

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

March 24, 2003

6:30 P.M.

Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

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, Extension 203.

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the February 24, 2003 Regular Meeting.

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.

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 Report

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

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.

8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 12 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.

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

No Nonstandard Claims were processed during this report period.

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

Claim 4406 forwarded by Library Trustees for a total of \$35,900; and Claims 4402, 4403, 4404, 4405, 4407, 4408, 4409 and 4410 forwarded by Library Director for a total of \$45,306.31; with a combined total of \$81,206.31 for this report period.

11. Current Claims and Payroll (Approve)

Claims 4411, 4412, 4413, 4414, 4415, 4416 and 4417 for a subtotal for Claims of \$34,470.25; and Payrolls 4418 for \$28,648.14 and 4419 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$91,766.53.

12. FY2002-2003 Cash Flow Analysis through March 24, 2003. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 17 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

13. Financial Reports for February 2003 (Receive & File)
14. Office General Ledger & Check Registers for February 2003 (Receive & File)
15. Acquisitions Report for February 2003 (Receive & File)
16. Collection Agency Report for February 2003 (Receive & File)
17. Gifts Report for February 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

18. Building Maintenance Report for February 2003 (Receive & File)
19. Personnel Report for February 2003 (Receive, File, and Ratify Appointments)
20. Volunteer Report for February 2003 (Receive & File)

21. Circulation Report for February 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on February 10-12, 2003. (Receive & File)
27. Library of California Board Actions for February 19, 2003. (Receive & File)
28. Special Districts Financial Transactions Report for Placentia Library District as submitted to the State Controller's Office by Munson, Cronick & Associates on March 3, 2003. (Receive & File)
29. Notification from the State Library of California of the Public Library Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)
30. Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

CONTINUING BUSINESS

31. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
32. Review of the Draft Placentia Library District Policy Manual Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).
Presentation: Library Director
Recommendation: Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and
Select sections for review at the April 21, 2003 Library Board Meeting.
33. Resolution to join the Orange County Council of Governments
Presentation: Library Director
Recommendation: Authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District; and

Authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCCOG Board of Directors.

34. Designation of Poet Laureate for Placentia Library District

Presentation: Library Director

Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

NEW BUSINESS

35. Travel/training authorizations for the Claims Education Day sponsored by the Special District Risk Management Authority, Tuesday, April 15, 2003, at the Buena Park Library District. This is a workshop for elected officials and managers on the claim management process including an employment liability update.

Presentation: Library Director

Recommendation: Determine who will attend and authorize the travel expenses for the Special District Risk Management Authority (SDRMA) Claims Education Day on Tuesday, April 15, 2003 at a cost of mileage to be paid from the General Fund.

STAFF REPORTS (Items 36 - 41)

Items 36 – 41 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

- 36. Program Committee Report for February 2003 (Roberts)
- 37. Children's Services Report for February 2003 (Smith)
- 38. Placentia Library Literacy Services Report for February 2003 (Roberts)
- 39. Placentia Library Web Site Report for February 2003 (Roberts)
- 40. Publicity Materials Produced in February 2003. (Rakos)
- 41. Safety Committee Minutes for February 2003 (Matas)

CLOSED SESSION

- 42. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, a personnel matter.

ADJOURNMENT

43. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2003 at 6:30 P.M.

44. Review of Action Items.

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

45. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 24, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, March 18, 2003.

Donna Siloti

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

March 24, 2003

6:30 P.M.

Library Conference Room

Start time: 6:35

1. Roll Call Administrative Assistant

S
E
D

2. Adoption of Agenda

Mtn: W All
Sec: E

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the February 24, 2003 Regular Meeting.

Mtn: W All
Sec: D

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

5. Board President Report - ^{Kevin Starr.} ~~Steve~~ Geoff, AI to CALTAC St. Lib. Director Spoke.
Agenda not applicable to our Lib.
Last Thurs - Strategic Planning session. Next week - Betty & AI - set up appts to see L. Dardler & Margett. EDM send note to meet @ Leg. Night -

6. Trustee Reports

D - CALTAC workshop
E - enjoyed Strategic Planning Meeting - Susan Berk
W - glad for both sessions.

7. Library Director Report - ^{Lib} ~~Horsby~~ Chamber Mixer #116 ^{5:30 - 6:30 w/ 7:00} ~~at~~ trustees in attendance.
^{invite.}

② City sent \$ for Civic Ctr Restoration improvement - next month's Agenda
Have specialist in bonds review \$, have report for next mtg.

③ 4/1 - mtg of all lib directors from south state State Budget, strategy afternoon 1-4 (Whittier).

8. Friends of Placentia Library Board of Directors Report ^{Camille Dennis}

Reminder - annual Mtg on 4/7. hope to see some or all.
Newsletters mailed today. Wear name badges.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: D AU

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

No Nonstandard Claims were processed during this report period.

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

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12. FY2002-2003 Cash Flow Analysis through March 24, 2003. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: D
Sec: E AU

13. Financial Reports for February 2003 (Receive & File)
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16. Collection Agency Report for February 2003 (Receive & File)
17. Gifts Report for February 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Mtn: W
Sec: E
ALL

18. Building Maintenance Report for February 2003 (Receive & File)
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24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on February 10-12, 2003. (Receive & File)
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28. Special Districts Financial Transactions Report for Placentia Library District as submitted to the State Controller's Office by Munson, Cronick & Associates on March 3, 2003. (Receive & File)
29. Notification from the State Library of California of the Public Library Fund Allocations for Fiscal Yea 2002-2003. (Receive & File)
30. Letter from City of Placentia Freedom Corps Chair Ryan Kenny dated February 21, 2003. (Receive & File)

CONTINUING BUSINESS

31. Legislative Issues and a Review of the Status of the State Budget and EDM — don't have news from State Library Budget. Legislature, so far cuts for this haven't impacted Lib. \$46K (twice expected) from St Lib Fund. 0 - \$25K next year. (Sacramento) 5/14-16. Board - local visits to legislative contacts. Talk next month.
March 24, 2003, 4:36 PM Local Rally

Mtn:
Sec:

Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
Revisions for review next month. Review 2000 next month

- 32. Review of the Draft Placentia Library District Policy Manual Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings).

Mtn:
Sec:

Presentation: Library Director
Recommendation: Adopt as first reading the policies in Sections 1000 (General), 4000 (Board of Trustees) and 5000 (Board Meetings); and
Select sections for review at the April 21,

2003 Library Board Meeting.

- 33. Resolution to join the Orange County Council of Governments

Mtn: W
Sec: E A11

Presentation: Library Director
Recommendation: Authorize the Library Board President to send a letter to the Orange County Council of Governments (OCCOG) petitioning for membership for Placentia Library District; and
Authorize the Library Board President to sign the Joint Powers Agreement after the District's request for membership is approved by the OCCOG Board of Directors.

Mtn: W
Sec: E A11

- 34. Designation of Poet Laureate for Placentia Library District

Mtn:
Sec:

Presentation: Library Director
Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

*G - rather open to city.
P - term 1-10 yr. Represent. Cultural Arts Commission looking at its Guidelines?
NEW BUSINESS E - 1 yr term. Back next month - job description.*

- 35. Travel/training authorizations for the Claims Education Day sponsored by the Special District Risk Management Authority, Tuesday, April 15, 2003, at the Buena Park Library District. This is a workshop for elected officials and managers on the claim management process including an employment liability update.

Mtn: ~~D~~
Sec:

Gae going
Presentation: Library Director
Recommendation: Determine who will attend and authorize the travel expenses for the Special District Risk Management Authority (SDRMA) Claims Education Day on Tuesday, April

15, 2003 at a cost of mileage to be paid from the General Fund.

STAFF REPORTS (Items 36 - 41)

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- 37. Children's Services Report for February 2003 (Smith)
- 38. Placentia Library Literacy Services Report for February 2003 (Roberts)
- 39. Placentia Library Web Site Report for February 2003 (Roberts)
- 40. Publicity Materials Produced in February 2003. (Rakos) *Cable Channel - Foundation?*
- 41. Safety Committee Minutes for February 2003 (Matas)

*Mot: W
Sec: D All*

CLOSED SESSION

8:30 recessed

- 42. Closed Session to Discuss a Personnel Matter

ADJOURNMENT

- 43. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 21, 2003 at 6:30 P.M.
- 44. Review of Action Items.
- 45. Adjourn

*Mtn:
Sec:*

End Time: _____

Placentia Library Board Calendar

March 2003 - February 2004

Mar 2003

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March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 9:00 AM CALTAC Leadership Workshop, Glendora Library, until 4:30 P.M.
- 20 9:00 AM Trustee Staff Workshop, Library Meeting Room
- 24 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 1 5:14 PM CSDA Government Affairs Days, Sacramento, continues on Apr 2
- 7 6:30 PM Friends Annual Meeting Author's Program
- 16 5:30 PM CHAMBER MIXER AT PLACENTIA LIBRARY
- 21 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 CLA Legislative Day, Sacramento

May

- 5 7:00 PM Friends Board Meeting, Braun
- 14 LOCAL Legislative Rally in Sacramento, through Wednesday
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 10:40 AM American Library Association, Toronto, through June 25
- 23 6:30 PM Library Board Meeting
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 21 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2003

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1. The first part of the report deals with the general situation in the country. It is noted that the economy is in a state of depression and that the government is facing a severe financial crisis. The report also mentions that the population is suffering from widespread poverty and unemployment.

2. The second part of the report discusses the political situation. It is noted that the government is weak and that there is a lack of unity among the political parties. The report also mentions that the military is in a state of disarray and that there is a risk of a coup d'état.

3. The third part of the report deals with the social situation. It is noted that there is a high level of social inequality and that the poor are suffering from a lack of basic necessities. The report also mentions that there is a high level of crime and that the justice system is inefficient.

4. The fourth part of the report discusses the international situation. It is noted that the country is isolated and that there is a lack of support from the major powers. The report also mentions that the country is facing a severe trade embargo and that the economy is suffering as a result.

5. The fifth part of the report deals with the military situation. It is noted that the military is in a state of disarray and that there is a lack of unity among the military leaders. The report also mentions that the military is facing a severe shortage of supplies and that there is a risk of a coup d'état.

6. The sixth part of the report discusses the economic situation. It is noted that the economy is in a state of depression and that the government is facing a severe financial crisis. The report also mentions that the population is suffering from widespread poverty and unemployment.

7. The seventh part of the report deals with the social situation. It is noted that there is a high level of social inequality and that the poor are suffering from a lack of basic necessities. The report also mentions that there is a high level of crime and that the justice system is inefficient.

8. The eighth part of the report discusses the international situation. It is noted that the country is isolated and that there is a lack of support from the major powers. The report also mentions that the country is facing a severe trade embargo and that the economy is suffering as a result.

9. The ninth part of the report deals with the military situation. It is noted that the military is in a state of disarray and that there is a lack of unity among the military leaders. The report also mentions that the military is facing a severe shortage of supplies and that there is a risk of a coup d'état.

10. The tenth part of the report discusses the economic situation. It is noted that the economy is in a state of depression and that the government is facing a severe financial crisis. The report also mentions that the population is suffering from widespread poverty and unemployment.

11. The eleventh part of the report deals with the social situation. It is noted that there is a high level of social inequality and that the poor are suffering from a lack of basic necessities. The report also mentions that there is a high level of crime and that the justice system is inefficient.

12. The twelfth part of the report discusses the international situation. It is noted that the country is isolated and that there is a lack of support from the major powers. The report also mentions that the country is facing a severe trade embargo and that the economy is suffering as a result.

Placentia Library Board Calendar

March 2003 - February 2004

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Apr 2003						
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Aug 2003						
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August

25 6:30 PM Library Board Meeting

September

1 7:00 PM Friends Board Meeting, Dinsmore

Library Closed for Labor Day

7 Library Closed for Monday Holiday

16 2:21 PM CADA Annual Conference, Lake Tahoe, through September 18

22 6:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

October

6 7:00 PM Friends Board Meeting, Shkoler

11 9:00 AM Heritage Parade

20 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

November

3 7:00 PM Friends Board Meeting, Escobosa

7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)

11 Library Closed for Veterans Day

14 12:32 PM California Library Association, Ontario, through Nov 17

24 6:30 PM Library Board Meeting

27 Library Closed for Thanksgiving

December

1 7:00 PM Friends Board Meeting, Braun

5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

22 6:30 PM Library Board Meeting

January

5 7:00 PM Friends Board Meeting, Wood

17 5:30 PM Chamber Mixer

20 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

February

2 7:00 PM Friends Board Meeting, Dinsmore

Sep 2003						
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Jan 2004						
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Feb 2004						
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THE UNIVERSITY OF CHICAGO

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 24, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on February 24, 2003 at 6:35 P.M.

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Betty Escobosa and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts; and Administrative Assistant Donna Siloti.

