

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

February 25, 1997  
7:00 P.M.

7:03 pm

Library Meeting Room

(PLEASE NOTE THE CHANGE IN TIME & LOCATION)

*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.

Stout/Evans

*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

ad Books Trade Comm

- 3. Minutes of the November 19, 1996 and January 21, 1997 Regular Meetings.

Stout - Motion Pappas - abstain

Pappas / Evans

Presentation: Library Director  
Recommendation: Approve by Motion

- 4. Oral Communications.

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

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

5. Board President's Report.

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

Presentation: Library Board President

Recommendation: Determine who will be attending the 1997 California Association of Library Trustees and Commissioners' leadership teleconference in Pasadena on Saturday, March 15, 1997, and authorize payment of the registration fees.

Determine who will be attending the quarterly membership meeting of the Independent Special Districts of Orange County at the Municipal Water District Office in Fountain Valley on Thursday, February 25 at 7:00 P.M. California Special Districts Association Lobbyist Ralph Heim will be the speaker.

Revised CAOTAC Meet.  
Not for District Board  
CAOTAC  
ISDOC

Pappas  
Dustin

Dustin  
Mills

6. Friends of Placentia Library Board of Directors Report.

Presentation: President of Friends of Placentia Library

add  
stay home  
not Govt in Bd.

7. Placentia Library Foundation Report

Presentation: President of Placentia Library Foundation

→ Bd. Monitor Fund Resub. SD Resub. Resub.

CLAIMS (Items 8 - 11)

Memo to  
Board Dec 31

Pappas / Street

Presentation: Library Director  
Recommendation: Approve by Motion

Items 8 - 11 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

Study/Ad.  
Mason  
8:43  
8:49

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

Nonstandard Claims in the amount of \$0.00.

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

Claims forwarded by Library Director in the amount of \$4,629.04.

10. Current Claims and Payroll. (Approve)

Current Claims of \$68,058.74; Payrolls 3484 and 3485, for a cumulative payroll total of \$37,680. Combined total of Current Claims and Payrolls of \$105,738.74.

11. FY1996-1997 Cash Flow Analysis and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 12 - 18)

*Jan / May*

Presentation: Library Director  
Recommendation: Approve by Motion

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

12. Financial Reports for January 1997. (Receive & File)
13. Office General Ledger & Check Registers for January 1997. (Receive & File)
14. County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc., for January 1997. (Receive & File)
15. Acquisitions Report for January 1997. (Receive & File)
16. Overdue Collection Report for January 1997. (Receive & File)
17. Debit Card System Reimbursement Report for January 1997. (Receive & File)
18. Gifts Report for January 1997. (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 33)

*Palmer / Jan*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 - 33 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

19. Building Maintenance Report for January 1997. (Receive & File)
20. Personnel Report for January 1997. (Receive, File, and Ratify Appointments)
21. Volunteer Report for January 1997. (Receive & File)
22. Circulation Report for November and December 1996 and January 1997. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative reports from California Advocates and the Municipal Water District of Orange County. (Receive & File)

25. Status report on the Orange County Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Patrick C. Shea, Attorney of Record, Pillsbury, Madison & Sutro, LLP. (Receive & File)
26. Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1996-1997 to the State Library of California. (Receive & File)
27. Report from the State Library of California on the Impact of Proposition 218. (Receive & File)
28. Minutes of the Independent Special Districts of Orange County Executive Committee Meetings of December 10, 1996, and January 14 and February 11, 1997. (Receive & File)
29. Minutes of the Local Agency Formation Commission (LAFCO) Special District Advisory Committee Meeting, October 17, 1996. (Receive & File)
30. Minutes of the LAFCO Meetings of November 6, 1996 and January 8, 1997. (Receive & File)
31. Status report on the preparation of a Strategic Plan for Placentia Library District. (Receive & File)
32. Memo from Anderson and Anderson, the District's medical benefits insurance broker, reporting the renewal of the Long Term Disability Policy with CNA with no change in the monthly premium. (Receive & File and Approve Renewal)
33. Letter to Wells Fargo authorizing application of excess funds toward semi-annual bond payment (Receive & File, and Approve Request)

#### CONTINUING BUSINESS

#### NEW BUSINESS

34. Report on proposal for cooperative purchase of utilities through a local government pool. A presentation will be made by City of Placentia Public Works Director Chris Becker.

Presentation: Library Director  
Recommendation: Authorize participation by Placentia Library District

*Stand/Meet*

35. Selection of Medical Insurance Provider for 1997-1998

Presentation: Library Director  
Recommendation: Defer this item until the March Board Meeting so that Anderson and Anderson may prepare a competitive rate report.

36. Library of California Legislation

Presentation: Library Director  
Recommendation: Determine Legislative Position for Placentia Library District and authorize California Advocates to take appropriate action.

37. Performance Review for Library Director

Presentation: Library Board President  
Recommendation: Determine format and timetable for performance review process.

STAFF REPORTS (Items 38 - 42)

*Pappas/Emm*

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 38 - 42 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 38. Program Committee Report for January 1997. (Ammar)
- 39. Children's Services Report for January 1997. (Smith)
- 40. Publicity Materials produced for January 1997. (Willauer)
- 41. Placentia Library Literacy Services Report for January 1997. (Matas)
- 42. Safety Committee Minutes for January 1997. (Matas)

ADJOURNMENT

- 43. Agenda Preparation for the March Regular Meeting which will be held on March 18, 1997.
- 44. Review of Action Items.

*add Board consent, at begin of meet.*

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

- 47. Adjourn

*Print Fund Report*

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 25, 1997, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 21, 1997.

*Charlene Dumitru*

### CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Feb 27 (Thur)	ISDOC Meeting, Ralph Heim Speaker, Fountain Valley, 7:00 P.M. (All Trustees)
Mar 1 (Sat)	Author's Luncheon, 9:30 A.M., Alta Vista Country Club
Mar 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Dinsmore)
Mar 15 (Sat)	CALTAC Library Leadership Teleconference/Workshop, Pasadena (All Trustees)
Mar 18 (Tues)	Library Board Meeting, 7:30 P.M.
Apr 7 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Stark)
Apr 13-19	National Library Week
Apr 16 (Wed)	Friends Annual Membership Meeting and Program
Apr 15 (Tues)	Library Board Meeting, 7:30 P.M.
Apr 26 (Sat)	Placentia Hospital & City of Placentia 8K/5K Run
May 5 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
May 8 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Pappas)
May 20 (Tues)	Library Board Meeting, 7:30 P.M.
May 31-Jun 3	American Booksellers Association, Chicago
Jun 2 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Evans)
Jun 17 (Tues)	Library Board Meeting, 7:30 P.M.
Jun 26-Jul 3	American Library Association Annual Conference, San Francisco
Jul 15 (Tues)	Library Board Meeting, 7:30 P.M.
Aug 19 (Tues)	Library Board Meeting, 7:30 P.M.
Sep 8 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Masters)
Sep 11 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Pappas)
Sep 16 (Tues)	Library Board Meeting, 7:30 P.M.
Oct 6 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Pappas)
Oct 21 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 3 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Stark)
Nov 14 (Thur)	Foundation Board of Directors Meeting, 11:30 A.M. (Stark and Pappas)
Nov 18 (Tues)	Library Board Meeting, 7:30 P.M.
Nov 21 (Fri)	Camp Library
Dec 1 (Mon)	Friends of Placentia Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 16 (Tues)	Library Board Meeting, 7:30 P.M.
1998	
Jan 9-15	American Library Association Midwinter Meeting, New Orleans
Jun 25 - Jul 2	American Library Association Annual Conference, Washington, DC

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

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

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

**Members Absent:** Trustee Al Shkoler

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

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

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

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

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

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

Trustee Shkoler arrived at 7:38 p.m.

**PRESIDENT'S REPORT**           President Dinsmore reported that she attended the California Library Association Conference held on November 15-17 where she attended several programs dealing with State and National elections. Of special interest was a presentation by John Jacobs, political analyst for the *Sacramento Bee*. She reviewed the outcome of various library funding proposals which were on the November ballot throughout the state.

President Dinsmore also reported that she attended the Southern California Library Literacy Network (SCLLN) meeting on November 19, 1996 at Rancho Santiago College.

**FRIENDS OF THE  
LIBRARY REPORT**

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

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

**FOUNDATION  
REPORT**

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

**MEASURE W  
CAMPAIGN  
COMMITTEE  
REPORT**

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

**CLAIMS**

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

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

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

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

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

**FINANCIAL  
REPORTS**

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

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



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

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

**GENERAL CONSENT  
CALENDAR**

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

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

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

**FISCAL YEAR 1996-  
1997 BUDGET  
AMENDMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PUBLIC INTERNET  
USE POLICY**

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

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 35 through 39:

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

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

**DECEMBER BOARD  
MEETING**

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

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



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 21, 1997**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 21, 1997 at 5:14 P.M. by President Peggy Dinsmore.

**ROLL CALL**

**Members Present:** President Peggy Dinsmore; Secretary Sandra Stark; Trustees Robin Masters and Jean Pappas; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Ray Evans

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Charlene Dumitru; and Friends of Placentia Library President Pat Irot.

**ADOPTION OF  
AGENDA**

President Dinsmore requested that Agenda Items 4 through 7:  
Election of Board Officers,  
Election of Board Representatives to the Placentia Library  
Foundation Board of Directors;  
Election of Board Representative to the Independent Special  
Districts of Orange County; and  
Selection of Date and Time for Regular Board Meetings for 1997  
be deferred until after arrival of Trustee Ray Evans, and that Agenda Item  
32, Discussion of Rotation System for Library Board Offices be addressed  
before the Election of Officers.

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

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

**MINUTES**

It was moved by Trustee Pappas, seconded by Trustee Masters to defer  
Minutes of the Regular Meeting of November 19, 1996 until the February  
Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

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

**PRESIDENT'S  
REPORT**

President Dinsmore congratulated Pat Irot on being chosen Citizen of the Year by the Placentia Chamber of Commerce.

President Dinsmore reported that she spoke with Representatives Ackerman and Royce at their offices regarding library support.

President Dinsmore also attended the Southern California Library Literacy Network (SCLLN) meeting on January 21, 1997 at Rancho Santiago College and was impressed with a computerized interactive display promoting literacy programs. She said State Library Literacy Director Al Bennet gave an excellent presentation at the meeting.

**FRIENDS OF THE  
LIBRARY REPORT**

Friends of the Library President Pat Irot reported that plans for the annual Author's Luncheon were in progress. Celebrity waiter aprons are being prepared by Friends members. She reported that the Annual Meeting of the Friends will be held on April 16. The Friends are planning to host a second annual Volunteer Workshop but a date has not yet been determined. The annual membership drive has been successful. The Friends have suggested a sign-up sheet at the Circulation Desk for Library supporters.

Friends President Irot reported that Library Volunteer Dixie Shaw was named Woman of the Year by the North Orange County Business and Professional Women's Organization.

**CLAIMS**

It was moved by Trustee Masters, seconded by Secretary Stark to approve Agenda Items 12 through 14:

Nonstandard Claims in the amount of \$0.00  
Claims forwarded by the Library Director in the amount of \$27,599.79  
Current Claims and Payroll in the amount of \$97,425.38.

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

It was moved by Trustee Masters, seconded by Trustee Pappas to authorize transfer of \$90,000 from FUND 707 (General Fund) to FUND 706 (Bond Redemption Fund) to reverse the transfers made in September, October, and November, 1996.

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Pappas, seconded by Trustee Evans to receive and file Agenda Items 17 through 22:

Office General Ledger & Check Registers for November and December, 1996  
County of Orange Investment Pool Portfolio Summaries, as prepared by Solomon Brothers Asset Management, Inc., for November, 1997  
Acquisitions Report for November and December, 1996  
Overdue Collection Report for November and December, 1996  
Debit Card System Reimbursement Report for November and December, 1996  
Gifts Report for November and December, 1996

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

Trustee Evans arrived at 5:45 P. M.

It was moved by Trustee Pappas, seconded by Secretary Stark to receive and file Agenda Item 16, Financial Reports for November and December, 1996.

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Pappas, seconded by Trustee Masters to receive Agenda Items 23-29:

Building Maintenance Report for November and December, 1996 (Receive & File)  
Personnel Report for November and December, 1996 (Receive, File and Ratify Appointments)  
Volunteer Report for November and December, 1996 (Receive & File)  
Circulation Report for November and December, 1996 (Receive & File)  
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)  
Legislative reports from California Library Association and the California State Library. (Receive & File)  
Status report on the Orange county Investment Pool (OCIP) issues in the Orange County bankruptcy case as prepared by Patrick C. Shea, Attorney of Record, Pillsbury, Madison & Sutro, LLP. (Receive & File)

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

It was moved by Trustee Pappas, seconded by Secretary Stark to authorize signature cards for all Placentia Library District accounts with the Orange County Auditor, Bank of America, Sanwa Bank and Bank of California to be signed by Trustees and the Library Director.

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

It was moved by Trustee Pappas, seconded by Secretary Stark to authorize Literacy Fund Checking Account 0938-15439 to be closed and all funds transferred into Placentia Library District Literacy Fund Savings Account 0937-19339 at Sanwa Bank; and authorize the signature of documentation necessary to affect this closure and transfer of funds.

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

**DISCUSSION OF  
ROTATION SYSTEM  
FOR LIBRARY  
BOARD OFFICERS**

No Board action was taken.

**ELECTION OF  
BOARD OFFICERS**

Library Director Minter opened nominations for Board President.

It was moved by Secretary Stark, seconded by Trustee Evans to nominate President Dinsmore as President of the Board of Trustees. No other nominations were made. Library Director Minter instructed Secretary Stark to cast a unanimous ballot in favor of President Dinsmore.

President Dinsmore opened nominations for Board Secretary.

It was moved by Secretary Stark, seconded by Trustee Masters to nominate Trustee Evans as Secretary of the Board of Trustees. No other nominations were made. President Dinsmore instructed Secretary Stark to cast a unanimous ballot in favor of Secretary Evans.

**ELECTION OF  
BOARD  
REPRESENTATIVES  
TO THE PLACENTIA  
LIBRARY  
FOUNDATION  
BOARD OF  
DIRECTORS**

It was moved by Trustee Masters, seconded by Secretary Evans to nominate Trustee Stark as Board Representative to the Placentia Library Foundation Board of Directors.

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

It was moved by President Dinsmore, seconded by Trustee Stark, to nominate Trustee Pappas as Board Representative to the Placentia Library Foundation Board of Directors.



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

**ELECTION OF  
BOARD  
REPRESENTATIVE  
TO THE  
INDEPENDENT  
SPECIAL DISTRICTS  
OF ORANGE  
COUNTY**

It was moved by Trustee Pappas, seconded by Trustee Stark to nominate President Dinsmore as Board Representative to the Independent Special Districts of Orange County.

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

**SELECTION OF  
DATE AND TIME  
FOR REGULAR  
MEETINGS OF THE  
BOARD OF  
TRUSTEES**

It was moved by Secretary Evans, seconded by Trustee Masters that the Regular Meetings of the Board of Trustees will be held on the third Tuesday of each month at 7:00 P. M.

