donations:</b>	<b>\$550.00</b>

**TOTAL CASH DONATIONS**  
Through February 15, 1996 **\$ 822.05**



TO: Elizabeth D. Minter, Library Director  
FROM: Charlene Dumitru, Administrative Assistant  
DATE: February 20, 1996  
SUBJECT: **BUILDING MAINTENANCE REPORT FOR DECEMBER, 1995**

1. **Air Conditioning** - Chiller unit replaced in HACV system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: February 20, 1996  
SUBJECT: PERSONNEL REPORT FOR JANUARY, 1996

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

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

Prepared by: Charlene Dumitru