ADOPTION OF AGENDA It was moved by Trustee Escobosa, seconded by Trustee Wood to declare the authorization of a grant writing agreement for the Literacy program to be an item of urgent business.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
 NOES: None
 ABSTAIN: None
 ABSENT: None

It was moved by Trustee Dinsmore, seconded by Trustee Escobosa to amend the Agenda to include the authorization of a grant writing agreement for the Literacy program as Agenda Item 43A and to adopt the Agenda as amended.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
 NOES: None
 ABSTAIN: None
 ABSENT: None

MINUTES It was moved by Trustee Wood, seconded by Trustee Escobosa to approve the Minutes of the January 21, 2003 Regular Meeting.

AYES: Shkoler, Braun, Escobosa, Wood
 NOES: None
 ABSTAIN: Dinsmore
 ABSENT: None

ORAL COMMUNICATIONS No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported on the Independent Special Districts of Orange County meeting he attended January 30. Supervisor Norby spoke. He also attended a meeting of the Orange County Supervisors at which Supervisor Wilson spoke on the County's financial status. He also reported meeting with the Library's computer consultants.

TRUSTEE REPORTS

Trustee Dinsmore commented on the growth of the Literacy Program and commended Jim Roberts for his accomplishments.

Secretary Braun reported on attending the Friends of Placentia Library's Sweetheart's Day Workshop.

Trustee Escobosa expressed her appreciation for the Legislative Updates included in the Board Books and for the article about her that was included in the Newsletter.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter did not address the Board.

**FRIENDS OF
PLACENTIA
LIBRARY**

No one from the Friends of Placentia Library was present to address the Board.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve Agenda Items 9 through 12

Nonstandard Claims: No Nonstandard Claims in excess of \$300.

Forwarded by the Library Director: Claims 4383, 4384, 4385, 4386, 4387, 4388, 4389, and 4390 for a total of \$25,121.75.

Current Claims and Payroll: Claims 4391, 4392, 4393, 4394, 4395, 4396, 4397, 4398 and 4399 for a subtotal for Claims of \$18,973.95; and Payrolls 4400 for \$28,648.14 and 4401 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$76,270.23.

FY 2002-2003 Cash Flow Analysis through February 24, 2003 and report that \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to receive and file Agenda Items 13 through 17

Financial Reports for January 2003

Official General Ledger & Check Registers for January 2003

Acquisitions Report for January 2003

Collection Agency Report for January 2003

Gifts Report for January 2003

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 18 through 33

Building Maintenance Report for January 2003. (Receive & File)

Personnel Report for January 2003 (Receive, File & Ratify Appointments)

Volunteer Report for January 2003 (Receive & File)

Circulation Report for January 2003 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive and File)

Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)

Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

Status Report on Partnerships with Community Organizations. (Receive & File)

Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)

Quarterly report for the Staff Education Grant. (Receive & File)

California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)

Semi-annual report for English Language Literacy Intensive Grant (Receive & File)

Public Library Claim for State Library Statewide Date Base Subsidy for Fiscal Year 2002-2003 (Receive & File)

Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**LEGISLATIVE
ISSUES**

Library Director Minter reported that she has received a couple of notes from Assemblywoman Lynn Daucher. Daucher is hosting a local event on February 28 that Minter will attend. She invited the Trustees to join her. Minter passed out the CSDA Weekly Legislative Update for February 21, 2003, and reported that the State Budget has not been finalized. A bipartisan group of legislators, including Daucher, has been formed to address the budget issues.

**REPLACEMENT OF
LOCAL AREA
NETWORK (LAN)**

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**STAFF TRAINING
SESSION**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

POET LAUREATE

Meredith Laskow was present to answer Trustees' questions about her request to be appointed Poet Laureate for the Placentia Library District. Laskow reported that she has also presented her proposal to the Placentia City Council but does not know when they will address the issue.

It was moved by Trustee Wood and seconded by Trustee Escobosa to defer this matter to the March Board Meeting.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**AMENDMENT OF 457
PLAN**

It was moved by Trustee Escobosa and seconded by Trustee Wood to approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**REVIEW OF STAFF
INSURANCE AND
SELECTION OF
MEDICAL GROUP**

District's Personnel Insurance Broker Stormy Waldeck reviewed the current medical, dental, vision and life insurance coverage for staff. He then compared the benefits and costs of three medical group plans.

It was moved by Secretary Braun and seconded by Trustee Dinsmore to select Blue Cross as the new medical insurance carrier for staff.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

Stormy Waldeck said he would come to the Library on Thursday, March 6, 2003 to explain the change in medical insurance to the staff and to enroll staff in the new plan.

**DISTRICT POLICY
MANUAL**

Library Director Minter passed out the Draft Placentia Library District Policy Manual. She said two additional job descriptions would be added next month. It was decided that Sections 1000, 4000, and 5000 would be reviewed and discussed at the March 24, 2003 Board Meeting.

**ORANGE COUNTY
COUNCIL OF
GOVERNMENTS**

It was discussed whether the District should request membership in the Orange County Council of Governments. Trustee Wood said she would attend the meetings.

It was moved by Trustee Wood and seconded by Secretary Braun that the Placentia Library District request membership in the Orange County Council of Governments.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**EMERGENCY PLANS
FOR "RED-SEVERE"
THREAT LEVEL**

Library Director Minter explained that the Library is a member of the Orange County Emergency Management Organization (OCEMO). OCEMO is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe."

It was moved by Trustee Escobosa and seconded by Trustee Dinsmore to authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe."

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**RESOLUTION
SUPPORTING
PLACENTIA POLICE
DEPARTMENT**

Trustee Dinsmore expressed support for maintaining the City of Placentia Police Department rather than contracting with an outside Agency. The consensus was that support would be on an individual basis. Trustee Dinsmore invited the Trustees to attend the March 4, 2003 Placentia City Council Meeting.

**GRANT WRITING
AGREEMENT FOR
ELLI PROGRAM**

It was moved by Trustee Wood and seconded by Secretary Braun to authorize the Grant Writing Agreement with Drew & Associates for the English Language and Literacy Intensive (ELLI) Program in the amount of \$4,200 to be paid from the ELLI Grant.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

STAFF REPORTS

It was moved by Trustee Wood and seconded by Trustee Escobosa to approve Agenda Items 44-49.

Program Committee Report for January 2003.

Children's Services Report for January 2003.

Placentia Library Literacy Services Report for January 2003.

Placentia Library Web Site Report for January 2003.

Publicity Materials produced for January 2003.

Safety Committee Minutes for January 2003.

AYES: Shkoler, Braun, Dinsmore, Escobosa, Wood
NOES: None
ABSTAIN: None
ABSENT: None

**MARCH
MEETING**

The March Regular Library Board Meeting will be held on Monday, March 24, 2003 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 24, 2003 adjourned at 8:30 P.M.

Geoff Braun
Secretary
Library Board of Trustees





MINUTES MARCH 3, 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Eleanor Rankin, Camille Himes, Pat Irot, Frances Stoller, Rene Scott, Jill Botha, Barbara Hemmerling, Virginia Walker and Ginny Sanatar. Jillian Rakos represented the staff and Al Shkoler the Trustees.

The minutes of the February board meeting were approved as read. **Treasurer**, Camille Himes reported a balance of 17,812.03. Ginny Sanatar, **Financial Secretary**, reported receipts for February of \$1,314.85. We are averaging about \$500 a month on our book store and hallway sales. There were no bills to be paid.

President's Report: 1) President Rankin informed us that she must decline the honor of being our representative at the Orange County Register's Volunteer Appreciation Luncheon in April. She will be having medical tests that prevent her attendance. 2) Trustee's Meeting: Jill Botha was unable to attend. March 24-Camille Himes will be our representative and in April Jill Botha. 3) Author's Luncheon: \$5330 was collected in tips. Eleanor asked for a comment from each director regarding this event. The Directors were unanimous that it was a great success. The early arrival time was a concern expressed by several. Having the speaker first and then the luncheon was popular. The menu was good, although some of the meals were not hot enough. Eleanor expressed the need for a person to direct and lead each line of waiters. 4) Annual Meeting: Pat Irot, Eleanor Rankin, Virginia Walker, Camille Himes and Ginny Sanatar will be a committee to make final plans for this April 7 event.

Committee Reports: 1) Public Relations: Pat Irot will have a copy of the proposed By Law changes and the slate of officers available at the circulation desk. The public will have 30 days before the election on April 7, to read these documents. Pat is continuing to place news items concerning our activities in the local newspapers. Patrick Vuong, of the NewsTimes has been especially helpful. 2) Sunday Book Sales: March 9—Camille Himes and Frances Stoller. Jillian Rakos will arrange for the pickup of unsold books. 3) Sweetheart Day for Volunteers: It was agreed that this was a big success. Pat Irot showed interest in repeating this event. 4) Silent Auction-Jill Botha reported making \$36 in January, \$45 in February and \$31 at the Author's Luncheon.

Trustee Al Shkoler reminded the Director's that the Boys and Girls Club of Placentia are collecting books for their own in house library. He suggested we remember this when we receive donations of children's material. It was noted that there were now 2 sets of

children's encyclopedias in the workroom. Jillian Rakos volunteered to deliver them to the Boys and Girls Club.

The next meeting will be Monday April 7, our annual meeting.

There being no further business the meeting was adjourned.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 24, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 24, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	February 27, 2003	4402	6,905.46
	February 27, 2003	4403	2,687.63
	February 27, 2003	4404	6,724.40
	February 27, 2003	4405	3,774.09
	March 10, 2003	4407	1,020.16
	March 10, 2003	4408	2,067.29
	March 16, 2003	4409	3,328.25
	March 16, 2003	4410	18,799.03
SUBTOTAL BY LIBRARY DIRECTOR			<u>\$ 45,306.31</u>
TRUSTEES			
	February 27, 2003	4406	\$ 35,900.00
SUBTOTAL BY TRUSTEES			<u>\$ 35,900.00</u>
TOTAL BY LIBRARY DIRECTOR AND TRUSTEES			<u><u>\$ 81,206.31</u></u>

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/27/03
REPORT NO 4402

Agenda Item 10
Page 2 of 10

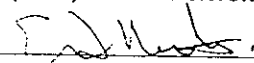
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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	Objv/ Rev/	Sub Objv/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	1/22/03-2/20/03		2800	00		342.52		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	3/1/03-4/1/03		0300	00		5,282.25		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	March 2003		0300	00		208.32		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-02-179		1400	00		228.00		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	2/24/03		2800	00		226.80		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	633709		1800	00		151.59		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	360456		1800	00		354.43		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 2/16/03		0700	01		70.13		
	714-524-8408 1/1/03		0700	08		41.42		
						111.55		

The claims listed above (totaling \$6,905.46) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

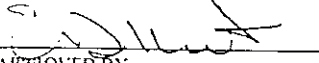
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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 Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	058462		1800	00		112.05		
	062240		1800	00		106.13		
						218.18		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	3/1/03-4/1/03		0300	00		270.47		
N06619A Orange County Fire Authority P.O. Box 1828 Orange, CA 92856-0828	S0089898		1700	00		260.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	2/21/03		1800	00		925.19		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	134988		1900	00		168.49		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	1-2/03-2/6-03		1900	00		315.00	2	
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	3/1/03-4/1/03		0300	00		80.30		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Feb 2003		1900	00		450.00	2	

The claims listed above (totaling \$2,687.63) 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

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LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/27/03
REPORT NO 4404

Agenda Item 10
Page 4 of 10

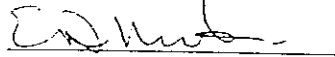
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/22/03-2/24/03		2700	01		21.24		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	T92613		2700	07		260.00		
	192557		2700	07		190.00		
	12-9/02-1/23/03		2700	07		12.96		
	1-9-03-2/23/03		2700	07		21.44		
	1-27-03-2-23/03		2700	07		17.28		
						501.68		
N26341 LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	59468		2400	07		1,749.33		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1039176		1300	00		240.00		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1105162		0700	01		1,022.15		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22297		1400	00		3,190.00		

The claims listed above (totaling \$6,724.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

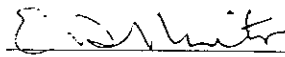
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N27783 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	20		1900	07		1,400.00	2	
(new vendor) Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511	1352068		2400	01		21.89		
(new vendor) Moyle Design Group 404 Windflower Lane Placentia, CA 92870	0308		1900	00		662.50		
(new vendor) Kay Pfaffle 2200 Mont Blanc Circle Placentia, CA 92870 SSN 483-46-9479	Jan-Feb 2003		1900	00		450.00	2	
(new vendor) Shields Consulting Group Inc. 1536 36th Street Sacramento, CA 95816	0203-1		1900	00		1,239.70		

The claims listed above (totaling \$3,774.09) 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

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ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/27/03
REPORT NO 4406

Agenda Item 10
Page 6 of 10

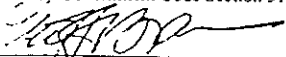
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

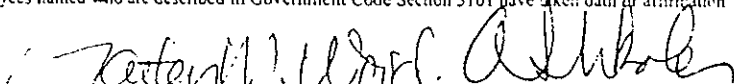
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	2/18/03		2200	00		35,900.00		

The claim listed above (totaling \$35,900.00) is 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