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

**PREPARATION OF A  
STRATEGIC PLAN  
FOR PLACENTIA  
LIBRARY DISTRICT**

It was moved by Trustee Stark, seconded by Trustee Masters to appoint President Dinsmore as the Planning Committee Chair and to authorize the Library Director to request that the Friends of Placentia Library and the Placentia Library Foundation select representatives to serve on the Planning Committee, and that their Boards plan to participate in Committee activities as a group and to develop strategic plans for their own organizations at the same time.

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

**REINVESTMENT OF  
CERTIFICATES OF  
DEPOSIT FOR THE  
PAYROLL FUND**

It was moved by Trustee Pappas, seconded by Trustee Stark to reinvest the Certificates of Deposit at California State Bank in the same configuration with the addition of a \$2,500 Certificate to be purchased from the Savings Account balance.

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

**STAFF REPORTS**

It was moved by Trustee Pappas, seconded by Trustee Evans to receive and file Agenda Items 35 through 39:

Program Committee Report for Month of November and  
December, 1996  
Children's Services Report for Month of November and December,  
1996

Publicity Materials produced for the Month of November and  
December, 1996  
Placentia Library Literacy Services Report for Month of  
November and December, 1996  
Safety Committee Minutes for November and December, 1996

**FEBRUARY BOARD  
MEETING**

It was moved by Trustee Pappas, seconded by Trustee Stark to reschedule  
the February Board Meeting to February 25, 1997 at 7:00 P. M.

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

The Regular Meeting of the Board of Trustees of the Placentia Library  
adjourned at 7:05 P. M.

---

Ray Evans, Secretary

29 January 1997

To the Placentia Library Director:

SUGGESTIONS TO HELP WITH \$\$\$ CUTS

1. Send a press release to or invite a reporter from the Orange County Register and the Placentia News Times. In the article or interview ask for (a) volunteers of time (b) donations of money (c) donations of books (provide a wish list) (d) donations of magazine subscriptions (provide a wish list) (e) donations from local businesses (f) ask that residents and businesses donate their used books to the library instead of selling them at garage sales or giving to charity (g) ask that those who voted for Measure W to donate the money they would have paid in taxes had Measure W passed.
2. Go on local cable TV -- outline above needs.
3. Have a donations can at the check-out desk.
4. Survey patrons -- what days and times they prefer library to be open, what services and materials they use most, if they would be willing to pay for services or for a library card.
5. Subscribe to an Internet service to use as a reference tool by the librarians -- it may be cheaper than subscribing to certain magazines which are used for the same purpose. Many magazines are on-line now.
6. Take advantage of the reference services provided by the Los Angeles Public Library System. If you can't solve a research problem for a patron, you can send a reference request to the Los Angeles Central Library.

*It's really sad to see such a needed service have to cut back so much.*

*Sincerely,*

*A Library Patron*



■ ■ ■

**MARK YOUR CALENDAR!**

**Independent  
Special Districts of Orange County  
QUARTERLY MEETING**

Thursday, February 27, 1997

7:00 P.M.

MWDOC Headquarters  
10500 Ellis Avenue  
(Ellis & Ward)  
Fountain Valley

■ ■ ■

**SPEAKER:**

**RALPH HEIM**  
Executive Director of  
California Special Districts Association

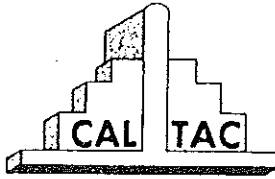
Will speak on.....

**THE POLITICAL ENVIRONMENT  
FOR SPECIAL DISTRICTS  
IN 1997/1998 LEGISLATIVE SESSION**

Light refreshments will be provided

■ ■ ■





# 1997 Workshops In Library Leadership

## P R O G R A M

Programs at the two locations are  
videoconferenced simultaneously

9:00 REGISTRATION AND COFFEE

### MORNING SESSION

#### KEYNOTE REMARKS

Dr. Kevin Starr, State Librarian of California

MAY YOU LIVE IN INTERESTING TIMES:  
CURRENT ISSUES IN INTELLECTUAL  
FREEDOM

### QUESTION PERIOD

12:30 LUNCHEON/CONVERSATION

1:30 AFTERNOON SESSION

### SMALL GROUP DISCUSSIONS

HANDS ON OPPORTUNITIES:  
DESKTOP VIDEOCONFERENCING  
INTERNET ACCESS

3:30 ADJOURNMENT



TO JOIN  
CAL TAC:

MAIL WITH  
REGISTRATION

### CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES & COMMISSIONERS

Application for Membership, Calendar Year \_\_\_\_\_

NEW  RENEW

Name \_\_\_\_\_ Phone \_\_\_\_\_ Appl'n Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

VOTING MEMBERSHIP is open to everyone who is or has been a trustee, commissioner or advisory board members of any library or library system in California

INDIVIDUAL MEMBERSHIP (\$10.00) Present  Former

GROUP MEMBERSHIP (Group rate of 5 members or more is \$9.00 per member) ATTACH FORM FOR EACH

NAME OF LIBRARY, COMMISSION, REGIONAL COUNCIL OR SYSTEM \_\_\_\_\_

NON-VOTING ASSOCIATE MEMBERSHIPS are available to librarians, Friends and interested persons or institutions who wish to support CALTAC's purpose and receive its publications.

ASSOCIATE MEMBERSHIP (\$10.00)

NAME OF LIBRARY \_\_\_\_\_

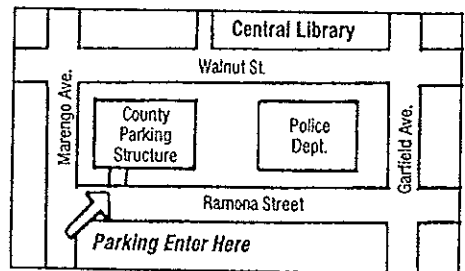
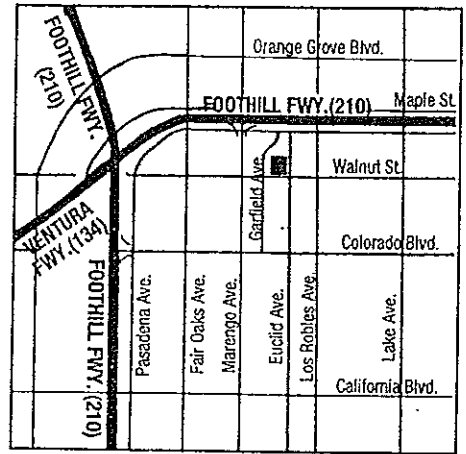
POSITION/AFFILIATION \_\_\_\_\_

# WORKSHOP

March 15, 1997

Pasadena Public Library  
285 E. Walnut  
Pasadena

North Entrance to  
Donald R. Wright Auditorium



For further information:

Roberta (Jackie) Harrison  
Workshop Coordinator  
(408) 245-2553

PASADENA LOCATION  
ON MARCH 15

CLIP & MAIL  
BEFORE MARCH 1  
(No refunds after March 12)

REGISTRATION FORM FOR PASADENA LOCATION ON MARCH 15, 1997

NAME \_\_\_\_\_ LIBRARY OR SYSTEM \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CALTAC MEMBER  YES  NO

Make checks payable to CALTAC  
... and mail to:

GLENDIA FLORA  
106 N. BERNIECE  
ANAHEIM, CA 92801

Registration Fee:		
CALTAC members	\$12.00	\$ _____
Non-members*	\$15.00	_____
Luncheon	\$11.00	_____
TOTAL		\$ _____

\*See attached form for membership application.  
Application and dues may be mailed with this registration form.





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: February 25, 1997  
SUBJECT: Friends of Placentia Library Report

The Board of Directors of the Friends of Placentia Library met on Monday, February 2, 1997. Library Director Minter, Trustee Robin Masters, and Library Assistant Cheryl Willauer attended the meeting.

The Treasurer reported an account balance of \$5,436.88 as of February 3, 1997.

The Board contributed \$75.62 to the Book Endowment Fund.

President Irot announced that Library Director Minter has contributed an ice bucket to the Friends for use at Library receptions and programs.

Minter announced that tickets are now available for the Author's Brunch.

The Board approved the purchase of the Huell <sup>Haus</sup>Hausser video series on California.

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



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *em*  
DATE: February 25, 1997  
**SUBJECT: Placentia Library Foundation Report**

The Board of Directors of the Placentia Library met on Thursday, January 30, 1997. Library Director Minter and Library Assistant Cheryl Willauer attended the meeting.

M.A. (Mary Alice) McHenry, CPA, Munson, Cronick & Associates, was appointed to the Board to complete the term of Chuck Munson. Jane DeJovine was appointed for a term to expire in January 1999. David Hiskey, Esq. was reappointed for a full term to expire in January 1999.

The Board transferred \$772.19 from the Book Endowment Fund to the Adopt-A-Book Fund. This represents 80% of the interest and other earnings for 1996.

The Board Development Committee is developing a policy and procedure for recruitment of additional Board members.

The Grants Committee is seeking funding for several projects, one of which is the inaugural direct mail campaign to Library cardholders.

A Major Gifts Committee has been formed and is soliciting contributions from the 20 largest businesses in Placentia for the Author's Brunch. A gift of \$1,000 has been received from Glenn Baldwin, Excalibur Extrusions, for the Adopt-A-Book Program.

The joint project with the Anaheim and Fullerton Library Foundations is moving ahead.

Elizabeth Minter reported that the Foundation has been notified by Placentia Linda Hospital that it will be one of the ~~benefactors~~ of the 8K/5K Run on April 26. The Foundation has been invited to participate in the planning for this event. The Hospital estimates that the Library will receive approximately \$3,000 if the event is as well attended as previous years.

Pat Irot reported that over 160 Placentia Afghans have been sold and that there is ample supply in all three colors for 1997.

Several weeks after the Board Meeting David Hiskey notified the Library Director's Office that he had received a \$5,000 contribution to the Book Endowment Fund from a Library patron.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 25, 1997

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



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
February 25, 1997

DATE	REPORT NO.	AMOUNT
02/07/97	3477	1,477.84
02/07/97	3478	3,151.20
	TOTAL	\$4,629.04

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/07/97  
REPORT NO 3478

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N06686 Office Depot Dept 56 - 6183976509 Office Depot Credit Plan P.O. Box 30292 Salt Lake City, UT 84230-0292	Jan 21, 1997		1800	00		140.25		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	Feb 6, 1997 096802		1400	00		950.00		
N06965 Paychex 200 E. Sandpointe, STE 100 P.O. Box 25159 Santa Ana, CA 92799	Jan 30, 1997 19970130		1900	00		240.95		
N14091A Tie Communications, Inc. 18902 Bardeen Avenue Irvine, CA 92612	Jan 31, 1997 70046363		1300	00		130.00		
Fry's Electronics 3370 East La Palma Avenue Anaheim, CA 92805	Jan 24, 1997 715409		1800	00		1,690.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 3,151.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,151.20



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

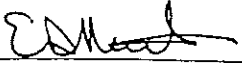
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 17, 1997		0700	00		117.15		
	Dec 19, 1997		0700	01		103.51		
	Jan 19, 1997		0700	01		18.70		
			0700	01		57.83		
	Jan 17, 1997		0700	01		17.82		
	Jan 17, 1997		0700	07		17.76		
						332.77		
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	Jan 23, 1997		2800	00		906.71		
N01987 Vision Plan of America 8111 Beverly Blvd, STE 306 Los Angeles, CA 90048	March 1997		0300	00		145.70		
N03645 Care Resources, Inc. 9550 Warner Ave., STE 228 Fountain Valley, CA 92708	February, 1997		1900	00		35.00		
N03648-A Cascade Drinking Water P.O. Box 9179 Whittier, CA 90608-9179	Jan 22, 1997		1900	00		24.95		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Jan 31, 1997		1900	00		32.71		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 1,477.84) 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



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
February 25, 1997

TYPE	REPORT NUMBER	AMOUNT
Immediately	3479	1,542.61
	3480	2,821.50
Subtotal for Immediately		4,364.11
Regular	3481	11,580.17
	3482	4,544.54
	3483	47,569.92
Subtotal for Regular		63,694.63
TOTAL CURRENT CLAIMS		68,058.74
Payroll	3484	18,840.00
	3485	18,840.00
Subtotal for Payroll		37,680.00
TOTAL		105,738.74

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
Wells Fargo Bank Attn: Teresa Fructuoso Corporate Trust Department 707 Wilshire Blvd, MAD 2818-111 Los Angeles, CA 90017	Feb 1, 1997		220	00		1,542.61		

PLEASE PAY IMMEDIATELY  
PAYMENT MUST BE RECEIVED BY MARCH 15!!!

The claims listed above (totaling \$ 1,542.61) 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

1,542.61

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/25/97  
REPORT NO 3480

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367-2555	March, 1997		0300	00		2,242.32		
N03650 Kinko's Customer Admin Svcs P.O. Box 8033 Ventura, CA 93002-8033	Feb 13, 1997 004001653074		1800	07		17.97		
N05030D A T & T P.O. Box 10103 Van Nuys, CA 91410-0103	Jan 16, 1997		0700	00		5.15		
N05030G A T & T P.O. Box 10192 Van Nuys, CA 91410-0192	Jan 16, 1997		0700	01		9.73		
N06555 Principal Mutual P.O. Box 10328 Des Moines, IA 50306	February, 1997		0300	00		353.90		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Feb 4, 1997 524-9784		0700	01		19.75		
	Feb 7, 1997 253-0470		0700	01		143.28		
	Feb 4, 1997 524-8408		0700	07		<u>29.40</u> 192.43		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 2,821.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,821.50

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/25/97  
REPORT NO 3481

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	Feb 7, 1997							
		53908	2800	00		3,213.07		
			1400	00		1,136.83		
	Feb 20, 1997		2800	00		2,789.27		
		53933	1400	00		1,507.09		
	Feb 20, 1997 - 53934		1400	00		119.64		
	Feb 7, 1997 - 53909		1800	00		231.73		
						8,997.63		
N01876 Girard Conn 411 E. Chapman Ave. Placentia, CA 92870	February, 1997		2700	01		25.51		
N01940 XCP Inc. 40 Elm Street Dryden, NY 13053-9624	Jan 30, 1997		1800	00		520.20		
		70155						
N03653 Bear State Air Conditioning Svc. 3548 Enterprise Drive Anaheim, CA 92807-1640	Jan 21, 1997		1400	00		117.42		
		97-01-71						
	Feb 18, 1997		1400	00		117.42		
		97-02-214				234.84		
N03654 The Library Store P.O. Box 964 Tremont, IL 61568	Feb 7, 1997		1800	00		222.36		
		5852						
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	February, 1997		1800	00		20.12		
			1803	00		4.94		
			1900	00		417.75		
			2700	01		103.00		
			2700	07		13.00		
			3700	00		597.00		
						1,155.81		
N03833B Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Jan 24, 1997		0700	05		423.82		
		A24785						

The claims listed above (totaling \$ 11,580.17) 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