35,900.00


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	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01903 Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	508190		2400	07		332.58		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	069230		1800	00		27.50		
N03650C Kinko's Inc. Customer Administrative Services PO Box 530257 Atlanta, GA 30353-0257	031500049570		1800	00		38.79		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2518		1900	00		52.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	March 2003		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	3/2/03		1900	00		85.50		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35596		1800	00		171.27		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21430161		1300	00		277.52		

The claims listed above (totaling \$1,020.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320221		2700	02		289.50		
			1800	08		161.62		
			1800	00		161.61		
						612.73		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	3/7/03		1900	08		284.16	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	3/7/03		1900	08		194.46	2	
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1108830 524-8408		0700	08		51.46		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35752 A35839		0700	05		215.50		
			0700	05		215.50		
						431.00		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1043068		1800	00		333.25		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	883605		2100	00		154.09		
(new vendor) Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-380674		2400	07		6.14		

The claims listed above (totaling \$2,067.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

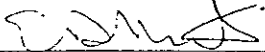
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	19241		1900	00		500.00		
N01903 Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	508850		1800	09		73.35		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	363888		1800	00		3.71		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062775		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030227		1900	00		262.05		
N09110 Special Districts Workers' Compensation Authority 1481 River Park Drive, Suite 110 Sacramento CA 95815-4501	0001129-IN		0350	00		394.00		
	0001230-IN		0350	00		814.00		
						1,208.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200303-19		0700	02		19.95		
	200303-26		1900	00		15.00		
						34.95		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	135374		1900	00		146.19		

The claims listed above (totaling \$3,328.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14163		2700	01		75.00		
	N14164		2700	01		75.00		
	N14220		2700	01		75.00		
	N14221		2700	01		75.00		
	N14222		2700	01		75.00		
						375.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-2015		4000	00		9,928.69		
	03-2016		4000	00		4,794.43		
	03-2017		4000	00		164.00		
	03-2027		4000	00		3,234.14		
						18,121.26		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	2/14-2/28/03		1900	08		300.00		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2703662		2400	09		2.77		

The claims listed above (totaling \$18799.03) 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
March 24, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4411	18,395.09
	4412	4,140.11
	4413	974.56
	4414	6,268.44
	4415	1,415.93
	4416	1,622.64
	4417	1,653.48
TOTAL CURRENT CLAIMS		<u>\$34,470.25</u>
PAYROLL	4418	28,648.14
	4419	<u>28,648.14</u>
		<u>\$57,296.28</u>
TOTAL		<u><u>\$91,766.53</u></u>

Prepared by: Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4411 Page 2 of 10

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55503		1800	00		2,283.00		
	55509		0700	00		10.55		
			1400	00		2,047.19		
						2,057.74		
						4,340.74		
N03642A NewsBank P.O. Box 1130 Chester, VT 05413	RN376068		2400	03		9,020.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia-Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	11/20/02-3/17/03		1800	00		8.38		
			1803	00		2.26		
						10.64		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	12/10/02-3/17/03		0300	00		3,592.40		
			0700	08		108.53		
			0900	00		156.73		
			0900	08		69.87		
			1800	00		83.53		
			1803	00		37.00		
			1803	09		37.00		
			2700	01		175.00		
			2700	02		154.21		
			2700	03		25.00		
						4,439.27		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5203200P		2400	05		318.94		
	5207528P		2400	05		265.50		
						584.44		

The claims listed above (totaling \$18,395.09) 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

18,395.09

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4412

Agenda Item 11
Page 3 of 10

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 Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U827357		2400	01		164.59		
	U827358		2400	01		23.76		
	U827359		2400	01		130.74		
	U827360		2400	01		49.25		
	U827361		2400	01		190.75		
	U871958		2400	01		550.56		
	U871959		2400	01		134.96		
	U880833		2400	01		191.80		
	U880834		2400	01		190.07		
	U880835		2400	01		88.31		
	U880836		2400	01		403.04		
	U880837		2400	01		726.12		
	U880838		2400	01		138.02		
	U880839		2400	01		457.51		
	U880840		2400	01		28.22		
	U880841		2400	01		399.25		
	U887247		2400	01		38.08		
	U887248		2400	01		23.80		
U901552		2400	01		21.22			
U911902		2400	01		118.79			
U911903		2400	01		71.27			
						4,140.11		

The claims listed above (totaling \$4140.11) 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

4,140.11

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4413 Page 4 of 10

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35985		0700	05		215.50		
	N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82759754	2400	01		65.70		
	82759755		2400	01		48.23		
	82759756		2400	01		33.41		
	82759757		2400	01		41.14		
	82759758		2400	01		148.39		
	82870405		2400	01		17.56		
	82870406		2400	01		26.67		
	82870407		2400	01		17.14		
	82870408		2400	01		32.98		
	82870409		2400	01		33.61		
	82884489		2400	01		22.40		
	82916145		2400	01		16.55		
	82916146		2400	01		15.93		
	82916147		2400	01		94.17		
	82916148		2400	01		36.57		
	82916149		2400	01		66.41		
	82916150		2400	01		16.70		
	82941633		2400	01		25.50		
						759.06		

The claims listed above (totaling \$974.56) 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

974.56

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4414 Page 5 of 10

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/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R 626403		2400	01		154.60		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	12203637 12231960		2400	01		138.79 77.86		
						216.65		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	3/11/03		2700	01		7.20		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	3/24/03		1803	00		500.00		
N06954 Networking Directory P.O. Box 6401 Irvine, CA 92616	030219R		2400	01		45.95		
N09195 Scholastic Library Publishing PO Box 19014 Newark, NJ 07195-0014	10782754 10788947		2400	01		168.09 54.95		
						223.04		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	110153559 110162882		2400	01		45.00 76.00		
						121.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-2018		1300	01		5,000.00		

The claims listed above (totaling \$6268.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,268.44

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4415

Agenda Item 11
Page 6 of 10

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	70381		2400	01		321.00		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2703662		1800	09		231.43		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	3/4/03		1900	08		214.48	2	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1452737		2400	01		83.04		
	1452738		2400	01		35.04		
	1462673		2400	01		84.51		
	1462674		2400	01		16.69		
	1462675		2400	01		46.68		
	1462676		2400	01		93.15		
	1462677		2400	01		118.11		
	1469234		2400	01		30.93		
	1469235		2400	01		16.69		
	1469236		2400	01		25.62		
1469237		2400	01		21.30			
1469238		1800	09		77.26			
						649.02		

The claims listed above (totaling \$1,415.93) 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

1,415.93

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4416 Page 7 of 10

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990001034		1800	08		303.84		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1146624 528-1906		0700	00		73.63		
	T1146638 528-8236		0700	01		13.89		
						87.52		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	3/4/03		1900	08		154.80	2	
(new vendor) ASPCA Humane Education 424 E. 92nd St. New York, NY 10128-6804	4356		1800	07		139.21		
(new vendor) CASAS 5151 Murphy Canyon Rd., Ste 220 San Diego, CA 92123-4339	51740		1800	07		367.43		
(new vendor) Chelsea House Publishers, LLC P.O. Box 8500-54868 Philadelphia, PA 19178-4868	708325 12		2400	01		270.75		
(new vendor) Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	10008077		2400	01		203.76		
(new vendor) Omnigraphics P.O. Box 625 Holmes, PA 19043	107734-3082		2400	01		95.33		

The claims listed above (totaling \$1,624.64) 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

1,622.64

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03 Agenda Item 11
REPORT NO 4417 Page 8 of 10

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/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(new vendor) Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030204		2400	01		137.16		
	030205		2400	01		275.40		
	030205A		2400	01		257.04		
	030210		2400	01		179.28		
	030210A		2400	01		25.92		
	030211		2400	01		567.00		
	030222		2400	01		211.68		
						1,653.48		

The claims listed above (totaling \$1,653.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4418

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/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	4/17/03 Pay period # 21 Apr 4, 2003 Apr 17, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, April 17, 2003								

The claims listed above (totaling \$28,648.14) 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

28,648.14

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/24/03
REPORT NO 4419

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/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Obj/ Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	5/01/03 Pay period # 22 Apr 18, 2003 May 1, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
PLEASE WIRE ON THURSDAY, May 1, 2003								

The claims listed above (totaling \$28,648.14) 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

28,648.14

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: March 24, 2003

BACKGROUND:

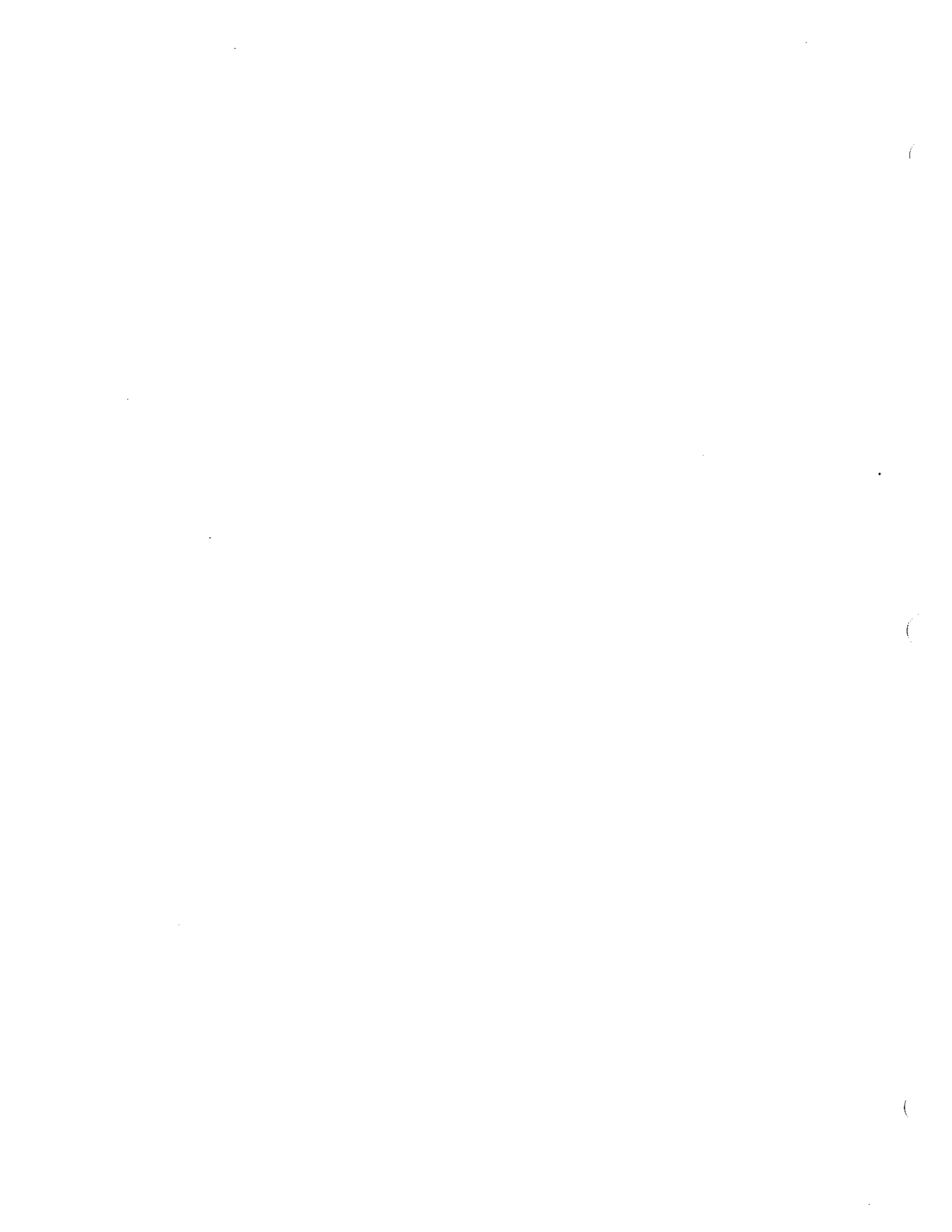
The Cash Flow Analysis for the General Fund for Fiscal Year 2002-2003 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through March 24, 2003.



Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		113,887.74
08/05/02	4297	General by Library Director		1,270.22	112,617.52
08/06/02	4298	General by Library Director		1,682.01	110,935.51
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		117,516.89
08/13/02		Library Revenue, Jul/Aug	2,502.27		120,019.16
08/14/02		Supplemental 1st Actual	165.65		120,184.81
08/14/02	4299	General by Library Director		665.69	119,519.12
08/20/02	4300	General by Library Director		5,171.55	114,347.57
08/26/02		Interest Jul	766.91	44.15	115,070.33
08/28/02	4301	General		12,601.46	102,468.87
08/28/02	4302	General		9,746.58	92,722.29
08/28/02	4303	General		1,713.87	91,008.42
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	63,273.42
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	35,538.42
08/30/02	4306	General by Library Director		1,513.25	34,025.17
08/30/02	4307	General by Library Director		1,264.53	32,760.64
08/30/02	4308	General by Library Director		423.38	32,337.26
09/03/02		State Library ELLI Grant	76,680.00		109,017.26
09/03/02		Library Passport Revenue, Aug	3,648.69		112,665.95
09/03/02		Library Revenue, Aug	1,358.20		114,024.15
09/04/02	4309	General by Trustees		35,900.00	78,124.15
09/05/02	4310	General by Library Director		1,656.34	76,467.81
09/05/02	4311	General by Library Director		88.36	76,379.45
09/18/02	4312	General		2,190.72	74,188.73
09/18/02	4313	General		638.25	73,550.48
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	45,815.48
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	18,080.48
09/18/02	4316	General by Trustees		9,912.40	8,168.08
09/18/02	4317	General by Trustees		5,557.45	2,610.63

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-5,089.37
09/19/02		Unsecured 1st	51,178.40	127.95	45,961.08
09/19/02	4319	General by Library Director		4,813.26	41,147.82
09/23/02		State Library ELLI Grant	10,000.00		51,147.82
09/23/02		Library Passport Revenue, Sep	7,743.38		58,891.20
09/23/02		State Library ILL Reimbursement	4,194.49		63,085.69
09/23/02		Library Revenue, Sep	2,040.63		65,126.32
09/23/02		Interest GF Savings	9.82		65,136.14
09/26/02		Interest Aug	445.96	28.90	65,553.20
09/30/02	4320	General by Trustees		1,317.62	64,235.58
09/30/02	4321	General by Trustees		13,853.03	50,382.55
09/30/02	4322	General by Trustees		1,284.83	49,097.72
09/30/02	4323	General by Trustees		1,206.67	47,891.05
10/07/02		Library Passport Revenue, Sep	3,372.00		51,263.05
10/07/02		Library Revenue, Sep	693.35		51,956.40
10/07/02		Interest GF Savings	11.85		51,968.25
10/09/02	4324	General by Library Director		2,193.59	49,774.66
10/16/02		Transfer from Fund 706	50,000.00		99,774.66
10/16/02		Supplemental 2nd Actual	984.36		100,759.02
10/16/02	4325	General		2,475.85	98,283.17
10/16/02	4326	General		3,942.29	94,340.88
10/16/02	4327	General		1,241.00	93,099.88
10/16/02	4328	General		603.79	92,496.09
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	64,761.09
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	37,026.09
10/17/02	4331	General by Trustees		5,569.66	31,456.43
10/17/02	4332	General by Trustees		3,169.93	28,286.50
10/21/02		Library Passport Revenue, Oct	5,282.29		33,568.79
10/21/02		Library Revenue, Oct	1,514.91		35,083.70
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		36,083.70
10/21/02		Interest GF Savings	3.09		36,086.79
10/22/02	4333	General by Library Director		1,235.13	34,851.66
10/30/02	4334	General by Library Director		5,209.22	29,642.44
10/30/02	4335	General by Library Director		611.63	29,030.81
10/30/02	4336	General by Library Director		1,642.63	27,388.18
10/31/02		Interest Sep	533.07	30.06	27,891.19
11/13/02	4337	General by Library Director		2,285.00	25,606.19
11/14/02	4338	General by Library Director		1,960.13	23,646.06
11/14/02	4339	General by Library Director		1,170.90	22,475.16
11/14/02	4340	General by Library Director		1,246.57	21,228.59
11/18/02	4341	General by Library Director		749.23	20,479.36
11/20/02		Library Passport Revenue, Nov	10,503.47		30,982.83
11/20/02		State Library Family Literacy Grant	6,030.00		37,012.83
11/20/02		Library Revenue, Nov	2,849.08		39,861.91
11/20/02		Supplemental 3rd Actual	2,178.84		42,040.75
11/20/02		Interest GF Savings	6.81		42,047.56
11/25/02		Interest Oct	396.43	23.28	42,420.71
11/26/02		Property Taxes Secured #1	117,606.94	294.02	159,733.63
11/27/02	4342	General		10,777.04	148,956.59
3/18/03	11/27/02	4343	General	2,005.99	146,950.60

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/27/02	4344	General		4,280.41	142,670.19
11/27/02	4345	General		567.76	142,102.43
11/27/02	4346	General		1,141.17	140,961.26
11/27/02	4347	General		1,260.02	139,701.24
11/27/02	4348	General		8,971.77	130,729.47
11/27/02	4349	General		1,230.37	129,499.10
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	92,632.70
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	63,984.56
11/29/02	4352	General by Library Director		10,610.38	53,374.18
11/29/02	4353	General by Library Director		1,820.78	51,553.40
11/29/02	4354	General by Library Director		535.62	51,017.78
12/06/02		State Library ILL Reimbursement	3,904.95		54,922.73
12/06/02		Library Passport Revenue, Nov	2,717.00		57,639.73
12/06/02		Library Revenue, Nov	955.63		58,595.36
12/06/02		Interest GF Savings	2.20		58,597.56
12/09/02		Homeowners #1	2,450.78		61,048.34
12/10/02	4355	General by Library Director		3,122.38	57,925.96
12/10/02	4356	General by Library Director		2,440.02	55,485.94
12/10/02	4357	General by Library Director		77.52	55,408.42
12/11/02		Property Taxes Secured #2	286,374.02	715.94	341,066.50
12/18/02	4358	General		1,081.42	339,985.08
12/18/02	4359	General		8,760.26	331,224.82
12/18/02	4360	General		927.64	330,297.18
12/18/02	4361	General		41,958.14	288,339.04
12/18/02	4362	General		2,109.43	286,229.61
12/18/02	4363	Payroll to wire January 9, 2003		28,648.14	257,581.47
12/18/02	4364	Payroll to wire January 23, 2003		28,648.14	228,933.33
12/18/02	4365	Payroll to wire February 6, 2003		28,648.14	200,285.19
12/19/02		Property Taxes Secured #3	171,684.02	429.21	371,540.00
12/19/02		Supplemental 4th Actual	3,158.41		374,698.41
12/19/02	4366	General by Trustees		10,288.55	364,409.86
12/19/02	4367	General by Trustees		5,210.81	359,199.05
12/19/02	4368	General by Trustees		265.48	358,933.57
12/20/02		Library Passport Revenue, Dec	3,976.94		362,910.51
12/20/02		Lirary Revenue, Dec	896.08		363,806.59
12/20/02		Interest GF Savings	7.94		363,814.53
12/27/02		Interest Nov	320.83	20.60	364,114.76
12/30/02	4369	General by Library Director		1,470.71	362,644.05
12/30/02	4370	General by Library Director		10,105.33	352,538.72
01/08/03	4371	General by Library Director		858.48	351,680.24
01/08/03	4372	General by Library Director		3,766.52	347,913.72
01/08/03	4370a	General by Library Director		1,510.33	346,403.39
01/09/03		Homeowners #2	5,718.49		352,121.88
01/11/03	4373	General by Library Director - PPI		3,109.80	349,012.08
01/21/03		Property Taxes Secured #4	35,081.94	87.70	384,006.32
01/21/03		Supplemental 5th Actual	14,481.60		398,487.92
01/21/03		Unsecured 2nd	3,347.60	8.37	401,827.15
01/21/03	4374	General		34,715.11	367,112.04
01/21/03	4375	General		718.21	366,393.83
01/21/03	4376	General		2,749.81	363,644.02

Placentia Library District
 FY2002-2003 General Fund Cash Flow

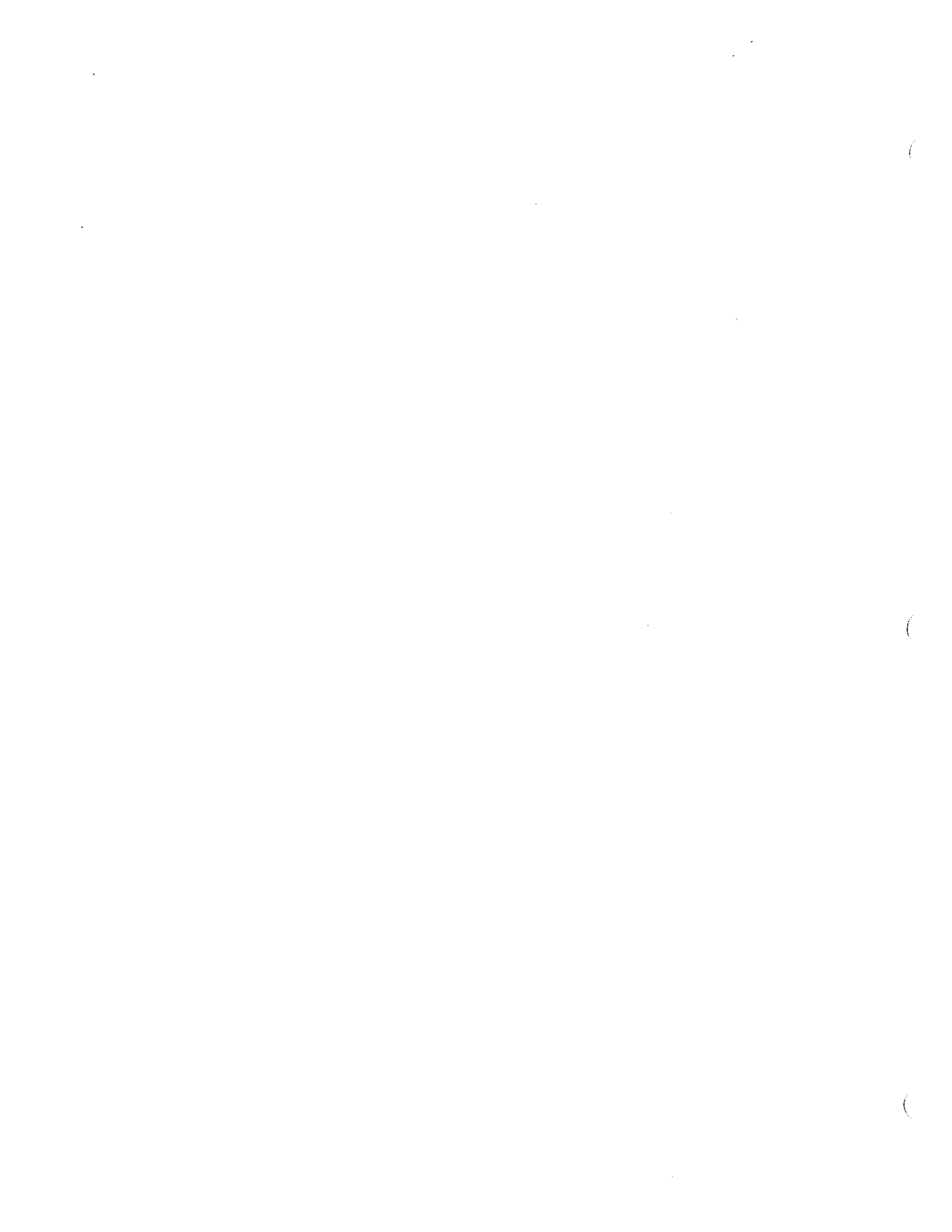
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4377	General		3,974.55	359,669.47
01/21/03	4378	General		2,111.72	357,557.75
01/21/03	4379	General		1,892.87	355,664.88
01/21/03	4380	General		2,434.33	353,230.55
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	324,582.41
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	295,934.27
01/23/03		Library Passport Revenue, Jan	8,614.57		304,548.84
01/23/03		State Library Grant Staff Education	5,676.00		310,224.84
01/23/03		Library Revenue, Jan	1,929.28		312,154.12
01/23/03		Interest GF Savings	3.29		312,157.41
01/24/03		Interest Dec	848.35	56.68	312,949.08
01/25/03	4383	General by Library Director		8,146.75	304,802.33
01/25/03	4384	General by Library Director		2,290.83	302,511.50
01/30/03	4385	General by Library Director		1,969.68	300,541.82
01/30/03	4386	General by Library Director		3,053.55	297,488.27
02/06/03		Public Utility #1	11,127.47	27.82	308,587.92
02/10/03	4387	General by Library Director		2,302.00	306,285.92
02/10/03	4388	General by Library Director		4,714.74	301,571.18
02/13/03	4389	General by Library Director		1,302.54	300,268.64
02/13/03	4390	General by Library Director		1,341.66	298,926.98
02/14/03		Library Passport Revenue, Feb	10,030.99		308,957.97
02/14/03		State Library Project Grants	6,000.00		314,957.97
02/14/03		Library Revenue, Feb	3,819.43		318,777.40
02/14/03		Interest GF Savings	7.90		318,785.30
02/20/03		Special District Augmentation Fund #1	3,915.00		322,700.30
02/20/03		Supplemental 6th Actual	1,374.47		324,074.77
02/20/03		Excess Supplemental Administration Fee	907.15		324,981.92
02/24/03	4391	General		6,833.39	318,148.53
02/24/03	4392	General		2,245.47	315,903.06
02/24/03	4393	General		1,073.04	314,830.02
02/24/03	4394	General		733.42	314,096.60
02/24/03	4395	General		774.68	313,321.92
02/24/03	4396	General		2,165.07	311,156.85
02/24/03	4397	General		1,777.17	309,379.68
02/24/03	4398	General		957.81	308,421.87
02/24/03	4399	General		2,413.90	306,007.97
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	277,359.83
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	248,711.69
02/27/03		Interest Jan	830.96	60.18	249,482.47
02/27/03	4402	General by Library Director		6,905.46	242,577.01
02/27/03	4403	General by Library Director		2,687.63	239,889.38
02/27/03	4404	General by Library Director		6,724.40	233,164.98
02/27/03	4405	General by Library Director		3,774.09	229,390.89
02/27/03	4406	General by Library Trustees		35,900.00	193,490.89
03/10/03	4407	General by Library Director		1,020.16	192,470.73
03/10/03	4408	General by Library Director		2,067.29	190,403.44
03/16/03	4409	General by Library Director		3,328.25	187,075.19
03/16/03	4410	General by Library Director		18,799.03	168,276.16
03/24/03	4411	General		18,395.09	149,881.07
3/18/03	03/24/03	1142 General		4,140.11	145,740.96

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/24/03	4413	General		974.56	144,766.40
03/24/03	4414	General		6,268.44	138,497.96
03/24/03	4415	General		1,415.93	137,082.03
03/24/03	4416	General		1,622.64	135,459.39
03/24/03	4418	General		1,653.48	133,805.91
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	105,157.77
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	76,509.63
					76,509.63

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 2002-2003

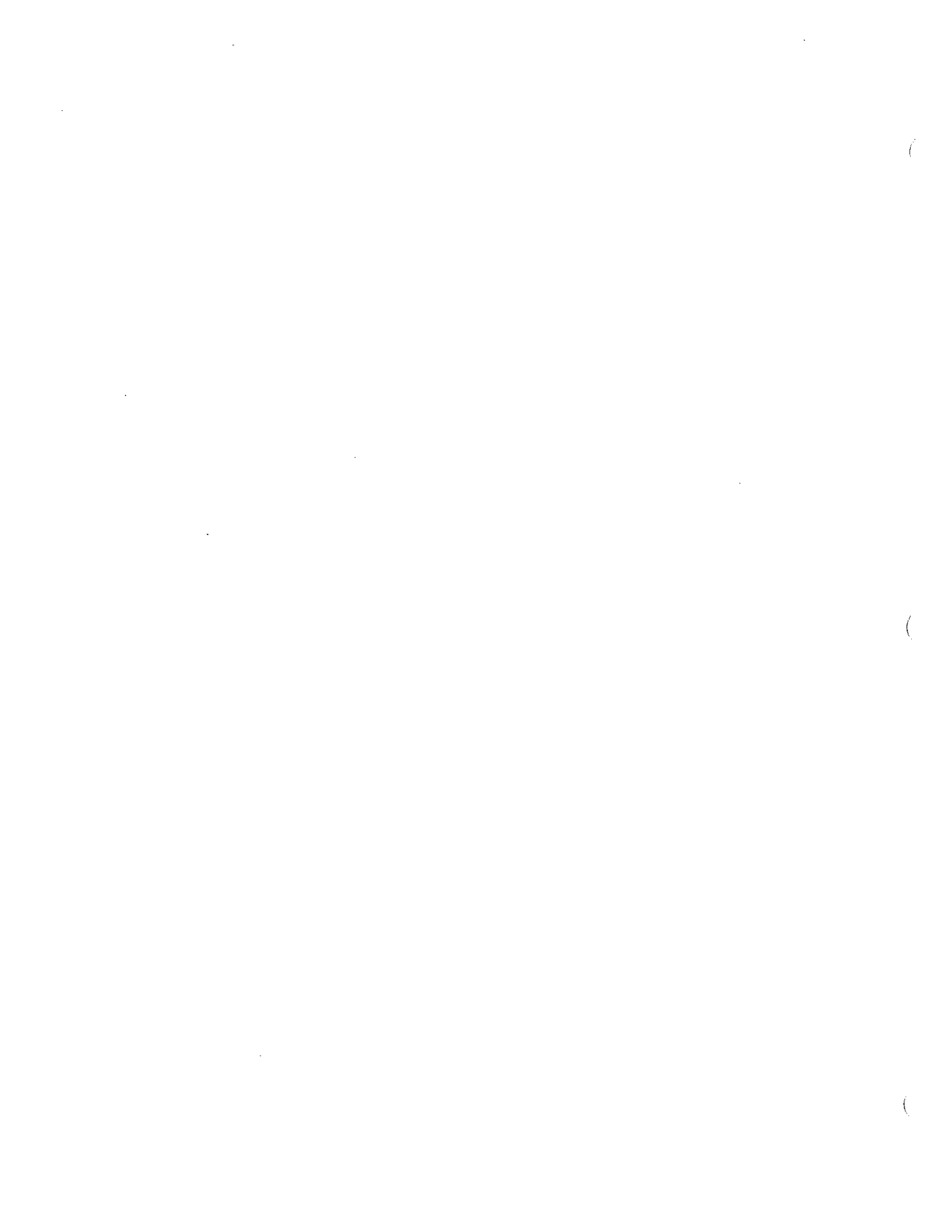
Date	Category	Amount
08/14/02	Prior Year Secured Taxes & Penalties #1 Jul	
08/15/02	Supplemental #1 Jul	
09/11/02	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/02	Supplemental #2 Aug	
09/19/02	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/02	Prior Year Secured Taxes & Penalties #3 Sep	
10/17/02	Supplemental #3 Sep	
11/13/02	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/02	Supplemental #4 Oct	
11/27/02	Current secured #1	7% - 10%
12/09/02	Homeowners Property Tax Relief	15%
12/11/02	Prior Year Secured Taxes & Penalties #5 Nov	
12/12/02	Current secured #2	14% - 18%
12/20/02	Current secured #3	20% - 24%
12/20/02	Supplemental #5 Nov	
01/08/03	Homeowners Property Tax Relief	35%
01/15/03	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/03	Unsecured collections at 12/31/02, #2	5% - 10%
01/22/03	Current secured #4	3% - 6%
01/22/03	Supplemental #6 Dec	
02/06/03	State-Assessed Public Utility, #1	49% - 50%
02/13/03	Prior Year Secured Taxes & Penalties #7 Jan	
02/21/03	Supplemental #7 Jan	
03/12/03	Prior Year Secured Taxes & Penalties #8 Feb	
03/21/03	Current secured #5	5% - 7%
03/21/03	Supplemental #8 Feb	
04/09/03	Unsecured collections at 03/31/03, #3	1% - 3%
04/16/03	Prior Year Secured Taxes & Penalties #9 Mar	
04/17/03	Supplemental #9 Mar	
04/18/03	Current secured #6	25% - 30%
05/08/03	Homeowners Property Tax Relief	35%
05/14/03	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/03	Supplemental #10 Apr	
05/21/03	Current secured #7	3% - 5%
05/22/03	State-Assessed Public Utility, #2	49% - 50%
06/09/03	Homeowners Property Tax Relief	15%
06/11/03	Prior Year Secured Taxes & Penalties #11 May	
06/19/03	Supplemental #11 May	
06/19/03	Unsecured collections at 05/31/03, Final	3% - 6%
06/20/03	Prior Year Unsecured	
07/17/03	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/18/03	Current secured final for FY03	1% - 3%
07/18/03	Supplemental, FY03 #12 Jun	
07/22/03	Delinquent Supplemental, FY03	
07/23/03	Secured Teeter Actual Final Delinquencies, FY01	2% - 4%



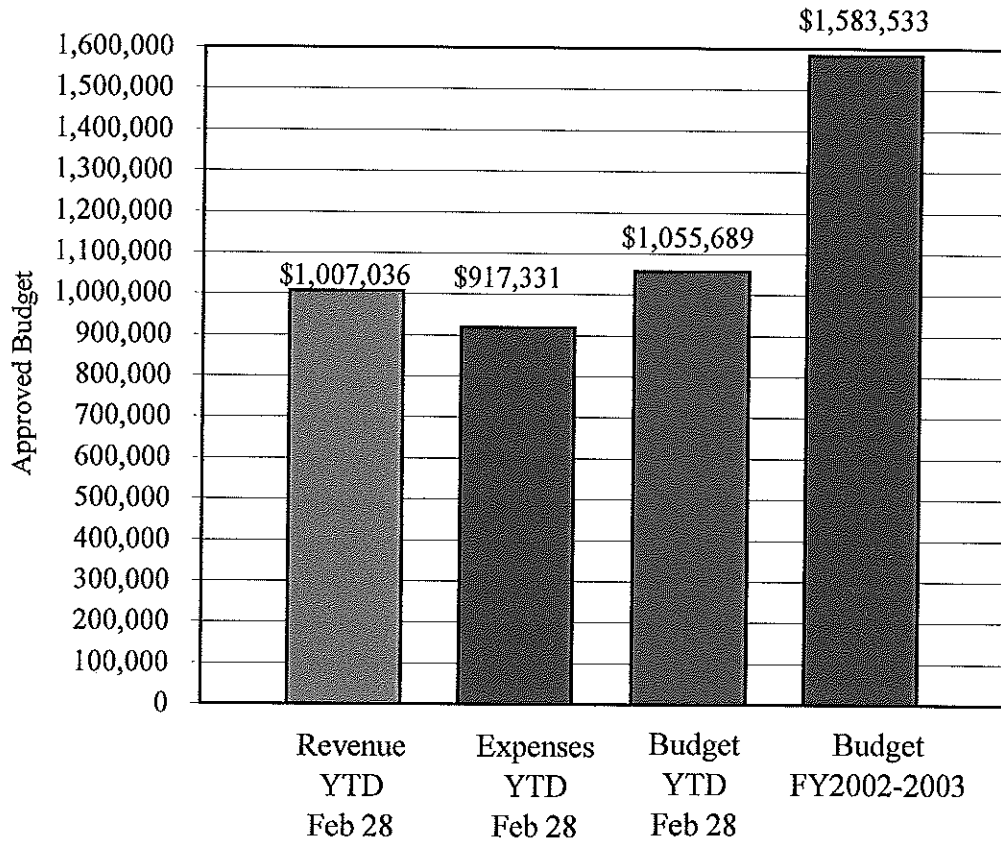
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 March 24, 2003

	Fiscal Year 2002-2003						TOTAL	TOTAL
	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	
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23	
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82	
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29	
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35	
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30	
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26	
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82	
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91	
31-Mar-03						0.00	0.00	
30-Apr-03						0.00	0.00	
31-May-03						0.00	0.00	
30-Jun-03						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

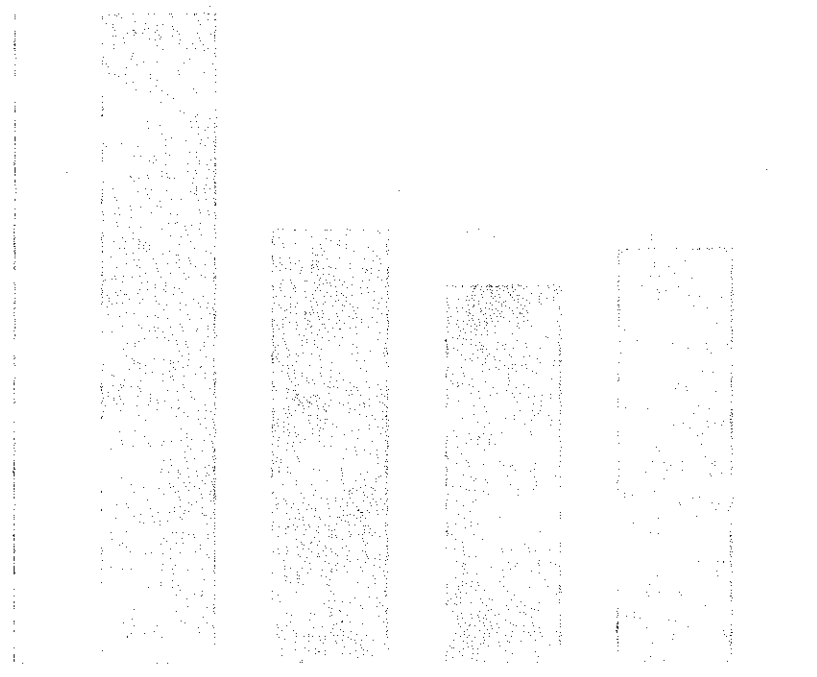
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69	
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46	
30-Sep-01	114,099.58	9,651.43	155,626.87	145,233.28	9,417.75	434,028.91	288,795.63	
31-Oct-01	114,087.82	9,650.44	115,610.83	39,293.50	9,416.78	288,059.37	248,765.87	
30-Nov-01	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23	
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10	
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20	
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46	
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48	
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31	
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55	
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT
Fiscal Year 2002 - 2003
General Fund Cash Flow



THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800



THE HISTORY OF THE
CITY OF BOSTON
FROM 1630 TO 1800

PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	610,746.92	566,129.67	0.00	0.00	57.13%
6210-01	Public Utility	25,000	11,127.47	13,196.15	11,127.47	13,196.15	44.51%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	621,813.46	593,202.23	11,127.47	13,196.15	56.17%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,527.97	53,874.62	0.00	0.00	99.14%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	3,915.00	4,640.00	3,915.00	4,640.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	25,618.93	24,679.84	2,281.62	1,380.22	73.20%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	35,000	25,618.93	26,426.66	2,281.62	1,380.22	73.20%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	736,230.13	691,477.82	17,324.09	19,216.37	60.37%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	4,205.58	4,859.70	838.86	745.33	19.12%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	4,205.58	4,859.70	838.86	745.33	19.12%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	0.00	0.00	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	8,099.44	4,999.56	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	6,030.00	5,000.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	11,676.00	5,000.00	6,000.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	166,485.44	14,999.56	6,000.00	0.00	113.88%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	20,503.29	18,297.68	3,819.43	1,343.07	68.34%
7670-01	Local Revenue -- Passport	150,000	70,442.36	34,421.95	10,030.99	4,073.15	46.96%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	91,945.65	52,719.63	13,850.42	5,416.22	51.08%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	1,007,036.07	772,107.23	38,013.37	25,377.92	63.59%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	449,308.50	425,054.00	53,224.60	50,124.00	64.94%
0200	Retirement (Social Security & Pension Contribution)	98,103	75,726.49	76,899.14	4,071.68	5,086.73	77.19%
	Health & Life Insurance/Blue Shield CA	48,584	25,103.89	23,042.99	(444.01)	3,870.59	51.67%
	Long Term Disability/CNA	3,903	2,076.76	1,861.89	0.00	0.00	53.22%
	Life Insurance/Fortis & Protective Life	2,194	791.20	1,377.65	253.75	184.80	36.07%
	Vision Service Plan/VSP	2,886	1,442.16	1,841.52	186.30	233.36	49.97%
	Dental/Ameritas	6,918	3,924.40	4,124.30	600.50	623.60	56.73%
0300	Total Employee Insurance	64,484	33,338.41	32,248.35	596.54	4,912.35	51.70%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	3,127.00	8,476.00	0.00	0.00	27.67%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	561,894.40	542,677.49	57,892.82	60,123.08	64.90%
0700-00	Communications - Telephone	4,000	1,050.76	2,544.26	0.00	218.18	26.27%
0700-01	Communications - Modem/Fax	6,000	3,895.55	4,163.37	63.93	705.76	64.93%
0700-02	Communications - Internet/Database	2,500	504.87	897.33	0.00	0.00	20.19%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	1,148.43	0.00	248.62	31.93%
0700-07	Communications - ELLI Grant	250	250.00	0.00	250.00	0.00	
0700-08	Communications - Adult Literacy	500	973.99	242.40	156.54	0.00	194.80%
	Total Communications	15,950	7,537.17	8,995.79	470.47	1,172.56	47.25%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	221.90	0.00	0.00	0.00	36.98%
1000-00	Household Expense	5,000	2,564.22	18,570.81	0.00	12,166.15	51.28%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,127.49	1,991.00	917.52	0.00	47.28%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	11,304.37	4,860.00	0.00	0.00	98.30%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	13,666.49	6,851.00	917.52	0.00	78.09%
	HVAC	2,500	5,689.88	908.88	0.00	0.00	227.60%
	Carpet Cleaning	3,500	430.98	2,805.99	0.00	2,805.99	12.31%
	Groundskeeping, City of Placentia	30,000	17,409.92	8,364.08	0.00	0.00	58.03%
	Plumbing	1,800	1,033.97	4,085.62	105.75	621.57	57.44%
	Electrical	1,500	1,442.49	313.19	0.00	0.00	96.17%
	Cleaning Service	13,700	8,800.00	8,650.00	1,100.00	1,100.00	64.23%
	Locksmith	200	1,307.54	199.91	124.68	68.50	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	2,188.82	454.52	801.23	0.00	43.78%
1400-00	Total Maintenance of Building & Grounds	58,200	38,303.60	25,782.19	2,131.66	4,596.06	65.81%
1600-00	Memberships - General Fund	3,750	1,618.00	2,343.50	0.00	1,421.00	43.15%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	325.50	0.00	50.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,223.00	2,669.00	0.00	1,471.00	50.52%
1700-00	Miscellaneous Expense - General Fund	0	3,285.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,285.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
	Library Supplies						
	Printing	10,000	7,991.78	8,549.05	1,049.29	364.96	79.92%
	EZ Copy - copy cards for sale to patrons	10,000	5,883.18	6,041.44	250.95	2,446.21	58.83%
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	1,500	861.55	1,436.78	0.00	226.69	57.44%
	Drinking Water Service	1,700	184.43	1,069.96	0.00	70.01	10.85%
	Other Office Supplies	325	220.00	182.00	27.50	26.00	67.69%
1800-00	Total Office Supply Expense - General Fund	8,500	5,418.02	8,014.68	830.30	794.67	63.74%
		32,025	20,558.96	25,293.91	2,158.04	3,928.54	64.20%
1800-07	ELLI Grant Supply Expense	2,611	921.33	529.04	20.27	15.48	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	4,045.59	1,729.71	0.00	80.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	306.93	4,154.35	0.00	75.95	
1800-08	Total Adult Literacy Office Supply Expense	5,000	4,352.52	8,208.83	0.00	155.95	87.05%
1800-09	Supply Expense Families for Literacy	500	108.54	607.80	0.00	0.00	
	Total Office Expense	40,136	25,941.35	34,639.58	2,178.31	4,099.97	64.63%
1803-00	Postage Expense - General Fund	5,500	2,772.70	2,604.32	0.00	0.00	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,872.70	3,146.79	0.00	0.00	51.30%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	280.00	280.00	35.00	70.00	66.67%
	Pension Contribution & Operating Expenses	7,500	5,126.63	2,271.42	0.00	0.00	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	0.00	0.00	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	331.71	301.68	84.00	75.42	65.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,329.22	6,299.30	60.18	34.89	80.54%
	Advertising (Including WEB Site)	2,000	1,127.52	0.00	0.00	0.00	56.38%
	Medical Exams	750	984.00	920.00	166.50	0.00	131.20%
	Collection Services - Accounts Receivable	2,500	1,189.54	1,524.97	0.00	75.39	47.58%
	Audit & Accounting Services	5,250	4,385.00	5,150.00	0.00	0.00	83.52%
	Payroll Preparation	3,250	2,371.56	2,123.99	542.50	357.10	72.97%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	8,947.17	19,360.64	4,299.02	4,208.75	51.13%
1900-00	Total Specialized Services - General Fund	87,774	62,242.09	38,232.00	5,187.20	4,821.55	70.91%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	471.74	3,526.85	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	5,204.99	1,605.00	834.14	480.00	54.79%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	183.69	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,764.06	1,583.00	27.82	32.99	14.70%
	Total Specialized Services	110,774	69,682.88	57,423.35	6,049.16	5,334.54	62.91%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	313.58	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	58,208.29	58,051.90	0.00	0.00	48.19%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	31,489.92	56,543.05	0.00	18,848.80	21.65%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	31,790.29	19,202.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	6,529.33	0.00	0.00	
2400-05	Special Department Expense - Audio	0	4,599.56	4,684.97	0.00	5,940.37	
2400-07	Special Department Expense - ELLI Grant	5,900	1,623.98	78.47	448.31	31.39	
2400-08	Special Department Expense - Adult Literacy	2,000	5,579.93	2,357.92	600.00	75.68	279.00%
2400-09	Special Department Expense - Families for Literacy	0	794.08	75.51	0.00	0.00	
	Total Special Department Expense	153,360	83,643.77	89,762.34	1,048.31	24,896.24	54.54%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	0.00	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,165.40	3,916.66	224.36	252.13	42.21%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	399.00	704.52	0.00	412.00	79.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	393.68	453.12	0.00	61.68	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	658.44	0.00	275.00	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	209.22	0.00	61.92	0.00	
	Total Transportation/Travel - Meetings	14,500	7,286.21	8,500.56	286.28	1,000.81	50.25%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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March 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 FEB 2003	FY2001-2002 FEB 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	42,031.93	0.00	8,594.24	23.02%
	Gas	5,000	1,140.48	1,220.96	514.96	559.62	22.81%
	Water	3,750	2,300.72	2,511.65	134.95	173.35	61.35%
	Total Utilities	71,750	17,941.87	45,764.54	649.91	9,327.21	25.01%
	TOTAL SUPPLIES & SERVICES	625,726	341,444.13	365,437.39	13,731.62	64,064.54	54.57%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	5,420.29	4,414.76	0.00	1,033.29	27.10%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	8,146.30	4,414.76	0.00	1,033.29	38.79%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	21,000	8,608.55	4,414.76	0.00	1,033.29	40.99%
5600	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	917,330.88	914,558.32	71,624.44	125,220.91	57.93%

03/16/03

Placentia Library District
Balance Sheet
 As of February 28, 2003

	<u>Feb 28, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	837.41
County Exempt - Savings	2,379.12
General Fund - Checking	6,399.98
General Fund - Savings	13,230.04
Literacy Fund - Savings	7,523.50
Payroll Checking - Wells Fargo	10,653.76
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	<u>21,402.69</u>
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>83,829.19</u>
Total Current Assets	<u>83,829.19</u>
TOTAL ASSETS	<u>83,829.19</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	<u>-1,132.15</u>
Total Equity	<u>83,829.19</u>
TOTAL LIABILITIES & EQUITY	<u>83,829.19</u>

Placentia Library District
 Profit & Loss by Class
 February 2003

03/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	0.95	0.00	0.00	0.00	0.95
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	460.00	0.00	0.00	0.00	460.00
COE Passport Chck Reimbursement	4,296.55	0.00	0.00	0.00	4,296.55
GF Cash Register - Copy/Debit	0.00	238.95	0.00	0.00	238.95
GF Cash Register - Fines	0.00	1,506.01	0.00	0.00	1,506.01
GF Cash Register - Lost Items	0.00	111.63	0.00	0.00	111.63
GF Cash Register - Reserves	0.00	103.00	0.00	0.00	103.00
GF Interest	0.00	9.09	0.00	0.00	9.09
GF Miscellaneous Income	0.00	2,076.61	0.00	0.00	2,076.61
GF Passport Revenue	0.00	12,315.34	0.00	0.00	12,315.34
GF State Library Reimbursements	0.00	3,776.54	0.00	0.00	3,776.54
LIT Interest Inc - Savings	0.00	0.00	3.46	0.00	3.46
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
Total Income	4,797.38	20,137.17	3.46	57,296.28	82,234.29
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Friend's Director's Fund	242.65	0.00	0.00	0.00	242.65
COE Passport Expenses	3,923.25	0.00	0.00	0.00	3,923.25
GF Advertising Expense	0.00	85.00	0.00	0.00	85.00
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	179.18	0.00	0.00	179.18
GF Insurance	0.00	326.40	0.00	0.00	326.40
GF Miscellaneous	0.00	-235.00	0.00	0.00	-235.00
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfers to County	0.00	19,858.32	0.00	0.00	19,858.32
GF Travel Staff	0.00	30.00	0.00	0.00	30.00
GF Travel Trustees	0.00	25.00	0.00	0.00	25.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,274.00	1,274.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	444.01	444.01
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	15,408.68	15,408.68
PA Salaries	0.00	0.00	0.00	38,978.23	38,978.23
Total Expense	4,186.90	20,324.90	0.00	56,948.80	81,460.60
Net Income	610.48	-187.73	3.46	347.48	773.69

Placentia Library District Profit & Loss by Class July 2002 through February 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	853.00	0.00	0.00	0.00	853.00
COE Interest	8.08	0.00	0.00	0.00	8.08
COE Life Insur Suplmt(EDM)	398.80	0.00	0.00	0.00	398.80
COE Meeting Room Income	2,555.00	0.00	0.00	0.00	2,555.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	29,679.05	0.00	0.00	0.00	29,679.05
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	1,252.61	0.00	0.00	1,252.61
GF Cash Register - Fines	0.00	12,011.54	0.00	0.00	12,011.54
GF Cash Register - Lost Items	0.00	989.36	0.00	0.00	989.36
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	947.39	0.00	0.00	947.39
GF County Reimbursements	0.00	6,163.18	0.00	0.00	6,163.18
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	70.04	0.00	0.00	70.04
GF Miscellaneous Income	0.00	4,237.91	0.00	0.00	4,237.91
GF Non Government Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	75,249.36	0.00	0.00	75,249.36
GF State Library Grants	0.00	148,386.00	0.00	0.00	148,386.00
GF State Library Reimbursements	0.00	11,875.98	0.00	0.00	11,875.98
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	36.55	0.00	36.55
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	489,349.32	489,349.32
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	40,186.14	286,791.13	36.55	514,067.78	841,081.60
Expense					
COE Bank fees	258.65	0.00	0.00	0.00	258.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rding Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,458.41	0.00	0.00	0.00	1,458.41
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

Placentia Library District
Profit & Loss by Class
 July 2002 through February 2003