11,580.17

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
N06556 Continental Casualty Spec Risks - Kansas City P.O.Box 95033 Chicago, IL 60694	March, 1997		0300	00		166.27		
First American Trust 421 N. Main Street Santa Ana, CA 92702	Jan. 7, 1997		1900	00		894.63		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	Jan 31, 1997		1900	00		52.50		
N06779E 3 M Customer Service P.O. Box 33682 St. Paul, MN 55133-3682	Feb 11, 1997 UM30419		1800	00		725.32		
N09110 Spec. Districts Work Comp. Auth. 1030 - 15th Street, STE 300 Sacramento, CA 95814	Jan 24, 1997 4th Quarter		0350	00		1,523.00		
N015075 Cyrise Smith 411 E. Chapman Ave. Placentia, CA 92870	February 1997		2700	00		7.87		
N015508 Cosmoslink Internet Svcs. 3030 Saturn St., STE 204 Brea, CA 92821	Feb 12, 1997 9702-47		0700	01		19.95		
United States Pension Services, Inc. P.O. Box 21643 Tampa, FL 33622-1643	Jan 27, 1997 90155		1900	00		1,155.00		

The claims listed above (totaling \$ 4,544.54) 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

4,544.54

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/25/97  
REPORT NO 3483

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
County of Orange Auditor-Controller P.O. Box 567 Santa Ana, CA 92702	Feb 13, 1997		1900	00		8,450.48		
CALTAC c/o Pat Baur Tillotson 19812 Sienna Lane Yorba Linda, CA 92886	Feb. 25, 1997 1997 dues		1600	00		45.00		
City of Anaheim Division of Collections P.O. Box 3222 Anaheim, CA 92805	Jan 25, 1997 LI000000029		1900	00		38,431.65		
N03719A West Publishing Payment Center P.O. Box 6187 Carol Stream, IL 60197-6187	Jan 7, 1997 December Jan 27, 1997 January		2400	03		70.04		
			2400	03		71.12		
						141.16		
N03833C Brodart Co. 500 Arch Street Williamsport, PA 17705	Jan 13, 1997 U984201 Jan 24, 1997 U107325 Jan 29, 1997 U114436 U114439		2400	01		51.34		
			2400	01		17.70		
			2400	01		18.97		
			2400	01		18.97		
						106.98		
N03842 Ingram Library Services P.O. Box 845361 Dallas, TX 75284-5361	Jan 17, 1997 28050669		2400	01		20.55		
N06902 New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210-0888	Feb 7, 1997 38402		2400	08		284.60		
N13034 Omnigraphics, Inc. Penobscot Bldg. Detroit, MI 48226-4200	Jan 31, 1997 53666		2400	01		89.50		

The claims listed above (totaling \$ 47,569.92) 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

47,569.92



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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
BANK OF AMERICA pLACENTIA bRANCH 760 for the Placentia Library  Account # 07605-80156 Route #12100358	Feb. 25, 1997 Pay period #05 Feb. 14, 1997 Feb. 27, 1997		0100	00		17,500.00		
	FICA		0200	00		1,340.00		
PLEASE WIRE ON THURSDAY, FEBRUARY 27, 1997								

The claims listed above (totaling \$ 18,840.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

18,840.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Doc Number	Only SC
BANK OF AMERICA pLACENTIA bRANCH 760 for the Placentia Library  Account # 07605-80156 Route #12100358	Feb. 25, 1997 Pay period #06 Feb 28, 1997 Mar 13, 1997		0100	00		17,500.00		
	FICA		0200	00		1,340.00		
PLEASE WIRE ON THURSDAY, MARCH 13, 1997								

The claims listed above (totaling \$ 18,840.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

18,840.00

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: February 25, 1997  
SUBJECT: **FY1996-1997 General Fund Cash Flow**

**BACKGROUND:**

While the cash balance for the beginning of March is lower than desirable at \$598.96, it is my recommendation that no funds be transferred until the March Board Meeting.

I anticipate the arrival of \$28,082 for the State Library Public Library Fund payment in early March and that will provide enough to pay the interim bills.

**RECOMMENDATION:**

Receive & File the FY1996-1997 General Fund Cash Flow analysis.

Placentia Library District  
FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/96		Beginning Balance			187,125.87
06/18/96	3415	Payroll to wire 7/3/96		22,600.00	164,525.87
06/18/96	3416	Payroll to wire 7/18/96		22,600.00	141,925.87
07/02/96		Withheld proceeds interest	23.44		141,949.31
07/08/96		Release of Impounds		3.72	141,945.59
07/08/96		Release of Impounds	1,487.37		143,432.96
07/08/96	3419	General		2,724.25	140,708.71
07/08/96	3420	General		4,589.00	136,119.71
07/09/96		Release of Impounds		10.26	136,109.45
07/09/96		Release of Impounds	4,104.28		140,213.73
07/10/96		Release of Impounds		0.87	140,212.86
07/10/96		Release of Impounds	348.67		140,561.53
07/12/96		Interest on Impounds	243.19		140,804.72
07/15/96		Interest on Impounds	1,110.48		141,915.20
07/16/96		Interest on Impounds	89.96		142,005.16
07/16/96	3421	General - Liability Insurance		5,583.00	136,422.16
07/16/96	3422	General - PPI		2,823.66	133,598.50
07/16/96	3423	General		15,000.36	118,598.14
07/16/96	3424	General		1,325.90	117,272.24
07/16/96	3425	Payroll to wire 8/1/96		22,560.00	94,712.24
07/16/96	3426	Payroll to wire 8/15/96		22,560.00	72,152.24
07/18/96		Secured Final Apport		19.78	72,132.46
07/18/96		FY96 Secured Final Apport.	4,341.84		76,474.30
07/22/96		Supplemental Apport.	483.45		76,957.75
07/23/96		Library Fines & Fees	1,328.87		78,286.62
07/24/96		Tetter 2nd Current		40.67	78,245.95
07/24/96		Tetter 2nd Current	14,180.32		92,426.27
07/25/96		Supplemental Apport.	448.40		92,874.67
07/25/96		Supplemental Sec. Prior	1,065.86		93,940.53
07/26/96		FY94 Supplemental Roll	3.49		93,944.02
08/13/96	3427	General		821.44	93,122.58
08/13/96	3428	General		2,257.96	90,864.62
08/13/96	3429	General - PPI		2,268.58	88,596.04
08/14/96		Canceled outdated check	6.96		88,603.00
08/15/96		Release Post Petition HOX	19.39		88,622.39
08/19/96		OCA Release 95-95 Sec Pre		0.12	88,622.27
08/19/96		Release 94-95 Pre Petition	47.57		88,669.84
08/20/96	3431	General		1,968.85	86,700.99
08/20/96	3432	General		1,301.50	85,399.49
08/20/96	3433	Payroll to wire 8/29/96		22,560.00	62,839.49
08/20/96	3434	Payroll to wire 9/12/96		22,560.00	40,279.49
08/22/96		Interest Adjustment	0.53		40,280.02
08/28/96		Supplemental 1st Actual	49.98		40,330.00
09/17/96		Interest Earnings on Impounds	21.91		40,351.91
09/17/96	3435	General - PPI		3,179.74	37,172.17
09/17/96	3436	General - PPI		976.40	36,195.77
09/17/96	3437	General		1,156.85	35,038.92
09/17/96	3438	General		10,367.34	24,671.58
09/17/96	3439	General		2,910.24	21,761.34
09/17/96	3440	General		292.31	21,469.03
09/17/96	3441	Payroll to wire 9/26/96		22,560.00	(1,090.97)

Placentia Library District  
FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/17/96	3442	Payroll to wire 10/10/96		22,560.00	(23,650.97)
09/18/96		Interest Earnings on Impounds	70.58		(23,580.39)
09/20/96		Library Receipts, Jul & Aug/Sep	4,049.28		(19,531.11)
09/23/96		Unsecured 1st Actual	25,067.82		5,536.71
09/23/96		Unsecured 1st Actual		62.67	5,474.04
09/24/96		Release of Impounds, CY-6	2,864.66		8,338.70
09/24/96		Release of Impounds, CY-6		7.16	8,331.54
09/26/96		Release of Impounds, CY-5		3.60	8,327.94
09/26/96		Release of Impounds, CY-5	1,439.18		9,767.12
09/27/96		Interest Earnings on Impounds	1,540.51		11,307.63
09/30/96		6/96 Post Pet Commingled Int. Apport	1,048.86		12,356.49
09/30/96		6/96 Pre Pet Commingled Int. Apport	0.08		12,356.57
09/30/96		Transfer from Fund 706	25,000.00		37,356.57
09/30/96		Interest Earnings on Impounds	572.96		37,929.53
09/30/96		Post-Pet Comm Admin Fee 6/96		34.95	37,894.58
09/30/96	3443	General by Library Director		4,046.42	33,848.16
10/15/96	3444	General - PPI		1,510.08	32,338.08
10/15/96	3445	General		12,352.69	19,985.39
10/15/96	3446	General		3,770.09	16,215.30
10/15/96	3447	General		1,938.76	14,276.54
10/15/96	3448	General		4,060.65	10,215.89
10/15/96	3449	Payroll to wire 10/24/96		22,560.00	(12,344.11)
10/15/96	3450	Payroll to wire 11/7/96		22,560.00	(34,904.11)
10/15/96	3451	Payroll to wire 11/21/96		22,560.00	(57,464.11)
10/16/96		Delinquent Tax Sale, Pre-Tetter	4.54		(57,459.57)
10/18/96		Transfer from Fund 706	25,000.00		(32,459.57)
10/18/96		State Library	5,044.97		(27,414.60)
10/18/96		Library Receipts, Sep/Oct	2,208.89		(25,205.71)
10/23/96	3452	General by Library Director		2,930.97	(28,136.68)
10/25/96		7/96 Comingled Interest		820.46	(28,957.14)
10/25/96		Admin Fees Apport 7/96		26.52	(28,983.66)
10/28/96		Admin Fees Apport 8/96		20.92	(29,004.58)
10/28/96		8/96 Comingled Interest		654.58	(29,659.16)
10/30/96		Tax FDS Adm Fee Apport 95-96		120.14	(29,779.30)
10/30/96		95-96 Tax FDS Interest		2,475.24	(32,254.54)
11/01/96		9/96 Comingled Interest	377.60		(31,876.94)
11/01/96		Admin Fees Apport 9/96		11.87	(31,888.81)
11/14/96		Suppl. Roll 2nd Apportionment 198	2,482.94		(29,405.87)
11/18/96		Correction to Fund 706 Transfer of 10/	30,000.00		594.13
11/19/96		Library Receipts, Oct/Nov	6,795.38		7,389.51
11/19/96	3453	General - PPI		3,042.57	4,346.94
11/19/96	3454	General - PPI		3,307.63	1,039.31
11/19/96	3455	General (Mail 11/27)		9,134.28	(8,094.97)
11/19/96	3456	General (Mail 11/27)		7,445.26	(15,540.23)
11/19/96	3457	General (Mail 11/27)		7,142.04	(22,682.27)
11/19/96	3458	General (Mail 11/27)		441.21	(23,123.48)
11/19/96	3459	Payroll to wire 12/5/96		22,560.00	(45,683.48)
11/19/96	3460	Payroll to wire 12/12/96		29,000.00	(74,683.48)
11/22/96		Dept. Educ. 321 Grant	3,511.00		(71,172.48)
11/22/96		ILL Reimbursement	693.39		(70,479.09)
11/22/96		Library Receipts, Nov	2,533.38		(67,945.71)

Placentia Library District  
 FY1996-1997 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/26/96		Secured 1st Apportionment		193.54	(68,139.25)
11/26/96		Transfer from Fund 706	10,000.00		(58,139.25)
11/26/96		Secured 1st Apportionment	77,415.01		19,275.76
12/05/96	3461	General by Library Director		2,846.46	16,429.30
12/10/96		Admin Fees Apport 10/96		10.27	16,419.03
12/10/96		10/96 Comingled Interest	326.65		16,745.68
12/10/96		H/O Subvention 1st SEL/U	2,231.54		18,977.22
12/10/96	3462	Payroll to wire 1/2/97		18,840.00	137.22
12/10/96	3463	Payroll to wire 1/16/97		18,840.00	(18,702.78)
12/11/96		Secured 2nd Apportionment	102,577.02		83,874.24
12/11/96		Secured 2nd Apportionment		256.44	83,617.80
12/16/96		Suppl. Roll 3rd Apportionment 198	1,130.96		84,748.76
12/18/96		Secured 3rd Apportionment		415.22	84,333.54
12/18/96		Secured 3rd Apportionment	166,089.81		250,423.35
12/23/96	3464	General by Library Director		3,387.66	247,035.69
12/23/96	3465	General by Library Director		826.72	246,208.97
12/23/96	3466	General by Library Director		8,685.49	237,523.48
12/23/96	3467	General by Library Director		8,503.79	229,019.69
12/24/96		11/96 Comingled Interest	229.46		229,249.15
12/24/96		Admin Fees Apport 11/96		7.32	229,241.83
01/08/97		H/O Subvention 2nd SEL/U	5,206.94		234,448.77
01/09/97	3468	General by Library Director		1,277.89	233,170.88
01/16/97		Unsecured 2nd Actual	2,150.72		235,321.60
01/16/97		Suppl. Roll 4th Apportionment 198	1,886.26		237,207.86
01/16/97		Unsecured 2nd Actual		5.38	237,202.48
01/21/97		Transfer to Fund 706		90,000.00	147,202.48
01/21/97	3469	General - PPI		5,159.33	142,043.15
01/21/97	3470	General		6,745.00	135,298.15
01/21/97	3471	General		1,159.40	134,138.75
01/21/97	3472	General - PPI		2,601.12	131,537.63
01/21/97	3473	General		42,023.36	89,514.27
01/21/97	3474	General		2,056.67	87,457.60
01/21/97	3475	Payroll to wire 1/30/97		18,840.00	68,617.60
01/21/97	3476	Payroll to wire 2/13/97		18,840.00	49,777.60
01/22/97		Secured 4th Apportionment		101.89	49,675.71
01/22/97		Secured 4th Apportionment	40,755.01		90,430.72
01/28/97		State Library ILL	1,236.90		91,667.62
01/28/97		State Library Literacy Grant	11,887.00		103,554.62
01/28/97		Library Receipts, Dec & Jan	3,796.84		107,351.46
01/31/97		12/96 Comingled Interest	1,108.52		108,459.98
01/31/97		Admin Fees Apport 12/96		35.81	108,424.17
02/07/97	3477	General by Library Director		1,477.84	106,946.33
02/07/97	3478	General by Library Director		3,151.20	103,795.13
02/25/97		Library Receipts, Feb	2,542.57		106,337.70
02/25/97	3479	General - PPI		1,542.61	104,795.09
02/25/97	3480	General - PPI		2,821.50	101,973.59
02/25/97	3481	General		11,580.17	90,393.42
02/25/97	3482	General		4,544.54	85,848.88
02/25/97	3483	General		47,569.92	38,278.96
02/25/97	3484	Payroll to wire 2/27/97		18,840.00	19,438.96
02/25/97	3485	Payroll to wire 3/13/97		18,840.00	598.96

**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 February 25, 1997

	Fiscal Year 1996-1997							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
Jun 30, 1996	68,375.94	2,688.54	141,790.39	187,125.88	6,492.33	406,473.08	219,347.20	
Jul 31, 1996	68,375.94	2,688.54	141,790.39	164,329.08	6,492.33	383,676.28	219,347.20	
Aug 31, 1996	68,375.94	2,688.54	141,790.39	65,971.46	6,492.33	285,318.66	219,347.20	
Sep 30, 1996	68,659.77	2,697.08	81,465.75	64,450.13	6,518.85	223,791.58	159,341.45	
Oct 31, 1996	69,271.85	2,721.15	57,735.02	1,186.66	6,576.96	137,491.64	136,304.98	
Nov 30, 1996	70,775.00	2,733.06	18,297.63	101,295.89	6,605.74	199,707.32	98,411.43	
Dec 31, 1996	71,395.16	2,757.36	18,814.86	293,583.69	6,664.47	393,215.54	99,631.85	
Jan 31, 1997	72,613.02	2,769.64	108,898.63	189,430.57	6,694.14	380,406.00	190,975.43	
Feb 28, 1997						0.00	0.00	
Mar 31, 1997						0.00	0.00	
Apr 30, 1997						0.00	0.00	
May 31, 1997						0.00	0.00	
Jun 30, 1997						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

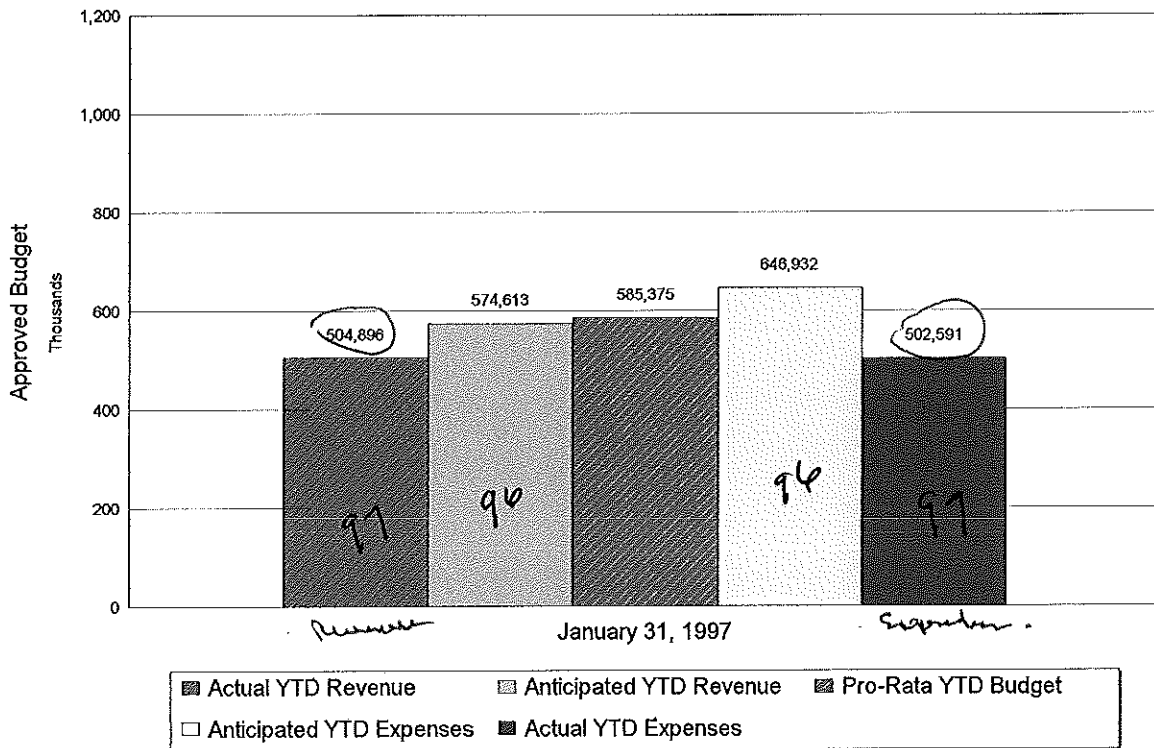
	Fiscal Year 1995-1996						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
Jun 30, 1995	83,525.47	45,995.52	209,245.10	213,545.09	5,896.34	558,207.52	344,662.43
Jul 31, 1995	84,913.56	46,729.55	212,769.43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

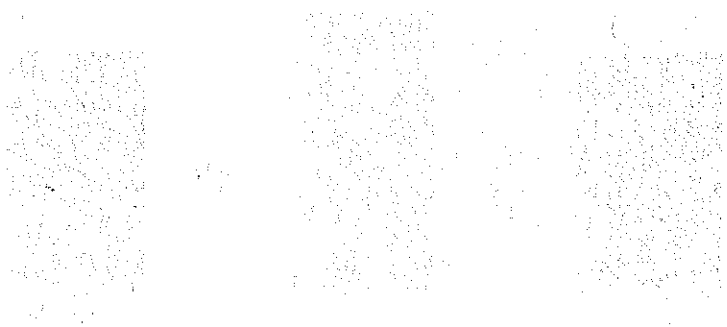




# PLACENTIA LIBRARY DISTRICT

Fiscal Year 1996-1997 General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report  
February 25, 1997)

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	REVISED BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JAN 1997	FY1995-96 JAN 1996	FY97 YTD % OF BUD
6210-00	Prop. Taxes - current secured	706,000.00	692,535.00	386,836.85	365,084.04	40,755.01	35,094.68	54.79%
6210-01	Public Utility	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Tester Plan - current delinquent	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	731,000.00	717,535.00	386,836.85	365,084.04	40,755.01	35,094.68	52.92%
6220	PROP. TAXES - CURRENT UNSECURED	50,000.00	33,000.00	27,218.54	45,448.68	2,150.72	5,387.93	54.44%
6230-00	Prop. Taxes - Prior Secured	53,000.00	45,000.00	14,180.32	19,026.24	0.00	0.00	
6230-01	Prior Year's secured final apportionment	0.00	0.00	4,341.84	3,448.47	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	4.54	0.00	0.00	0.00	
6230-04	Tester Plan buyout - FY1993-1994 only	0.00	0.00	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	10,291.73	0.00	0.00	0.00	
6230-11	(1994 ERAT Refund)	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	53,000.00	45,000.00	28,818.43	22,474.71	0.00	0.00	54.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	500.00	500.00	0.00	0.00	0.00	0.00	
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0.00	0.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	10,000.00	10,000.00	5,553.63	7,100.98	1,886.26	2,398.86	55.54%
6280-01	Final supplemental for prior years	0.00	0.00	483.45	396.78	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	10,000.00	10,000.00	6,037.08	7,497.76	1,886.26	2,398.86	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	2,000.00	1,065.00	1,065.86	430.23	0.00	0.00	53.29%
6340	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	448.40	398.88	0.00	0.00	
	TOTAL TAXES	846,500.00	807,100.00	450,425.16	441,334.30	44,791.99	42,881.47	53.21%
6610-00	Interest	13,000.00	12,000.00	7,065.42	8,170.61	1,108.52	0.00	47.10%
6610-01	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	3,649.59	0.00	0.00	0.00	
	TOTAL INTEREST	13,000.00	12,000.00	10,715.01	8,170.61	1,108.52	0.00	71.43%
6600	STATE - HOMEOWNER PROP TAX RELIEF	15,900.00	14,750.00	7,457.87	7,699.73	5,206.54	5,389.81	48.12%
6970-00	State - ILL & Direct Loan Reimbursement	20,000.00	10,000.00	6,975.26	10,500.56	1,236.90	1,892.26	34.88%
6970-01	State - CA Foundation Funds	35,000.00	26,500.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	12,000.00	10,000.00	11,887.00	8,391.00	11,887.00	8,391.00	99.06%
6970-03	State - Family Literacy	0.00	0.00	0.00	10,088.90	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500.00	3,500.00	3,511.60	1,381.00	0.00	0.00	
6970-05	State - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	
697-007	State - Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	70,500.00	50,000.00	22,373.26	30,361.46	13,123.90	9,883.26	31.74%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	20,000.00	0.00	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	36,000.00	36,000.00	13,917.26	21,517.39	3,796.84	1,946.21	38.66%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	6.96	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	70,000.00	(90,000.00)	0.00	
	FUND 707 TOTAL	1,003,500.00	919,850.00	504,895.52	579,083.49	(21,971.81)	60,100.75	50.31%
	FUND 707 TOTAL LESS INTERFUND TRANSFERS	1,003,500.00	919,850.00	504,895.52	505,083.49	68,028.19	104,561.61	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 25, 1997

OBJECT CODE	DESCRIPTION	FY1996-97 BUDGETED	REVISED FY1996-97 BUDGETED	FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JAN 1997	FY1995-96 JAN 1996	FY97 YTD % OF BUD
0100	Salaries & Wages	544,905.00	499,120.00	331,027.00	324,360.43	35,000.00	61,545.00	60.75%
0200	Retirement	76,084.00	70,000.00	25,229.00	56,729.67	2,680.00	36,618.26	33.24%
	Health Insurance/Care America	23,325.00	20,000.00	12,301.64	8,758.98	1,895.72	1,297.25	51.63%
	Long Term Disability	2,149.00	2,000.00	929.77	1,277.17	0.00	213.90	43.77%
	Vision Service Plan	1,067.00	1,000.00	597.00	721.23	99.50	101.10	55.95%
	Dental	4,475.00	3,900.00	2,496.78	2,804.20	353.90	400.60	55.79%
0300	Total Employee Insurance	31,516.00	26,900.00	16,325.19	13,561.58	2,349.12	2,012.85	51.80%
0310	Unemployment Insurance	500.00	1,000.00	0.00	0.00	0.00	0.00	0.00%
0350	Workers Compensation - General	6,500.00	6,000.00	4,079.00	3,088.00	0.00	1,391.00	62.75%
	TOTAL SALARIES & EMPLOYEE BENEFITS	639,505.00	603,020.00	376,724.19	397,795.68	46,029.12	101,567.11	57.12%
0700-00	Communications - Telephone	2,500.00	2,000.00	1,064.14	828.51	207.74	139.58	42.57%
0700-01	Communications - Modem/Fax	3,600.00	3,600.00	2,238.42	1,805.76	192.04	330.84	
0700-02	Communications - Internet/Database	500.00	500.00	0.00	423.05	0.00	0.00	
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160.00	5,160.00	2,542.92	2,119.10	423.82	423.82	
0700-07	Communications - 321 Grant	150.00	150.00	247.71	125.73	59.85	11.03	59.77%
0700-08	Communications - Adult Literacy	250.00	250.00	149.43	159.13	0.00	49.23	51.34%
	Total Communications	12,160.00	11,660.00	6,243.62	5,461.28	883.45	954.50	
0900-00	Food - General Fund	100.00	100.00	0.00	68.96	0.00	33.96	0.00%
0900-07	Food - 321 Grant	50.00	50.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50.00	50.00	0.00	0.00	0.00	0.00	
0900-009	Food - Family Literacy	0.00	0.00	0.00	2.58	0.00	2.58	0.00%
	Total Food	200.00	200.00	0.00	71.54	0.00	36.54	
1000-00	Household Expense	3,500.00	3,500.00	1,274.16	2,262.95	0.00	0.00	36.40%
1100-00	Insurance	12,225.00	11,500.00	5,583.00	9,549.17	0.00	0.00	45.67%
1300-00	Maintenance of Equipment - General Fund	25,100.00	20,000.00	9,412.06	2,257.55	190.18	753.54	37.50%
1300-07	Maintenance of Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,000.00	1,000.00	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	26,100.00	21,000.00	9,412.06	2,257.55	190.18	753.54	37.50%

02/21/97



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 25, 1997

OBJECT CODE	DESCRIPTION	REVISED		FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JAN 1997	FY1995-96 JAN 1996	FY97 YTD % OF BUD
		FY1996-97 BUDGETED	FY1996-97 YTD					
	HVAC	6,500.00	7,500.00	4,874.49	3,532.17	117.42	117.42	74.99%
	Carpet Cleaning	1,500.00	1,000.00	550.00	0.00	0.00	0.00	36.67%
	Groundskeeping, City of Placentia	21,000.00	18,750.00	9,994.48	9,825.18	1,598.87	1,453.50	47.59%
	Plumbing	500.00	1,200.00	821.20	55.00	0.00	55.00	164.23%
	Electrical	3,740.00	2,500.00	1,725.44	988.00	448.00	0.00	46.13%
	Cleaning Service	11,700.00	11,700.00	5,700.00	6,650.00	950.00	1,800.00	48.72%
	Locksmith	300.00	200.00	88.46	0.00	88.46	0.00	44.23%
	Other	500.00	1,500.00	884.00	6,246.00	65.00	1,126.00	176.80%
1400-00	Total Maintenance of Building & Grounds	45,640.00	44,350.00	24,638.07	27,316.35	3,267.75	4,751.92	53.98%
1600-00	Memberships - General Fund	2,400.00	2,400.00	1,225.00	1,433.65	245.00	400.00	51.04%
1600-07	Memberships - 321 Grant	0.00	0.00	170.00	135.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150.00	150.00	95.00	100.00	0.00	0.00	
1600-09	Memberships - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,550.00	2,550.00	1,490.00	1,668.65	245.00	400.00	58.43%
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	0.00	(702.50)	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0.00	20.00	20.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	20.00	20.00	(702.50)	0.00	0.00	
	Library Supplies	7,500.00	4,500.00	611.16	7,034.90	140.78	297.87	8.15%
	Printing	7,849.00	7,000.00	6,406.65	1,960.84	1,854.34	1,511.38	81.62%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	0.00	
	Publications	1,000.00	1,000.00	180.00	621.98	0.00	3,667.74	18.00%
	Paper	600.00	600.00	302.22	292.15	7.83	0.00	50.37%
	Drinking Water Service	300.00	300.00	174.65	174.65	24.95	24.95	58.22%
	Other Office Supplies	5,000.00	3,500.00	2,142.74	2,975.50	510.63	108.83	42.85%
1800-00	Total Office Supply Expense - General Fund	22,240.00	16,900.00	9,817.42	13,060.02	2,538.53	2,202.77	44.13%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	20.00	0.00	0.00	0.00	
	Printing	3,000.00	3,000.00	1,796.25	647.40	571.00	496.25	59.88%
	Publications	2,750.00	2,750.00	0.00	2,488.42	0.00	965.23	0.00%
	Paper	50.00	50.00	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	1,500.00	1,500.00	1,229.67	1,229.67	0.00	220.51	0.00%
1800-08	Total Adult Literacy Office Supply Expense	7,300.00	7,300.00	1,796.25	4,365.49	571.00	1,681.99	24.61%
1800-09	Family Literacy Supply Expense	0.00	0.00	0.00	1,432.71	0.00	370.44	ERR
	Total Office Expense	29,540.00	24,200.00	11,633.67	18,838.22	3,109.53	4,362.20	39.37%





PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 25, 1997

OBJECT CODE	DESCRIPTION	REVISED BUDGETED		FY1996-97 YTD	FY1995-96 YTD	FY1996-97 JAN 1997	FY1995-96 JAN 1996	FY97 YTD % OF BUD
		FY1996-97 BUDGETED	FY1996-97 BUDGETED					
1803-00	Postage Expense - General Fund	1,500.00	1,000.00	101.61	374.25	(20.00)	79.00	6.77%
1803-04	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	400.00	400.00	96.00	32.00	0.00	32.00	24.00%
1803-09	Postage Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Postage Expense	1,900.00	1,400.00	197.61	406.25	(20.00)	111.00	10.40%
	Car Resources (Employee Assistance)	650.00	650.00	175.00	210.00	0.00	70.00	26.92%
	Pension Contribution & Operating Expenses	5,800.00	5,800.00	1,693.55	3,235.60	0.00	1,860.00	29.20%
	Anakim Library Automated System	39,000.00	39,000.00	350.00	37,377.87	350.00	37,351.64	0.90%
	Clipping Service	400.00	400.00	196.26	196.26	0.00	31.71	49.07%
	Tax Collection Services & Fees by Orange County	450.00	450.00	328.25	115.24	35.81	0.00	72.94%
	Advertising	200.00	200.00	0.00	115.20	0.00	115.20	0.00%
	Medical Exams	500.00	500.00	314.50	95.00	0.00	0.00	62.90%
	Collection Services - Accounts Receivable	3,700.00	3,700.00	0.00	0.00	0.00	0.00	0.00%
	Audit	1,750.00	1,750.00	3,050.00	2,950.00	0.00	0.00	0.00%
	Payroll Preparation	2,500.00	2,500.00	1,205.67	1,346.29	172.00	352.44	81.33%
	Election Expenses	13,000.00	18,000.00	0.00	0.00	0.00	0.00	48.23%
	Staff Training in Library	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Other (including OCP Settlement Allocations)	0.00	0.00	589.98	363.66	0.00	255.66	ERR
1900-00	Total Specialized Services - General Fund	69,950.00	74,950.00	7,903.21	46,005.12	557.81	40,037.65	11.30%
1900-01	Specialized Services - LSCA II Grant	0.00	0.00	0.00	1,489.14	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	2,750.00	2,750.00	0.00	103.50	0.00	103.50	0.00%
1900-09	Specialized Services - Family Literacy	0.00	0.00	0.00	47.50	0.00	47.50	ERR
1900-18	Tax Collection Services & Fees by Orange County	2,200.00	2,200.00	1,060.87	1,026.33	107.27	101.21	48.22%
	Total Specialized Services	74,900.00	79,900.00	8,964.08	48,671.59	665.08	40,289.86	11.97%
2000-00	Legal Notices - General Fund	500.00	1,200.00	942.78	112.50	100.00	0.00	188.56%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	500.00	1,200.00	942.78	112.50	100.00	0.00	188.56%
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
2200-00	Semi-Annual Bond Payment	7,900.00	7,900.00	0.00	0.00	0.00	0.00	0.00%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 25, 1997

OBJECT CODE	DESCRIPTION	FY1996-97		FY1996-97		FY1996-97		FY1996-97		FY1996-96 JAN 1996	FY97 YTD % OF BUD
		BUDGETED	REVISED BUDGETED	YTD	YTD	JAN 1997	YTD				
2400-00	Special Department Expense - Miscellaneous	100.00	100.00	0.00	0.00	2,552.87	0.00	0.00	0.00	0.00%	
2400-01	Special Department Expense- Books	18,446.00	10,000.00	7,624.04	0.00	8,730.95	2,292.66	934.40	934.40	40.25%	
2400-02	Special Department Expense - Video	1,000.00	500.00	0.00	0.00	183.00	0.00	0.00	0.00	0.00%	
2400-03	Special Department Expense - Electronic	10,000.00	10,000.00	12,905.87	0.00	22,437.59	5,994.55	18,493.05	18,493.05	19.46%	
2400-04	Special Department Expense - Periodicals	26,000.00	26,000.00	5,038.59	0.00	4,349.99	216.58	4,091.34	4,091.34	0.00%	
2400-05	Special Department Expense - Audio	2,400.00	1,000.00	0.00	0.00	503.90	0.00	0.00	0.00	0.00%	
2400-07	Special Department Expense - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR	
2400-08	Special Department Expense - Adult Literacy	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR	
2400-09	Special Department Expense - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR	
	Total Special Department Expense	58,446.00	48,100.00	24,388.50	0.00	38,758.40	8,303.79	23,518.79	23,518.79	43.44%	
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	0.00	0.00	687.60	0.00	1,187.50	0.00	368.68	368.68	ERR	
2700-01	Transportation/Travel - Meetings, Staff Local	1,500.00	3,500.00	345.47	0.00	979.59	4.09	18.56	18.56	ERR	
2700-02	Transportation/Travel - Meetings, Board Out of Town	750.00	500.00	310.20	0.00	203.54	310.20	91.54	91.54	ERR	
2700-03	Transportation/Travel - Meetings, Board Local	500.00	500.00	250.00	0.00	275.00	0.00	0.00	0.00	ERR	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ERR	
2700-07	Transportation/Travel - Meetings, 321 Grant	2,750.00	2,750.00	148.00	0.00	765.28	0.00	486.28	486.28	ERR	
2700-08	Transportation/Travel - Meetings - Adult Literacy	500.00	500.00	0.00	0.00	52.83	0.00	0.00	0.00	ERR	
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	0.00	9.67	0.00	28.19	0.00	28.19	28.19	ERR	
	Total Transportation/Travel - Meetings	6,000.00	7,750.00	1,750.94	0.00	3,491.93	314.29	993.25	993.25	29.18%	
	Electricity	51,000.00	43,000.00	23,068.68	0.00	29,653.85	3,642.18	4,391.43	4,391.43	45.23%	
	Gas	3,300.00	3,000.00	580.76	0.00	369.63	0.00	152.27	152.27	17.60%	
	Water	1,925.00	1,900.00	2,654.34	0.00	996.72	0.00	0.00	0.00	166.72%	
	Total Utilities	56,225.00	47,900.00	25,703.78	0.00	31,020.20	3,642.18	4,543.70	4,543.70	45.72%	
	TOTAL SUPPLIES & SERVICES	337,795.00	313,130.00	123,241.27	0.00	189,204.08	20,901.25	80,715.30	80,715.30	36.48%	
3700-00	Taxes, Assessments (Sales Tax)	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4000-00	Equipment - General Fund	5,000.00	2,500.00	2,625.36	0.00	0.00	2,410.94	0.00	0.00	0.00%	
4000-07	Equipment - 321 Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4000-08	Equipment - Adult Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4000-09	Equipment - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
	Total Equipment	5,000.00	2,500.00	2,625.36	0.00	0.00	2,410.94	0.00	0.00	0.00%	
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
	TOTAL EQUIPMENT EXPENSE	5,000.00	2,500.00	2,625.36	0.00	0.00	2,410.94	0.00	0.00	52.51%	
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	70,000.00	0.00	70,000.00	70,000.00	0.00%	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
	TOTAL EXPENSES	1,003,500.00	919,850.00	502,590.82	0.00	656,943.76	63,341.31	252,282.41	252,282.41	0.00%	



Placentia Library District  
Balance Sheet

January 31, 1997

Assets

General Fund - Checking	2,553.93	
Literacy Fund-Checking	3,638.46	
County Exempt-Checking	6,434.86	
Payroll Account	48,863.49	
Savings (P/R Support)	3,724.89	
Savings (P/R Fees)	2,229.31	
Certificates of Deposit	27,500.00	
General Fund - Savings	3,962.70	
Literacy Fund - Savings	5,275.18	
County Exempt - Savings	4,188.56	
Total Assets		108,371.38
		108,371.38

Liabilities

Manual Payroll Checks	0.00	
Payroll Taxes Payable	4,190.11	
Deferred Comp Payable	842.45	
Insurance Payable	(435.65)	
Credit Union Payable	(364.22)	
Union Dues Payable	109.98	
Other Employee Deductions	656.41	
Total Liabilities		4,999.08

Capital

Fund Balance	103,372.30	
Total Capital		103,372.30
Total Liabilities and Capital		108,371.38

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

January 1997

Prepared 2/12/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,962.70
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,962.70

*ESM*  
*2/12/97*



01/31/97

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	4.00	4.00
Cash Register-Fines	1,892.40	1,892.40
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	97.95	97.95
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	74.00	74.00
Cash Register-Computer Rental	6.00	6.00
Typewriter Income	9.95	9.95
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	610.61	610.61
State Library Grants	11,887.00	11,887.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	17.99	17.99
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	14,599.90	14,599.90
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	14,599.90	14,599.90
<b>Expenses</b>		
Transfers to County	17,058.02	17,058.02
Employee Insurance (030)	(117.28)	(117.28)
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	29.95	29.95
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	69.51	69.51
Postage (183)	141.40	141.40
Prof. & Spec. Services (190)	176.80	176.80
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	359.00	359.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00



31/97

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
Taxes and Fees (370)	597.00	597.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	18,314.40	18,314.40
	-----	-----
Operating Income (Loss)	(3,714.50)	(3,714.50)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(3,714.50)	(3,714.50)
	=====	=====

01/31/97

Page 1

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1997

Part 1 of 1 Parts

	01/31/97
<b>Income</b>	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	55.25
Cash Register-Fines	12,190.34
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	902.03
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	16.50
Cash Register-Childrens	406.00
Cash Register-Publications	0.00
Cash Register-Reserves	731.30
Cash Register-Computer Rental	149.00
Typewriter Income	35.86
Telephone Income	34.57
Copy Machine Income	0.00
State Library Reimbursements	7,585.87
State Library Grants	11,887.00
State of California Foundation Funds	0.00
Other Grants	3,511.00
County Reimbursements	5,491.67
Interest Income - checking	0.00
Interest Income - savings	63.69
Miscellaneous Income	0.00
	-----
<b>Total Income</b>	<b>43,060.08</b>
 <b>Cost of Sales</b>	
	-----
<b>Gross Profit (Loss)</b>	<b>43,060.08</b>
 <b>Expenses</b>	
Transfers to County	36,895.92
Employee Insurance (030)	(117.28)
Food (0900)	15.76
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	1,640.95
Maintenance-Bldg (140)	445.00
Communications (070)	0.00
Memberships (160)	265.00
Office Expense (180)	724.13
Postage (183)	600.66
Prof. & Spec. Services (190)	240.11
Special Departmental Expense (240)	(351.02)
Transportation & Travel (270)	2,039.08
Utilities (280)	0.00
Equipment (400)	0.00

01/31/97

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Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1997

Part 1 of 1 Parts

	01/31/97
Taxes and Fees (370)	604.00
Funds in Transit	0.00
	-----
Total Expenses	43,002.31
	-----
Operating Income (Loss)	57.77
Other Income	
Other Expenses	
	-----
Net Income (Loss)	57.77
	=====

01/31/97

Placentia Library District  
Cash Disbursements  
Checkbook 1 Fiscal Year 97 Period 7  
General Account

Page

Check	Date	Payee	Amount
4332	01/31/97	VOID void	0.00
4333	01/04/97	Fry's Electronics 0-5108-01 Maintenance-Equip (130)	49.95 49.95
4334	01/04/97	VOID void	0.00
4335	01/07/97	Regents UCI 0-5122-01 Transportation & Travel (270)	265.00 265.00
4336	01/07/97	Paychex 0-5118-01 Prof. & Spec. Services (190)	176.80 176.80
4337	01/07/97	U.S. Postmaster 0-5116-01 Postage (183)	133.18 133.18
4338	01/13/97	Home Depot 0-5114-01 Office Expense (180)	2.47 2.47
4339	01/16/97	Placentia Chamb Comm 0-5122-01 Transportation & Travel (270)	9.00 9.00
4340	01/16/97	Elizabeth Minter (p/ 0-5114-01 Office Expense (180) 0-5116-01 Postage (183)	67.04 8.22 75.26
4341	01/22/97	Placentia Chamb Comm 0-5122-01 Transportation & Travel (270)	10.00 10.00
4342	01/22/97	VOID void	0.00
4343	01/27/97	Board Equalization 0-5126-01 Taxes and Fees (370)	597.00 597.00
4344	01/29/97	Nonprofit Resource C 0-5122-01 Transportation & Travel (270)	75.00 75.00
Checkbook 1 Total			1,393.66

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

Page 2

For Fiscal Year 97, Period 7 through Fiscal Year 97, Period 7

Account Name	Total
0-5108-01 Maintenance-Equip (130)	49.95
0-5114-01 Office Expense (180)	69.51
0-5116-01 Postage (183)	141.40
0-5118-01 Prof. & Spec. Services (190)	176.80
0-5122-01 Transportation & Travel (270)	359.00
0-5126-01 Taxes and Fees (370)	597.00
	-----
	1,393.66
	=====

01/31/97

Placentia Library District  
Cash Disbursements  
Checkbook 5 Fiscal Year 97 Period 7  
General Fund - Savings

Page ( )

Check	Date	Payee	Amount
1026	01/21/97	O.C. Auditor	17,058.02
		0-5102-01 Transfers to County	17,058.02
		Checkbook 5 Total	17,058.02

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

January 1997

Prepared 2/12/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,275.18
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,275.18

*DSM*  
2-12-97

01/31/97

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
Income		
Gifts Income	0.00	0.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	10.05	10.05
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	105.00	105.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
	-----	-----
Total Income	175.05	175.05
Cost of Sales		
	-----	-----
Gross Profit (Loss)	175.05	175.05
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)	175.05	175.05
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	175.05	175.05
	=====	=====



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Page 1

Placentia Library District  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1997

Part 1 of 1 Parts

	01/31/97
Income	
Gifts Income	0.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	9.16
Interest Income - savings	63.04
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	664.00
Citizenship Tests (CASAS)	0.00
Donations to Literacy	0.00
Placentopoly Games	200.00
	-----
Total Income	1,086.20
Cost of Sales	
	-----
Gross Profit (Loss)	1,086.20
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	8.61
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
	-----
Total Expenses	8.61
	-----
Operating Income (Loss)	1,077.59
Other Income	
Other Expenses	
	-----
Net Income (Loss)	1,077.59
	=====

01/31/97

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

Page

For Fiscal Year 97, Period 7 through Fiscal Year 97, 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 1997

Prepared 2/12/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,088.56
Checks Out	1018	900.00		
TOTALS		900.00	0.00	
CHECKBOOK BAL				4,188.56

*Edmund*  
*2/12/97*

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

January 1997

Prepared 2/12/97

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,505.84
Checks Out	1066	659.13		
	1067	60.00		
	1068	33.66		
	1070	258.19		
	1071	60.00		
TOTALS		1,070.98	0.00	
CHECKBOOK BAL				6,434.86

*ESM*  
*2/12/97*

31/97

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	150.00	150.00
Test Proctoring Income	20.00	20.00
Vending Machine Income	0.00	0.00
Debit Card Income	754.40	754.40
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	6.39	6.39
Interest Income - savings	9.66	9.66
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
	-----	-----
Total Income	940.45	940.45
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	940.45	940.45
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	33.66	33.66
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	900.00	900.00
Friend's-Director's Fund	282.55	282.55
Friend's-Other Activities	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	120.00	120.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	659.13	659.13
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00

01/31/97

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
Debit Cards	0.00	0.00
Copier Maintenance Contract	459.30	459.30
Copier Lease Payments	0.00	0.00
Copier Supplies	0.00	0.00
	-----	-----
Total Expenses	2,454.64	2,454.64
	-----	-----
Operating Income (Loss)	(1,514.19)	(1,514.19)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,514.19)	(1,514.19)
	=====	=====