03/16/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	27,427.45	0.00	0.00	0.00	27,427.45
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	111.65	0.00	0.00	111.65
GF Bankcard Service Charge	0.00	120.00	0.00	0.00	120.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	1,058.45	0.00	0.00	1,058.45
GF Insurance	0.00	978.35	0.00	0.00	978.35
GF Literacy	0.00	1,155.28	0.00	0.00	1,155.28
GF Miscellaneous	0.00	5,486.36	0.00	0.00	5,486.36
GF Office Expense	0.00	753.77	0.00	0.00	753.77
GF Postage	0.00	100.17	0.00	0.00	100.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	257,926.41	0.00	0.00	257,926.41
GF Travel Staff	0.00	1,984.42	0.00	0.00	1,984.42
GF Travel Trustees	0.00	779.21	0.00	0.00	779.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	544.42	544.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	14,101.16	14,101.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	6,188.08	6,188.08
PA Employee Life Insurance	0.00	0.00	0.00	358.92	358.92
PA Garnishment	0.00	0.00	0.00	6,272.00	6,272.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	145,659.69	145,659.69
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	305,763.14	305,763.14
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	40,303.50	272,894.37	0.00	529,015.88	842,213.75
Net Income	-117.36	13,896.76	36.55	-14,948.10	-1,132.15

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,283.64
Cleared Transactions						
Checks and Payments - 46 Items						
Check	1/27/2003	4177	Passport Services	X	-55.00	-55.00
Check	1/27/2003	4176	Passport Services	X	-55.00	-110.00
Check	1/28/2003	4178	Passport Services	X	-55.00	-165.00
Check	1/29/2003	4181	Passport Services	X	-55.00	-220.00
Check	1/29/2003	4179	Photography by Joh...	X	-61.42	-281.42
Check	1/29/2003	4180	Passport Services	X	-55.00	-336.42
Check	1/29/2003	4182	Passport Services	X	-110.00	-446.42
Check	1/30/2003	4183	I.M.P.A.C. Govern...	X	-124.46	-570.88
Check	1/30/2003	4184	Passport Services	X	-55.00	-625.88
Check	2/1/2003	4186	Passport Services	X	-55.00	-680.88
Check	2/1/2003	4185	Passport Services	X	-115.00	-795.88
Check	2/3/2003	4190	Passport Services	X	-115.00	-910.88
Check	2/3/2003	4188	Passport Services	X	-55.00	-965.88
Check	2/3/2003	4189	Passport Services	X	-128.65	-1,094.53
Check	2/3/2003	4191	Passport Services	X	-55.00	-1,149.53
Check	2/3/2003	4187	Passport Services	X	-68.65	-1,218.18
Check	2/4/2003	4192	Passport Services	X	-55.00	-1,273.18
Check	2/5/2003	4193	Passport Services	X	-40.00	-1,313.18
Check	2/8/2003	4195	Passport Services	X	-100.00	-1,413.18
Check	2/8/2003	4194	Passport Services	X	-55.00	-1,468.18
Check	2/9/2003	4196	Passport Services	X	-110.00	-1,578.18
Check	2/10/2003	4200	Passport Services	X	-100.00	-1,678.18
Check	2/11/2003	4201	Passport Services	X	-80.00	-1,758.18
Check	2/12/2003	4203	Passport Services	X	-40.00	-1,798.18
Check	2/13/2003	4204	Passport Services	X	-115.00	-1,913.18
Check	2/13/2003	4205	Passport Services	X	-115.00	-2,028.18
Check	2/18/2003	4206	Passport Services	X	-80.00	-2,108.18
Check	2/19/2003	4211	Passport Services	X	-115.00	-2,223.18
Check	2/19/2003	4213	Passport Services	X	-55.00	-2,278.18
Check	2/19/2003	4212	Passport Services	X	-128.65	-2,406.83
Check	2/19/2003	4210	Passport Services	X	-100.00	-2,506.83
Check	2/19/2003	4209	Passport Services	X	-115.00	-2,621.83
Check	2/19/2003	4208	Passport Services	X	-55.00	-2,676.83
Check	2/19/2003	4207	Passport Services	X	-40.00	-2,716.83
Check	2/20/2003	4215	Passport Services	X	-55.00	-2,771.83
Check	2/20/2003	4214	Passport Services	X	-55.00	-2,826.83
Check	2/22/2003	4219	Passport Services	X	-55.00	-2,881.83
Check	2/22/2003	4217	Passport Services	X	-55.00	-2,936.83
Check	2/22/2003	4216	Passport Services	X	-55.00	-2,991.83
Check	2/22/2003	4218	Passport Services	X	-95.00	-3,086.83
Check	2/23/2003	4222	Passport Services	X	-110.00	-3,196.83
Check	2/23/2003	4221	Passport Services	X	-55.00	-3,251.83
Check	2/24/2003	4225	Passport Services	X	-115.00	-3,366.83
Check	2/24/2003	4223	Passport Services	X	-55.00	-3,421.83
Check	2/24/2003	4224	Passport Services	X	-115.00	-3,536.83
Check	2/28/2003			X	-11.00	-3,547.83
Total Checks and Payments					-3,547.83	-3,547.83
Deposits and Credits - 18 items						
Deposit	2/3/2003			X	55.00	55.00
Deposit	2/3/2003			X	55.00	110.00
Deposit	2/3/2003			X	500.00	610.00
Deposit	2/5/2003			X	95.00	705.00
Deposit	2/6/2003			X	30.00	735.00
Deposit	2/10/2003			X	165.00	900.00
Deposit	2/11/2003			X	220.00	1,120.00
Deposit	2/11/2003			X	875.60	1,995.60
Deposit	2/12/2003			X	40.00	2,035.60
Deposit	2/18/2003			X	115.00	2,150.60
Deposit	2/19/2003			X	323.65	2,474.25
Deposit	2/20/2003			X	325.00	2,799.25
Check	2/24/2003	4226	Elisa Herrera-Thomas	X	0.00	2,799.25
Deposit	2/24/2003			X	165.00	2,964.25
Deposit	2/24/2003			X	275.00	3,239.25
Deposit	2/26/2003			X	183.65	3,422.90

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 02/28/2003**

Type	Date	Num	Name	Cir	Amount	Balance
Deposit	2/27/2003			X	848.65	4,271.55
Deposit	2/27/2003			X	85.00	4,356.55
Total Deposits and Credits					4,356.55	4,356.55
Total Cleared Transactions					808.72	808.72
Cleared Balance					808.72	2,092.36
Uncleared Transactions						
Checks and Payments - 13 Items						
Check	2/9/2003	4197	Passport Services		-95.00	-95.00
Check	2/10/2003	4199	Passport Services		-55.00	-150.00
Check	2/10/2003	4198	Passport Services		-40.00	-190.00
Check	2/23/2003	4220	Passport Services		-55.00	-245.00
Check	2/25/2003	4229	Passport Services		-128.65	-373.65
Check	2/25/2003	4227	Passport Services		-115.00	-488.65
Check	2/25/2003	4228	Passport Services		-128.65	-617.30
Check	2/26/2003	4232	Passport Services		-55.00	-672.30
Check	2/26/2003	4233	Passport Services		-55.00	-727.30
Check	2/26/2003	4231	Passport Services		-55.00	-782.30
Check	2/26/2003	4230	Elisa Herrera-Thomas		-242.65	-1,024.95
Check	2/27/2003	4235	Passport Services		-115.00	-1,139.95
Check	2/27/2003	4234	Passport Services		-115.00	-1,254.95
Total Checks and Payments					-1,254.95	-1,254.95
Total Uncleared Transactions					-1,254.95	-1,254.95
Register Balance as of 02/28/2003					-446.23	837.41
New Transactions						
Checks and Payments - 14 Items						
Check	3/1/2003	4236	Passport Services		-115.00	-115.00
Check	3/2/2003	4237	Passport Services		-115.00	-230.00
Check	3/4/2003	4238	Passport Services		-55.00	-285.00
Check	3/6/2003	4241	Passport Services		-115.00	-400.00
Check	3/6/2003	4240	Passport Services		-165.00	-565.00
Check	3/6/2003	4239	Passport Services		-120.00	-685.00
Check	3/8/2003	4244	Passport Services		-55.00	-740.00
Check	3/8/2003	4245	Passport Services		-110.00	-850.00
Check	3/8/2003	4242	Passport Services		-80.00	-930.00
Check	3/8/2003	4243	Passport Services		-40.00	-970.00
Check	3/9/2003	4246	Passport Services		-128.65	-1,098.65
Check	3/10/2003	4247	Passport Services		-55.00	-1,153.65
Check	3/10/2003	4249	Passport Services		-115.00	-1,268.65
Check	3/10/2003	4248	Passport Services		-55.00	-1,323.65
Total Checks and Payments					-1,323.65	-1,323.65
Deposits and Credits - 5 Items						
Deposit	3/3/2003				115.00	115.00
Deposit	3/3/2003				115.00	230.00
Deposit	3/6/2003				150.00	380.00
Deposit	3/10/2003				110.00	490.00
Deposit	3/10/2003				70.00	560.00
Total Deposits and Credits					560.00	560.00
Total New Transactions					-763.65	-763.65
Ending Balance					-1,209.88	73.76

*2003
3/11/03*

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 02/28/2003**

Agenda Item 14
COE Fund Savings
Page 7 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,103.81
Cleared Transactions						
Checks and Payments - 2 Items						
Check	1/29/2003	1503	Greg's Carpet & Up...	X	-155.52	-155.52
Check	2/28/2003			X	-10.00	-165.52
Total Checks and Payments					<u>-165.52</u>	<u>-165.52</u>
Deposits and Credits - 7 Items						
Deposit	2/12/2003			X	19.94	19.94
Deposit	2/13/2003			X	60.00	79.94
Deposit	2/19/2003			X	30.00	109.94
Deposit	2/20/2003			X	150.00	259.94
Deposit	2/25/2003			X	160.00	419.94
Deposit	2/26/2003			X	19.94	439.88
Deposit	2/28/2003			X	0.95	440.83
Total Deposits and Credits					<u>440.83</u>	<u>440.83</u>
Total Cleared Transactions					<u>275.31</u>	<u>275.31</u>
Cleared Balance					<u>275.31</u>	<u>2,379.12</u>
Register Balance as of 02/28/2003					275.31	2,379.12
New Transactions						
Checks and Payments - 1 item						
Check	3/4/2003	1504	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					<u>-155.52</u>	<u>-155.52</u>
Deposits and Credits - 1 item						
Deposit	3/12/2003				19.94	19.94
Total Deposits and Credits					<u>19.94</u>	<u>19.94</u>
Total New Transactions					<u>-135.58</u>	<u>-135.58</u>
Ending Balance					<u><u>139.73</u></u>	<u><u>2,243.54</u></u>

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3/16/03*

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03/16/03

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 02/26/2003**

Agenda Item 14
General Fund Checking
Page 8 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,303.56
Cleared Transactions						
Checks and Payments - 11 Items						
Check	1/22/2003	4648	Association of Fund...	X	-50.00	-50.00
Check	1/26/2003	4651	CALTAC	X	-108.00	-158.00
Check	1/26/2003	4652	ISDOC	X	-48.00	-206.00
Check	2/3/2003			X	-15.00	-221.00
Check	2/12/2003	4655	Sharon's Bakery	X	-16.20	-237.20
Check	2/12/2003	4656	Elisa Herrera-Thomas	X	-326.40	-563.60
Check	2/19/2003	4657	Placentia Chamber ...	X	-25.00	-588.60
Check	2/20/2003	4658	US Postmaster Pla...	X	-37.00	-625.60
Check	2/23/2003	4659	Allstar Calendar Co...	X	-85.00	-710.60
Check	2/26/2003	4661	Placentia Chamber ...	X	-30.00	-740.60
Check	2/26/2003	4660	Sam's Club	X	-69.87	-810.47
Total Checks and Payments					-810.47	-810.47
Deposits and Credits - 1 item						
Check	3/13/2003	4667	Sam's Club	X	0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Cleared Transactions					-810.47	-810.47
Cleared Balance					-810.47	6,493.09
Register Balance as of 02/26/2003					-810.47	6,493.09
New Transactions						
Checks and Payments - 5 Items						
Check	2/27/2003	4662	First Class Pizza		-93.11	-93.11
Check	3/6/2003	4663	Fry's Electronics		-21.54	-114.65
Check	3/10/2003	4664	Anaheim Public Libr...		-135.00	-249.65
Check	3/12/2003	4666	Ralph's		-63.62	-313.27
Check	3/12/2003	4665	Blue Cross		-3,266.00	-3,579.27
Total Checks and Payments					-3,579.27	-3,579.27
Deposits and Credits - 2 Items						
Deposit	3/12/2003				2,413.90	2,413.90
Check	3/13/2003	4668	Smart & Final			2,413.90
Total Deposits and Credits					2,413.90	2,413.90
Total New Transactions					-1,165.37	-1,165.37
Ending Balance					-1,975.84	5,327.72