01/31/97

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, 1997

	01/31/97
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	2,030.00
Test Proctoring Income	240.00
Vending Machine Income	0.00
Debit Card Income	4,054.54
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	32.64
Interest Income - savings	86.78
Miscellaneous Income	0.00
Gulf Arab Grant Income	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	350.00
	-----
Total Income	8,793.96
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	8,793.96
<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	30.13
Children's Summer Reading Program	1,693.12
Children's Camp Library	457.10
Children's-Other	0.00
Debit Card - Repay Capital Equip.	2,100.00
Friend's-Director's Fund	1,150.84
Friend's-Other Activities	0.00
Library Board Expenses	867.94
Meeting Room Upkeep Expenses	575.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	0.00
Lobbyist Expense	2,616.54
Funds in Transit	0.00
Debit Card System Repairs	0.00

01/31/97

Page 2

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1997

Part 1 of 1 Parts

	01/31/97
Debit Cards	0.00
Copier Maintenance Contract	1,623.60
Copier Lease Payments	0.00
Copier Supplies	404.07
	-----
Total Expenses	11,518.34
	-----
Operating Income (Loss)	(2,724.38)
Other Income	
Other Expenses	
	-----
Net Income (Loss)	(2,724.38)
	=====



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Placentia Library District  
Cash Disbursements  
Checkbook 3 Fiscal Year 97 Period 7  
County Exempt

Page 1

Check	Date	Payee	Amount
1065	01/21/97	Elizabeth Minter (pe 0-5314-03 Friend's-Director's Fund	13.42
1066	01/21/97	California Advocates 0-5323-03 Lobbyist Expense	659.13
1067	01/21/97	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	60.00
1068	01/21/97	Ingram Lib. Svcs. 0-5310-03 Children's Camp Library	33.66
1069	01/21/97	All Star Trophy 0-5314-03 Friend's-Director's Fund	10.94
1070	01/29/97	Vail Dunlap & Assoc. 0-5314-03 Friend's-Director's Fund	258.19
1	01/29/97	Emil's Cleaning 0-5319-03 Meeting Room Upkeep Expenses	60.00
Checkbook 3 Total			1,095.34

01/31/97

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

Page

For Fiscal Year 97, Period 7 through Fiscal Year 97, Period 7

Account Name	Total
0-5310-03 Children's Camp Library	33.66
0-5314-03 Friend's-Director's Fund	282.55
0-5319-03 Meeting Room Upkeep Expenses	120.00
0-5323-03 Lobbyist Expense	659.13
	-----
	1,095.34
	=====

01/31/97

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

Page 1

Check	Date	Payee	Amount
1018	01/21/97	O.C. Auditor	900.00
		0-5313-03 Debit Card - Repay Capital Equip	900.00
1019	01/21/97	IKON Office Solution	459.30
		0-5327-03 Copier Maintenance Contract	459.30
		Checkbook 7 Total	1,359.30

PLACENTIA LIBRARY DISTRICT  
Reconciliation for Bank of America Account 07605-80156  
Payroll Account  
January, 1997

Prepared February 10, 1997

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				49,690.53
	2865	266.32		
	2888	266.32		
	2894	35.09		
	2901	70.19		
	2902	138.67		
	2905	50.45		
	TOTALS	827.04	0.00	
Checkbook balance				48,863.49

31/97

Page 1  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 04  
Period Spread Sheet  
1 Period(s) Ending January 31, 1997

	Total	01/31/97
Income		
Transfers from County	56,520.00	56,520.00
Interest Income-CD's	361.10	361.10
Interest-Savings-Landmark	10.49	10.49
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	56,891.59	56,891.59
Cost of Sales	-----	-----
Gross Profit (Loss)	56,891.59	56,891.59
Expenses		
Salaries	33,802.92	33,802.92
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,545.18	2,545.18
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	36,348.10	36,348.10
Operating Income (Loss)	20,543.49	20,543.49
Other Income		
Other Expenses	-----	-----
Net Income (Loss)	20,543.49	20,543.49
	=====	=====

01/31/97

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending January 31, 1997

Page 1  
Part 1 of 1 Parts

	01/31/97
Income	
Transfers from County	356,320.00
Interest Income-CD's	956.46
Interest-Savings-Landmark	68.02
Interest-Savings-B of A	22.63
Miscellaneous Income	0.00
	-----
Total Income	357,367.11
Cost of Sales	
	-----
Gross Profit (Loss)	357,367.11
Expenses	
Salaries	299,730.80
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	26,485.35
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	0.00
	-----
Total Expenses	326,216.15
	-----
Operating Income (Loss)	31,150.96
Other Income	
Other Expenses	
	-----
Net Income (Loss)	31,150.96
	=====

01/31/97

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

Page 1

For Fiscal Year 97, Period 7 through Fiscal Year 97, Period 7

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

01/31/97

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

Page

For Fiscal Year 97, Period 7 through Fiscal Year 97, Period 7

Account Name	Total
0-5313-03 Debit Card - Repay Capital Equip.	900.00
0-5327-03 Copier Maintenance Contract	459.30
	<u>1,359.30</u>



TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant (C)

DATE: February 25, 1997

SUBJECT: **County of Orange Investment Pool Portfolio Summaries, as prepared by Salomon Brothers Asset Management, Inc. for January 1997.**

The County of Orange Investment Pool Portfolio Summaries for January 1997 have not been received as of February 21, 1997.



TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian  
 DATE: February 25, 1997  
 SUBJECT: Acquisitions Report

**Dollars Spent:**  
 1/1/97 to 1/31/97

	<b>General Funds</b>	<b>Adopt A Book</b>
Adult Fiction	\$412.76	\$130.43
Adult Non-Fiction	184.67	61.78
<b>Total</b>	<b>\$597.43</b>	<b>\$192.21</b>

7/1/96 to 1/31/97

	<b>General Funds</b>	<b>Adopt A Book</b>
Adult Fiction	\$1,689.27	475.28
Adult Non-Fiction	894.86	275.40
Adult Reference	2,145.68	
Adult Continuations Print	127.99	
Adult Continuations Electronic	4,680.00	
Juvenile Fiction	205.84	89.15
Juvenile Non-Fiction	313.71	139.21
Juvenile Reference	52.29	17.04
<b>Total</b>	<b>\$10,109.64</b>	<b>\$1,521.37</b>

**Outstanding Orders**  
 (as of 2/12/97)

	<b>General Funds</b>	<b>Adopt A Book</b>
	\$561.45	\$970.50

Acquisitions Report, February 25, 1997, Page 2.

**Donated Items 7/1/96 to 2/10/97**

Adult Books	376	\$6,951.01
Juvenile Books	243	2,432.57
Adult Videos	7	120.00
Juvenile Videos	5	84.00
Audio CDs	6	100.00
Audio Cassettes/Books	2	52.00
Total	639	\$9,739.58

(These figures do not include paperbacks.)

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burklich, Circulation Supervisor *PB*  
 DATE: February 25, 1996  
 SUBJECT: ACS: Overdue Collection Report for Month of January

The report received from ACS Collection Agency on February 19, 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	6	40	9	422.41	14
August	5	22	8	360.02	10
September	43	43	15	759.60	12
October	23	59	20	952.73	4
November	36	72	22	982.65	3
December	13	47	1	95.75	38
January	12	25	0	0.00	21
February					
March					
April					
May					
June					
TOTAL YTD	138	308	75	3,573.16	102

ADVANCED COLLECTION SERVICES

2158 W 190TH ST  
 Torrance, CA 90509

CLIENT PROGRESS REPORT  
 13 Feb 1997

PLACENTIA PUBLIC LIBRARY  
 411 E CHAPMAN  
 PLACENTIA, CA 92670

PLA400

Your ACS consultant is:  
 WANDA WELDON

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	12	1,332.71	12	1,332.71	1470	104,088.30
LESS: Mail Returns*, Dispute, Bankrpt	5	407.32	5	407.32	286	21,563.1
NET ASSIGNMENTS	7	925.39	7	925.39	1184	82,525.03
COLLECTED						
Paid In Full	0	0.00	0	0.00	343	18,199.47
Settled in Full	0	0.00	0	0.00	91	4,247.77
Partial Payment	0	0.00	0	0.00	291	11,937.26
Resolved	0	0.00	0	0.00	37	1,779.61
TOTAL RECOVERED	0	0.00	0	0.00	762	36,164.11

AGING ACCOUNT DETAIL

ACCOUNT AGE*	0-30	31-60	61-90	91-120	over 1
# ASSIGNED	257	57	333	240	583
\$ ASSIGNED	\$16,614	\$3,941	\$23,558	\$17,626	\$41,885

\* Percentage of Mail Returns - 20.7 %

\* Age of accounts when started

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

ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
587938	04/15/95	10/28/96	71.90	CC	5
26019004714614		AMT: 71.90			
588777	10/27/92	11/19/96	67.85	MR	3
26018053169167		AMT: 67.85			
587909	12/18/93	10/28/96	92.45	CC	5
26018053198331		AMT: 92.45			
587916	07/29/96	10/28/96	74.60	CC	5
26018053339893		AMT: 74.60			
589801	09/21/96	12/27/96	73.90	A	2
26018052412543		AMT: 73.90			
587902	10/01/96	10/28/96	63.90	CC	5
26018053257228		AMT: 63.90			
589800	09/12/96	12/27/96	77.75	A	2
26018053348498		AMT: 77.75			
587929	08/11/96	10/28/96	101.80	CC	5
26019005583521		AMT: 101.80			
588812	06/26/92	11/20/96	89.90	MR	3
26018053035764		AMT: 89.90			
589157	09/26/96	12/10/96	79.35	A	3
26018053349751		AMT: 79.35			
588781	04/29/96	11/19/96	65.00	A	4
26018053320380		AMT: 65.00			
589425	09/25/96	12/10/96	150.75	A	3
26019005416334		AMT: 150.75			
587907	06/01/94	10/28/96	56.90	CC	5
26018053221356		AMT: 56.90			
587930	07/06/95	10/28/96	62.85	CC	5
26018053223212		AMT: 62.85			
588808	03/22/94	11/20/96	75.45	A	4
26018053069672		AMT: 75.45			
587931	07/13/96	10/28/96	65.92	CC	5
26019005303227		AMT: 65.92			
588072	07/10/96	10/29/96	103.60	CC	5
26019005599527		AMT: 103.60			
587934	07/06/94	10/28/96	70.90	CC	5
26018053229227		AMT: 70.90			
589803	09/26/96	12/27/96	55.95	A	2
26018053349744		AMT: 55.95			
589155	10/01/96	12/10/96	95.94	A	3
26019004321394		AMT: 95.94			

JANUARY

587946	07/07/96	10/28/96	157.11	CC	5
26018052999416		AMT: 157.11			
588779	03/14/96	11/19/96	65.00	A	4
26018053329019		AMT: 65.00			
587893	03/01/93	10/28/96	88.80	MR	5
26018053190940		AMT: 88.80			
589429	10/01/96	12/10/96	65.00	A,PP	3
26018053354819		AMT: 104.75			
588809	08/21/96	11/20/96	50.00	A,PP	4
26018053345460		AMT: 74.44			
587935	06/06/94	10/28/96	72.40	CC	5
26018053026219		AMT: 72.40			
588813	07/12/93	11/20/96	202.07	A	4
26018053049849		AMT: 202.07			
588805	08/28/96	11/20/96	129.80	A	4
26019005504576		AMT: 129.80			
588810	08/27/96	11/20/96	46.75	A	4
26018053066231		AMT: 46.75			
587936	05/01/95	10/28/96	69.90	CC	5
26018053278885		AMT: 69.90			
589802	09/21/96	12/27/96	72.49	A	2
26018053318657		AMT: 72.49			
587945	04/29/96	10/28/96	93.62	CC	5
26018053230183		AMT: 93.62			
587898	01/23/94	10/28/96	48.50	CC	5
26019004318449		AMT: 48.50			
587937	08/13/96	10/28/96	115.30	CC	5
26018053285914		AMT: 115.30			
588807	05/21/96	11/20/96	87.15	MR	3
26018053221273		AMT: 87.15			
587895	11/30/93	10/28/96	73.84	CC	5
26853070935332		AMT: 73.84			
589159	09/24/96	12/10/96	79.30	A	3
26018053347375		AMT: 79.30			
587905	02/02/95	10/28/96	64.00	CC	5
26018052736768		AMT: 64.00			
589160	10/01/96	12/10/96	77.85	A	3
260153071151897		AMT: 77.85			
588814	09/05/96	11/20/96	49.95	A	4
26019005416474		AMT: 49.95			
588776	07/03/92	11/19/96	73.62	MR	3
26053070680292		AMT: 73.62			
589426	09/24/96	12/10/96	137.47	A	3
26019005410261		AMT: 137.47			
588806	09/03/96	11/20/96	101.17	A	4
26018053345288		AMT: 101.17			
587900	06/04/96	10/28/96	52.00	CC	5
26053071076805		AMT: 52.00			
587904	07/29/96	10/28/96	288.14	CC	5
26018053336576		AMT: 288.14			
589428	09/16/96	12/10/96	132.80	A	3
26018053348936		AMT: 132.80			
588073	07/07/96	10/29/96	157.11	CC	5
26018053372640		AMT: 157.11			

TOTAL STILL ON SYSTEM :

4,247.80



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

The report received from ACS Collection Agency on January 9, 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	6	40	9	422.41	14
August	5	22	8	360.02	10
September	43	43	15	759.60	12
October	23	59	20	952.73	4
November	36	72	22	982.65	3
December	13	47	1	95.75	38
January					
February					
March					
April					
May					
June					
TOTAL YTD	126	283	75	3,573.16	81

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
 Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 31 Dec 1996

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

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

PLA400 Representative is:  
 OVERDUES DESK  
 (714) 528-1906 Ext 208

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	13	1,234.05	218	18,514.79	1458	102,755.59
LESS: Mail Return*, Dispute, Bankrpt	0	0.00	34	3,274.61	281	21,155.95
NET ASSIGNMENTS	13	1,234.05	184	15,240.18	1177	81,599.64
COLLECTED						
Paid in Full	1	95.75	55	3,456.90	341	18,082.52
Settled in Full	0	0.00	8	838.81	91	5,612.56
Partial Payment	0	0.00	71	2,706.37	280	11,615.25
Resolved	0	0.00	7	515.66	37	1,779.61
TOTAL RECOVERED	1	95.75	141	7,517.74	749	37,089.94

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	257	57	322	239	583
	\$16,614	\$3,941	\$22,292	\$17,559	\$41,885

\* Percentage of Mail Returns - 19.2 %

STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	587938	04/15/95	10/28/96	71.90	A	4
	26019004714614		AMT: 71.90			
	585577	05/19/96	09/09/96	65.00	CC	5
	26018053311058		AMT: 71.33			
	588777	10/27/92	11/19/96	67.85	A	2
	26018053169167		AMT: 67.85			
	585578	06/11/96	09/09/96	48.60	CC	5
	26018053335602		AMT: 48.60			
	587909	12/18/93	10/28/96	92.45	A	4
	26018053198331		AMT: 92.45			
	585677	02/05/96	09/10/96	60.35	CC	5
	26018053327617		AMT: 60.35			
	587916	07/29/96	10/28/96	74.60	A	4
	26018053339893		AMT: 74.60			
	587928	07/29/96	10/28/96	74.60	SU	1
	26018053339893		AMT: 74.60			
	585694	04/20/96	09/10/96	50.95	CC	5
	26018053299709		AMT: 50.95			
	585691	04/23/96	09/10/96	52.99	CC	5
	26018053259679		AMT: 52.99			
	589801	09/21/96	12/27/96	73.90	A	1
	26018052412543		AMT: 73.90			
	587902	10/01/96	10/28/96	63.90	A	4
	26018053257228		AMT: 63.90			
	589800	09/12/96	12/27/96	77.75	A	1
	26018053348498		AMT: 77.75			
	585576	05/19/96	09/09/96	162.32	CC	5
	26018053041275		AMT: 162.32			
	585702	04/05/96	09/10/96	91.85	CC	5
	26018053293017		AMT: 91.85			
	587929	08/11/96	10/28/96	101.80	A	4
	26019005583521		AMT: 101.80			
	588812	06/26/92	11/20/96	89.90	A	2
	26018053035764		AMT: 89.90			
	589157	09/26/96	12/10/96	79.35	A	1
	26018053349751		AMT: 79.35			
	588781	04/29/96	11/19/96	65.00	A	2
	26018053320380		AMT: 65.00			
	589425	09/25/96	12/10/96	150.75	A	1
	26019005416334		AMT: 150.75			

587907	06/01/94	10/28/96	56.90	A	4
26018053221356		AMT: 56.90			
585693	06/04/96	09/10/96	98.20	CC	5
26019005275920		AMT: 98.20			
585681	05/01/96	09/10/96	71.97	CC	5
26018053315760		AMT: 71.97			
587930	07/06/95	10/28/96	62.85	A	4
26018053223212		AMT: 62.85			
588808	03/22/94	11/20/96	75.45	A	2
26018053069672		AMT: 75.45			
586467	07/01/96	09/30/96	69.33	CC	5
26019005410022		AMT: 69.33			
587931	07/13/96	10/28/96	65.92	A	4
26019005303227		AMT: 65.92			
588072	07/10/96	10/29/96	103.60	A	4
26019005599527		AMT: 103.60			
587934	07/06/94	10/28/96	70.90	A	4
26018053229227		AMT: 70.90			
585688	04/25/96	09/10/96	87.85	CC	5
26018053332211		AMT: 87.85			
587803	09/26/96	12/27/96	55.95	A	1
26018053349744		AMT: 55.95			
585581	05/07/96	09/09/96	37.95	CC	5
26019005607023		AMT: 37.95			
589155	10/01/96	12/10/96	95.94	A	1
26019004321394		AMT: 95.94			
587946	07/07/96	10/28/96	157.11	A	4
26018052999416		AMT: 157.11			
588779	03/14/96	11/19/96	65.00	A	2
26018053329019		AMT: 65.00			
587893	03/01/93	10/28/96	88.80	A	4
26018053190940		AMT: 88.80			
585689	04/15/96	09/10/96	64.95	CC	5
26018053330488		AMT: 64.95			
589429	10/01/96	12/10/96	104.75	A	1
26018053354819		AMT: 104.75			
588809	08/21/96	11/20/96	74.44	A	2
26018053345460		AMT: 74.44			
587935	06/06/94	10/28/96	72.40	A	4
26018053026219		AMT: 72.40			
585575	10/23/85	09/09/96	74.05	CC	5
26018053309037		AMT: 74.05			
585579	06/24/96	09/09/96	58.50	CC	5
26018053329258		AMT: 58.50			
588813	07/12/93	11/20/96	202.07	A	2
26018053049849		AMT: 202.07			
588805	08/28/96	11/20/96	129.80	A	2
26019005504576		AMT: 129.80			
588810	08/27/96	11/20/96	46.75	A	2
26018053066231		AMT: 46.75			
585692	04/24/96	09/10/96	35.00	CC	5
26018053276111		AMT: 35.00			
585698	06/06/96	09/10/96	108.70	CC	5
26019005607718		AMT: 108.70			
585695	04/09/96	09/10/96	56.95	CC	5
26018053318020		AMT: 56.95			

585669	05/08/96	09/10/96	59.23	CC	5
26018053317741		AMT: 59.23			
586470	06/01/96	09/30/96	38.95	CC	5
26018053335099		AMT: 38.95			
587936	05/01/95	10/28/96	69.90	A	4
26018053278885		AMT: 69.90			
589802	09/21/96	12/27/96	72.49	A	1
26018053318657		AMT: 72.49			
585668	03/12/96	09/10/96	49.95	CC	5
26018053274207		AMT: 49.95			
587945	04/29/96	10/28/96	93.62	A	4
26018053230183		AMT: 93.62			
587898	01/23/94	10/28/96	48.50	A	4
26019004318449		AMT: 48.50			
587937	08/13/96	10/28/95	115.30	A	4
26018053285914		AMT: 115.30			
585697	06/03/96	09/10/96	70.95	CC	5
26053070860464		AMT: 70.95			
588807	05/21/96	11/20/96	87.15	A	2
26018053221273		AMT: 87.15			
585673	03/06/96	09/10/96	52.90	CC	5
26019005607619		AMT: 52.90			
587895	11/30/93	10/28/96	73.84	A	4
26853070935332		AMT: 73.84			
589159	09/24/96	12/10/96	79.30	A	1
26018053347375		AMT: 79.30			
586465	07/01/96	09/30/96	113.95	CC	5
26018053335768		AMT: 113.95			
585690	04/09/96	09/10/96	64.45	CC	5
26018053317949		AMT: 64.45			
585687	04/14/96	09/10/96	89.50	CC	5
26018052496694		AMT: 89.50			
589156	09/11/96	12/10/96	0.00	PF	1
26018053348704		AMT: 95.75			
585671	06/09/96	09/10/96	58.95	CC	5
26018053336212		AMT: 58.95			
585700	05/22/96	09/10/96	104.29	CC	5
26018053334662		AMT: 104.29			
585573	06/26/96	09/09/96	95.42	CC	5
26019004980967		AMT: 95.42			
585683	07/05/96	09/10/96	25.95	CC	5
26018053315919		AMT: 25.95			
585682	07/05/96	09/10/96	125.70	CC	5
26018053315901		AMT: 125.70			
587905	02/02/95	10/28/96	64.00	A	4
26018052736768		AMT: 64.00			
589160	10/01/96	12/10/96	77.85	A	1
260153071151897		AMT: 77.85			
588814	09/05/96	11/20/96	49.95	A	2
26019005416474		AMT: 49.95			
588776	07/03/92	11/19/96	73.62	A	2
26053070680292		AMT: 73.62			
589426	09/24/96	12/10/96	137.47	A	1
26019005410261		AMT: 137.47			
585580	06/24/96	09/09/96	93.75	CC	5
26018053329787		AMT: 93.75			

588806	09/03/96	11/20/96	101.17	A	2
26018053345288		AMT: 101.17			
587900	06/04/96	10/28/96	52.00	A	4
26053071076805		AMT: 52.00			
587904	07/29/96	10/28/96	288.14	A	4
26018053336576		AMT: 288.14			
585676	03/27/96	09/10/96	43.95	CC	5
26019005284914		AMT: 43.95			
589428	09/16/96	12/10/96	132.80	A	1
26018053348936		AMT: 132.80			
588073	07/07/96	10/29/96	157.11	A	4
26018053372640		AMT: 157.11			
585684	04/23/96	09/10/96	160.63	CC	5
26018053289007		AMT: 160.63			
585685	04/13/96	09/10/96	35.00	CC	5
26053071109432		AMT: 102.85			
585672	06/09/96	09/10/96	67.00	CC	5
2601900494665		AMT: 67.00			
586463	05/22/96	09/30/96	89.85	CC	5
26018053292225		AMT: 89.85			

TOTAL STILL ON SYSTEM :

7,122.47

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor *PB*

DATE: December 17, 1996

SUBJECT: ACS: Overdue Collection Report for Month of November

The report received from ACS Collection Agency on December 8, 1996 is Attachment A

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1995-96					
July	6	40	9	422.41	14
August	5	22	8	360.02	10
September	43	43	15	759.60	12
October	23	59	20	952.73	4
November	36	72	22	982.65	3
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	113	236	74	3,477.41	43

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St  
 Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 03 Dec 1996

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

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

FLA400 Representative is:  
 OVERDUES DESK  
 (714) 528-1906 Ext 208

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	36	3,248.29	205	17,280.74	1445	101,521.54
LESS: Mail Return*, Dispute, Bankrpt	0	0.00	34	3,274.61	281	21,155.95
NET ASSIGNMENTS	36	3,248.29	171	14,006.13	1164	80,365.59
COLLECTED						
Paid in Full	7	430.83	54	3,361.15	340	17,986.77
Settled in Full	0	0.00	8	838.81	91	5,612.56
Partial Payment	13	373.00	71	2,706.37	280	11,615.25
Resolved	2	178.82	7	515.66	37	1,779.61
TOTAL RECOVERED	22	982.65	140	7,421.99	748	36,994.19

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	257	57	314	234	583
	\$16,614	\$3,941	\$21,434	\$17,183	\$41,885

\* Percentage of Mail Returns - 19.4 %



STATUS CODE LEGEND

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

ACCOUNT INVENTORY AND STATUS

ATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	587938	04/15/95	10/28/96	71.90	A	2
	26019004714614		AMT: 71.90			
	585577	05/19/96	09/09/96	65.00	A,PP	5
	26018053311058		AMT: 71.33			
	588777	10/27/92	11/19/96	67.85	A	1
	26018053169167		AMT: 67.85			
	585578	06/11/96	09/09/96	48.60	A	5
	26018053335602		AMT: 48.60			
	587909	12/18/93	10/28/96	92.45	A	2
	26018053198331		AMT: 92.45			
	585677	02/05/96	09/10/96	60.35	A	5
	26018053327617		AMT: 60.35			
	587916	07/29/96	10/28/96	74.60	A	2
	26018053339893		AMT: 74.60			
	587928	07/29/96	10/28/96	74.60	SU	1
	26018053339893		AMT: 74.60			
	585694	04/20/96	09/10/96	50.95	A	5
	26018053299709		AMT: 50.95			
	585691	04/23/96	09/10/96	52.99	A	5
	26018053259679		AMT: 52.99			
	587902	10/01/96	10/28/96	63.90	A	2
	26018053257228		AMT: 63.90			
	585576	05/19/96	09/09/96	162.32	A	5
	26018053041275		AMT: 162.32			
	585702	04/05/96	09/10/96	91.85	A	5
	26018053293017		AMT: 91.85			
	587929	08/11/96	10/28/96	101.80	A	2
	26019005583521		AMT: 101.80			
	588812	06/26/92	11/20/96	89.90	A	1
	26018053035764		AMT: 89.90			
	588781	04/29/96	11/19/96	65.00	A	1
	26018053320380		AMT: 65.00			
	585686	04/25/96	09/10/96	103.79	SU	1
	26018053187342		AMT: 103.79			
	587907	06/01/94	10/28/96	56.90	A	2
	26018053221356		AMT: 56.90			
	585683	06/04/96	09/10/96	98.20	A	5
	26019005275920		AMT: 98.20			
	585681	05/01/96	09/10/96	71.97	A	5
	26018053315760		AMT: 71.97			

587930	07/06/95	10/28/96	62.85	A	2
26018053223212		AMT: 62.85			
588808	03/22/94	11/20/96	75.45	A	1
26018053069672		AMT: 75.45			
586467	07/01/96	09/30/96	69.33	A	4
26019005410022		AMT: 69.33			
587931	07/13/96	10/28/96	65.92	A	2
26019005303227		AMT: 65.92			
588072	07/10/96	10/29/96	103.60	A	2
26019005599527		AMT: 103.60			
587934	07/06/94	10/28/96	70.90	A	2
26018053229227		AMT: 70.90			
585688	04/25/96	09/10/96	87.85	A	5
26018053332211		AMT: 87.85			
585581	05/07/96	09/09/96	37.95	A	5
26019005607023		AMT: 37.95			
587946	07/07/96	10/28/96	157.11	A	2
26018052999416		AMT: 157.11			
588779	03/14/96	11/19/96	65.00	A	1
26018053329019		AMT: 65.00			
587893	03/01/93	10/28/96	88.80	A	2
26018053190940		AMT: 88.80			
585689	04/15/96	09/10/96	64.95	A	5
26018053330488		AMT: 64.95			
588809	08/21/96	11/20/96	74.44	A	1
26018053345460		AMT: 74.44			
587935	06/06/94	10/28/96	72.40	A	2
26018053026219		AMT: 72.40			
585575	10/23/85	09/09/96	74.05	A	5
26018053309037		AMT: 74.05			
585579	06/24/96	09/09/96	58.50	A	5
26018053329258		AMT: 58.50			
588813	07/12/93	11/20/96	202.07	A	1
26018053049849		AMT: 202.07			
588805	08/28/96	11/20/96	129.80	A	1
26019005504576		AMT: 129.80			
588810	08/27/96	11/20/96	46.75	A	1
26018053066231		AMT: 46.75			
585692	04/24/96	09/10/96	35.00	A, PP	5
26018053276111		AMT: 51.00			
585698	06/06/96	09/10/96	108.70	A	5
26019005607718		AMT: 108.70			
585695	04/09/96	09/10/96	56.95	A	5
26018053318020		AMT: 56.95			
585669	05/08/96	09/10/96	59.23	A	5
26018053317741		AMT: 59.23			
586470	06/01/96	09/30/96	38.95	A	4
26018053335099		AMT: 38.95			
587936	05/01/95	10/28/96	69.90	A	2
26018053278885		AMT: 69.90			
585668	03/12/96	09/10/96	49.95	A	5
26018053274207		AMT: 49.95			
587945	04/29/96	10/28/96	93.62	A	2
26018053230183		AMT: 93.62			
587898	01/23/94	10/28/96	48.50	A	2
26019004318449		AMT: 48.50			

	587937	08/13/96	10/28/95	115.30	A	2
	26018053285914		AMT: 115.30			
	585697	06/03/96	09/10/96	70.95	A	5
	26053070860464		AMT: 70.95			
	588807	05/21/96	11/20/96	87.15	A	1
	26018053221273		AMT: 87.15			
	585673	03/06/96	09/10/96	52.90	A	5
	26019005607619		AMT: 52.90			
	587895	11/30/93	10/28/96	73.84	A	2
	26853070935332		AMT: 73.84			
	586465	07/01/96	09/30/96	113.95	A	4
	26018053335768		AMT: 113.95			
	585690	04/09/96	09/10/96	64.45	A	5
	26018053317949		AMT: 64.45			
	585687	04/14/96	09/10/96	89.50	A	5
	26018052496694		AMT: 89.50			
	585674	03/18/96	09/10/96	42.95	SU	1
	26018053284396		AMT: 42.95			
	585671	06/09/96	09/10/96	58.95	A	5
	26018053336212		AMT: 58.95			
	585700	05/22/96	09/10/96	104.29	A	5
	26018053334662		AMT: 104.29			
	585573	06/26/96	09/09/96	95.42	A	5
	26019004980967		AMT: 95.42			
	585683	07/05/96	09/10/96	25.95	A	5
	26018053315919		AMT: 25.95			
	585682	07/05/96	09/10/96	125.70	A	5
	26018053315901		AMT: 125.70			
	587905	02/02/95	10/28/96	64.00	A	2
	26018052736768		AMT: 64.00			
	588814	09/05/96	11/20/96	49.95	A	1
	26019005416474		AMT: 49.95			
	588776	07/03/92	11/19/96	73.62	A	1
	26053070680292		AMT: 73.62			
I	585580	06/24/96	09/09/96	93.75	A	5
	26018053329787		AMT: 93.75			
	588806	09/03/96	11/20/96	101.17	A	1
	26018053345288		AMT: 101.17			
	587900	06/04/96	10/28/96	52.00	A	2
	26053071076805		AMT: 52.00			
	587904	07/29/96	10/28/96	288.14	A	2
	26018053336576		AMT: 288.14			
	585676	03/27/96	09/10/96	43.95	A	5
	26019005284914		AMT: 43.95			
I	588073	07/07/96	10/29/96	157.11	A	2
	26018053372640		AMT: 157.11			
	585684	04/23/96	09/10/96	160.63	A	5
	26018053289007		AMT: 160.63			
J	585685	04/13/96	09/10/96	35.00	A,PF	5
	26053071109432		AMT: 102.85			
	585672	06/09/96	09/10/96	67.00	A	5
	2601900494665		AMT: 67.00			
	586463	05/22/96	09/30/96	89.85	A	4
	26018053292225		AMT: 89.85			

TOTAL STILL ON SYSTEM :

6,130.91



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *edm*  
 DATE: February 25, 1997  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JANUARY, 1997**

SUMMARY OF PRINTER/COPIER ACCOUNTS JANUARY 1997


Beginning Balance 11/1/96			\$ 934.86
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in January	784.40		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments		0.00	
Total Copier Maintenance Payment in January		459.30	
Debit Card System Loan Payback (January 21, 1997)		<u>900.00</u>	
	<u>\$ 784.40</u>	<u>\$ 1,359.30</u>	
Ending Balance 01/31/97			<u>\$ 359.96</u>
February payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY THROUGH FUND 702

Loan Amount as of 10/31/96	16,559.50
Loan Repayment through 12/31/96	(6,065.48)
January Purchases (Fund 702)	0.00
January Payment	<u>(900.00)</u>
Balance 01/31/97	<u>\$ 9,594.02</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director   
 DATE: February 25, 1997  
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received from January 16, 1997 through February 20, 1997.

Donations to Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Joy Robinson Appleby (for magazine subscriptions)	\$ 100.00
Glenn and Kthy Baldwin	1,000.00
Dale Goodman	5.00
Peter and Pat Irot in memory of Alfred Garcia	50.00
Jo Ann Nelson	30.00
Bob and Jeanne Olson	50.00
James Weise and Betty Ward in memory of Bill Van Gelder	30.00
Contributions received through donation box at circulation desk	95.94
<b>Total Donations to Foundation Adopt-a-Book</b>	<b>\$ 1,360.94</b>
 Donations to Placentia Library Foundation Endowment Fund:	
Margaret Cooper	\$ 5,000.00
<b>Total Donations to Foundation Endowment Fund</b>	<b>\$ 5,000.00</b>
 <b>TOTAL CASH DONATIONS</b> through February 20, 1997	 <b>\$ 6,360.94</b>





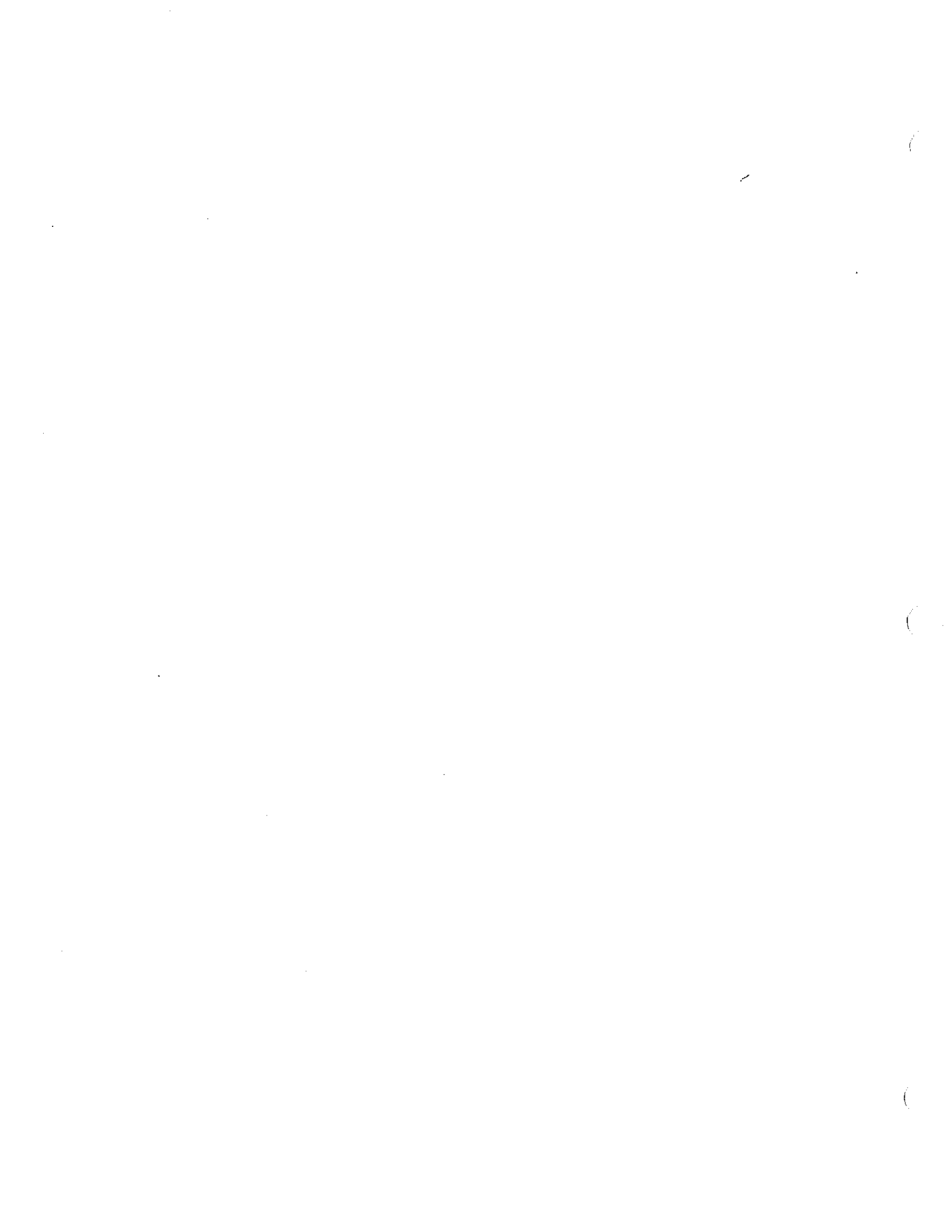
TO: Elizabeth D. Minter, Library Director


FROM: Charlene Dumitru, Administrative Assistant *CD*

DATE: February 25, 1997

SUBJECT: **BUILDING MAINTENANCE REPORT FOR MONTH OF JANUARY**

1. **Vandalism** - Over a period of approximately five months several incidents of vandalism to Library furniture have been discovered. Six chairs have had the upholstery slashed and one chair was dismantled. All damaged chairs have been removed from the public area. It is assumed that this vandalism occurs in the evening when the staff is too busy with patrons to notice the activity. All student shelvers have been made aware of the problem and directed to report any suspicious activity to the librarian on duty.
2. **Air Conditioning** - Regular monthly maintenance was performed. Heat was turned on.
3. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
4. **Bookdrop** - Door and handle of bookdrop located by front entrance was repaired.
5. **Structural** - Loading dock door was adjusted to align properly.
6. **Floor Tiles** - Request was made to Placentia City Public Works Department to repair loose or broken floor tiles. Inspection was made, but tiles have not yet been repaired.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director   
DATE: February 25, 1997  
SUBJECT: PERSONNEL REPORT FOR JANUARY, 1997

RESIGNATIONS:

Irma Miriles, Part-time Page (Circulation), effective January 30, 1997.

TERMINATIONS:

None

APPOINTMENTS:

Carlos Alverado, Part-time Page (Circulation), effective February 3, 1997

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director  
 FROM: Cheryl Willauer, Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of January, 1997

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY96/97 January	FY96/97 YTD	Starting	Cumulative
Andrade, Linda	9.00	61.75	9/95	119.75
Ball, Thom	0.00	13.50	7/96	13.50
Cheek, Lola	0.00	14.75	4/96	43.50
Covington, Darlene	4.50	34.30	3/95	285.55
Cummings, Dottie	7.00	7.00	1/97	7.00
Cullum, Beverly	3.25	27.50	7/96	27.50
Dailey, Marjorie	0.00	37.00	10/95	117.00
Dorey, Chet	2.00	2.00	1/97	2.00
Dorey, Barbara	2.00	2.00	1/97	2.00
Deputy, Paul	51.25	183.50	7/82	6,075.50
Farkas, Ted	0.00	2.00		4.00
Fitzgerald, Joan	26.50	161.00	10/93	932.25
Godwin, Nita	1.00	44.25	2/96	80.50
Goldbaum, Mae	0.00	13.25	7/88	386.75
Grismer, Luci	16.00	28.25	12/93	28.25
Hemmerling, Barbara	17.00	71.50	10/95	122.50
Himes, Camille	0.00	3.50	4/96	5.50
Hiranuma, Michael	2.00	31.25	4/96	62.00
Horrocks, Marjorie	4.00	25.50	10/95	65.00
Hot, Pat	5.50	325.00	2/96	504.00
Jendshoj, Ole	2.00	25.75	2/96	57.75
Langmore, Elizabeth	0.00	2.00	3/96	1.50
Livesey, Jane	7.00	35.75	10/95	78.75
Lough, Janet	0.00	20.00	3/96	66.00
Mignot, Shirley	9.00	61.00	9/95	131.00
Myers, Claire	15.00	77.00	10/95	224.00
Olson, Bob	7.50	39.50	9/95	81.00
O'Neil, Edie	5.75	5.75	1/97	5.75
Olson, Jean	5.00	34.50	9/95	68.50
Reynolds, Penny	0.00	0.00	9/95	117.75
Rome, Martha	0.00	2.00	2/96	39.25
Ryan, Kristin	0.00	2.00	9/96	2.00
Schlichter, Allan	7.00	51.00	10/93	335.00
Shaw, Dixie	3.50	13.75	5/94	81.75
Stark, Sandra	2.75	15.50		54.25
Stoller, Frances	3.00	33.00	9/95	94.00
Walker, Jim	0.00	1.50	2/96	11.25
Walker, Virginia	2.00	21.50	2/96	63.75
Westberg, Carl	0.00	16.75	9/93	390.00
Wymer, Betty	17.50	63.75	1/96	113.00
J.T.P.A.	0.00	117.00		117.00
S.T.E.P.	166.00	1,139.75		1,139.75
G.A.I.N.	0.00	216.00	5/96	518.00
<b>TOTAL</b>	<b>404.00</b>	<b>3,089.50</b>		<b>12,781.00</b>

J.T.P.A. / Job Training Partnership Act.  
 S.T.E.P. / Senior Training & Employment Program  
 G.A.I.N./Greater Avenues for Independence

TEMPORARAY VOLUNTEERS

	FY95/96			FY95/96	
	January	YTD		January	YTD
Amieri, Nick	0.00	2.00	McClanahan, Cameron	0.00	4.25
Bhavin, Petel	0.00	0.00	Miro, Tommy	0.00	10.00
Bone, Shawnda	10.00	60.00	Mockler, Amanda	6.75	77.50
Chow, Katherine	3.50	13.00	Perez, Manuel	0.00	32.50
Cipres, Marcella	2.50	2.50	Phan, Tuan	0.00	3.00
Chow, Rebecca	4.50	56.60	Phan, Victor	0.00	38.25
Collins, Joseph	0.00	1.50	Phillips, Stephanie	0.00	20.00
Collins, Joseph	0.00	1.50	Plenert, Christina	0.00	3.50
Dao, Tim	3.00	3.00	Pulido, Maria	0.00	30.50
Dear, Walley	0.00	48.00	Pulido, Rosa	0.00	30.50
Delgado, Daniel	0.00	6.50	Rahman, Shayan	0.00	20.00
Delgado, Suzanne	0.00	22.50	Ramirez, Paul	0.00	2.00
Deloff, Christine	0.00	5.75	Rahod, Nidhi	11.00	63.50
Ferguson, Ian	0.00	10.25	Rendon, Jorge	0.00	8.25
Harikumar, Sibiu	0.00	32.50	Shen, Tom	0.00	27.25
Hamelt, Tom	10.50	56.25	Shih, Katie	6.50	25.50
Hernandez, Ricardo	0.00	7.50	Solorio, Defores	0.00	5.00
Hiranuma, Michelle	0.00	6.50	Tanaka, Emi	0.00	11.75
Hoppe, Allyson	0.00	1.00	Tanner, Lisa	0.00	4.50
Huang, Julia	0.00	5.00	Tao, Amy	0.00	24.00
Kim, Jonathan	8.00	8.00	Tao, Jenny	0.00	25.00
Kang, Hyon	0.00	6.00	Taylor, Robert	0.00	70.00
Kin, Wong	0.00	5.00	Tran, Kim	1.00	5.00
Lapeyrolerie, Jamie	0.00	2.00	Uh, Soo	0.00	33.00
Lapeyrolerie, Lisa	0.00	2.00	Wang, Sultua	0.00	5.00
LaPlace, Rae	0.00	1.50	Warren, Mary	0.00	17.75
Lee, Cherisse	1.00	5.00	Wong, Betty	0.00	3.00
Lee, Grace	0.00	39.25	Yada, Julie	10.00	55.00
Liao, Jean	0.00	4.50	Yang, Denny	0.00	5.25
Lin, David	1.50	18.00	Yick, Leo	0.00	23.50
Lin, Jack	0.00	17.50	Yip, Vivian	0.00	2.00
Lin, Sherry	0.00	24.50	Yu, Liang	8.00	47.00
Lui, Jason	0.00	15.75			
Mason, Jonathan	0.00	4.00			
<b>TOTAL</b>	<b>41.35</b>	<b>497.60</b>		<b>43.25</b>	<b>750.75</b>

LVA VOLUNTEERS

Literacy Volunteer Hours 367.00

TOTAL VOLUNTEER HOURS

855.6

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY95/96	FY97/98	FY96/97	FY97/98
January	361.25	488.60	469.00	367.00
February	339.25		601.50	
March	410.50		476.00	
April	702.25		455.00	
May	473.00		445.00	
June	437.25		270.00	
July	808.25		457.00	
August	776.75		209.00	
September	773.75		482.00	
October	756.50		482.00	
November	519.75		257.00	
December	370.00		142.00	