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3/16/03

**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,720.19
Cleared Transactions						
Checks and Payments - 3 Items						
Check	2/3/2003		Bank of the West	X	-30.00	-30.00
Check	2/3/2003		Bank of the West	X	-4.00	-34.00
Check	2/11/2003	1207	Orange County Aud...	X	-19,858.32	-19,892.32
Total Checks and Payments					-19,892.32	-19,892.32
Deposits and Credits - 28 Items						
Deposit	2/3/2003			X	270.00	270.00
Deposit	2/3/2003			X	794.65	1,064.65
Deposit	2/3/2003			X	170.34	1,234.99
Deposit	2/3/2003			X	907.75	2,142.74
Deposit	2/3/2003			X	90.00	2,232.74
Deposit	2/3/2003			X	2,076.61	4,309.35
Deposit	2/4/2003			X	525.39	4,834.74
Deposit	2/5/2003			X	458.05	5,292.79
Deposit	2/6/2003			X	340.35	5,633.14
Deposit	2/10/2003			X	269.00	5,902.14
Deposit	2/10/2003			X	630.00	6,532.14
Deposit	2/10/2003			X	571.00	7,103.14
Deposit	2/11/2003			X	680.80	7,783.94
Deposit	2/11/2003			X	1,888.19	9,672.13
Deposit	2/12/2003			X	390.06	10,062.19
Deposit	2/13/2003			X	601.00	10,663.19
Deposit	2/18/2003			X	452.40	11,115.59
Deposit	2/18/2003			X	360.00	11,475.59
Deposit	2/19/2003			X	3,776.54	15,252.13
Deposit	2/19/2003			X	730.55	15,982.68
Deposit	2/20/2003			X	880.10	16,862.78
Deposit	2/24/2003			X	202.10	17,064.88
Deposit	2/24/2003			X	598.00	17,662.88
Deposit	2/24/2003			X	911.85	18,574.73
Deposit	2/25/2003			X	502.55	19,077.28
Deposit	2/26/2003			X	698.50	19,775.78
Deposit	2/27/2003			X	617.30	20,393.08
Deposit	2/28/2003			X	9.09	20,402.17
Total Deposits and Credits					20,402.17	20,402.17
Total Cleared Transactions					509.85	509.85
Cleared Balance					509.85	13,230.04
Register Balance as of 02/28/2003					509.85	13,230.04
New Transactions						
Checks and Payments - 3 items						
Check	3/3/2003		Bank of the West		-9.00	-9.00
Check	3/3/2003		Bank of the West		-4.00	-13.00
Check	3/5/2003	1208	Orange County Aud...		-40,876.65	-40,889.65
Total Checks and Payments					-40,889.65	-40,889.65
Deposits and Credits - 19 Items						
Deposit	3/3/2003				407.55	407.55
Deposit	3/3/2003				751.00	1,158.55
Deposit	3/3/2003				2,000.00	3,158.55
Deposit	3/3/2003				645.80	3,804.35
Deposit	3/3/2003				360.00	4,164.35
Deposit	3/4/2003				24,725.00	28,889.35
Deposit	3/4/2003				819.55	29,708.90
Deposit	3/5/2003				446.80	30,155.70
Deposit	3/6/2003				521.79	30,677.49
Deposit	3/10/2003				632.00	31,309.49
Deposit	3/10/2003				746.75	32,056.24
Deposit	3/10/2003				319.95	32,376.19
Deposit	3/11/2003				541.80	32,917.99
Deposit	3/12/2003				29.00	32,946.99

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 02/28/2003**

Agenda Item 14
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	3/12/2003				421.95	33,368.94
Deposit	3/13/2003				669.20	34,038.14
Deposit	3/17/2003				468.70	34,506.84
Deposit	3/17/2003				720.00	35,226.84
Deposit	3/17/2003				46,377.00	81,603.84
Total Deposits and Credits					81,603.84	81,603.84
Total New Transactions					40,714.19	40,714.19
Ending Balance					41,224.04	53,944.23

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Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 02/28/2003

Agenda Item 14
Literacy Fund Savings
Page 11 of 26

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						7,520.04
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	2/28/2003			X	3.46	3.46
Total Deposits and Credits					3.46	3.46
Total Cleared Transactions					3.46	3.46
Cleared Balance					3.46	7,523.50
Register Balance as of 02/28/2003					3.46	7,523.50
Ending Balance					3.46	7,523.50

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**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 02/28/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						14,350.92
Cleared Transactions						
Checks and Payments - 41 Items						
Check	1/15/2003	2988	Evena Shu	X	-63.68	-63.68
Check	1/15/2003	2985	Joshua Robbins	X	-96.19	-159.87
Check	1/20/2003	2009	Matthew G. Mallard	X	-53.85	-213.72
Check	1/29/2003	3012	Barbara Phillips	X	-67.67	-281.39
Check	1/29/2003	3011	Ruth Peterson	X	-361.49	-642.88
Check	1/29/2003	3003	Joyce G. Hampton	X	-319.37	-962.25
Check	1/29/2003	3002	Esther P. Guzman	X	-255.65	-1,217.90
Check	1/29/2003	3000	Dorothy J. Cummings	X	-152.59	-1,370.49
Check	1/29/2003	2011	Katherine L. Matas	X	-302.22	-1,672.71
Check	1/29/2003	3029	Katherine L. Roberts	X	-392.00	-2,064.71
Check	1/29/2003	3030	Nationwide Retirem...	X	-637.00	-2,701.71
Check	1/29/2003	3013	Beatrice V. Quintanar	X	-287.20	-2,988.91
Check	1/29/2003	3015	Joshua Robbins	X	-191.45	-3,180.36
Check	1/29/2003	3018	Evena Shu	X	-63.68	-3,244.04
Check	1/29/2003	3022	Edward Strysik	X	-305.20	-3,549.24
Check	1/29/2003	3027	Orange County Aud...	X	-444.01	-3,993.25
Check	2/6/2003		Wells Fargo Bank	X	-10.00	-4,003.25
Check	2/11/2003		Paychex	X	-17,587.83	-21,591.08
Check	2/12/2003	3063	Katherine L. Roberts	X	-392.00	-21,983.08
Check	2/12/2003	3062	Placentia Library Di...	X	-19.94	-22,003.02
Check	2/12/2003	3051	Joshua Robbins	X	-191.45	-22,194.47
Check	2/12/2003	3049	Beatrice V. Quintanar	X	-287.20	-22,481.67
Check	2/12/2003	3064	Nationwide Retirem...	X	-637.00	-23,118.67
Check	2/12/2003	3042	Darlene Mc Cartin	X	-80.79	-23,199.46
Check	2/12/2003	3040	Matthew G. Mallard	X	-40.40	-23,239.86
Check	2/12/2003	3038	Joyce G. Hampton	X	-319.37	-23,559.23
Check	2/12/2003	3037	Esther P. Guzman	X	-277.19	-23,836.42
Check	2/12/2003	3035	Joy Di Loreto	X	-264.74	-24,101.16
Check	2/12/2003	3033	Dorothy J. Cummings	X	-203.44	-24,304.60
Check	2/12/2003	3032	Victoria Campbell	X	-114.45	-24,419.05
Check	2/12/2003	3031	Louise Beebe	X	-107.72	-24,526.77
Check	2/12/2003		Paychex	X	-7,811.36	-32,338.13
Check	2/12/2003	3057	Edward Strysik	X	-305.20	-32,643.33
Check	2/20/2003		Wells Fargo Bank	X	-10.00	-32,653.33
Check	2/25/2003		Paychex	X	-17,669.37	-50,322.70
Check	2/26/2003		Paychex	X	-7,597.32	-57,920.02
Check	2/26/2003	3099	Nationwide Retirem...	X	-637.00	-58,557.02
Check	2/26/2003	3070	Esther P. Guzman	X	-255.65	-58,812.67
Check	2/26/2003	3071	Joyce G. Hampton	X	-319.37	-59,132.04
Check	2/26/2003	3097	Placentia Library Di...	X	-19.94	-59,151.98
Check	2/26/2003	3096	Orange County Aud...	X	-444.01	-59,595.99
Total Checks and Payments					-59,595.99	-59,595.99
Deposits and Credits - 2 Items						
Deposit	2/6/2003			X	28,648.14	28,648.14
Deposit	2/20/2003			X	28,648.14	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					-2,299.71	-2,299.71
Cleared Balance					-2,299.71	12,051.21

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**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 02/28/2003**

Agenda Item 14
Payroll Fund Checking-WF
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Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 9 items						
Check	1/29/2003	3009	Marlane Nebel		-51.39	-51.39
Check	2/12/2003	3046	Marlane Nebel		-41.11	-92.50
Check	2/26/2003	3082	Beatrice V. Quintanar		-287.20	-379.70
Check	2/26/2003	3084	Joshua Robbins		-143.87	-523.57
Check	2/26/2003	3086	Shawn Robison		-93.50	-617.07
Check	2/26/2003	3067	Dorothy J. Cummings		-152.59	-769.66
Check	2/26/2003	3098	Kathryn L. Roberts		-392.00	-1,161.66
Check	2/26/2003	3073	Matthew G. Mallard		-188.03	-1,349.69
Check	2/26/2003	3081	Barbara Phillips		-47.76	-1,397.45
Total Checks and Payments					-1,397.45	-1,397.45
Total Uncleared Transactions					-1,397.45	-1,397.45
Register Balance as of 02/28/2003					-3,697.16	10,653.76
New Transactions						
Checks and Payments - 11 Items						
Check	3/11/2003		Paychex		-17,137.48	-17,137.48
Check	3/12/2003	3130	Nationwide Retirem...		-918.82	-18,056.30
Check	3/12/2003	3129	Kathryn L. Roberts		-392.00	-18,448.30
Check	3/12/2003	3128	Placentia Library Di...		-19.94	-18,468.24
Check	3/12/2003	3127	Orange County Aud...		-444.01	-18,912.25
Check	3/12/2003	3116	Shawn Robison		-112.21	-19,024.46
Check	3/12/2003	3114	Joshua Robbins		-96.19	-19,120.65
Check	3/12/2003	3112	Beatrice V. Quintanar		-287.20	-19,407.85
Check	3/12/2003	3104	Joyce G. Hampton		-319.37	-19,727.22
Check	3/12/2003	3103	Esther P. Guzman		-255.65	-19,982.87
Check	3/12/2003		Paychex		-7,778.35	-27,761.22
Total Checks and Payments					-27,761.22	-27,761.22
Deposits and Credits - 1 item						
Deposit	3/6/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					886.92	886.92
Ending Balance					-2,810.24	11,540.68

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**Placentia Library District
Reconciliation Detail
387-0070269, Period Ending 02/27/2003**

Agenda Item 14
Payroll CD 387-0070269
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-11.98	-11.98
Deposit	1/27/2003			X	-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	11.98	11.98
Deposit	1/27/2003			X	0.89	12.87
Total Deposits and Credits					12.87	12.87
Total Cleared Transactions					-5,000.00	-5,000.00
Cleared Balance					-5,000.00	0.00
Register Balance as of 02/27/2003					-5,000.00	0.00
Ending Balance					-5,000.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070269, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070269
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-11.59	-11.59
Deposit	11/25/2002			X	-11.98	-23.57
Deposit	12/23/2002			X	-11.58	-35.15
Total Checks and Payments					-35.15	-35.15
Deposits and Credits - 3 Items						
Deposit	10/22/2002			X	11.59	11.59
Deposit	11/22/2002			X	11.98	23.57
Deposit	12/22/2002			X	11.58	35.15
Total Deposits and Credits					35.15	35.15
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	5,000.00
Register Balance as of 12/31/2002					0.00	5,000.00
New Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003				-11.98	-11.98
Deposit	1/27/2003				-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 Items						
Deposit	1/22/2003				11.98	11.98
Deposit	1/27/2003				0.89	12.87
Total Deposits and Credits					12.87	12.87
Total New Transactions					-5,000.00	-5,000.00
Ending Balance					-5,000.00	0.00

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Placentia Library District
Reconciliation Detail
387-0070277, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070277
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003			X	-5.99	-5.99
Deposit	1/27/2003			X	-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 Items						
Deposit	1/22/2003			X	5.99	5.99
Deposit	1/27/2003			X	0.44	6.43
Total Deposits and Credits					6.43	6.43
Total Cleared Transactions					-2,500.00	-2,500.00
Cleared Balance					-2,500.00	0.00
Register Balance as of 02/27/2003					-2,500.00	0.00
Ending Balance					-2,500.00	0.00

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**Placentia Library District
Reconciliation Detail**
387-0070277, Period Ending ~~10~~31/2002

Agenda Item 14
Payroll CD 387-0070277
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 3 Items						
Deposit	10/23/2002			X	-5.79	-5.79
Deposit	11/25/2002			X	-5.99	-11.78
Deposit	12/23/2002			X	-5.79	-17.57
Total Checks and Payments					-17.57	-17.57
Deposits and Credits - 3 Items						
Deposit	10/22/2002			X	5.79	5.79
Deposit	11/22/2002			X	5.99	11.78
Deposit	12/22/2002			X	5.79	17.57
Total Deposits and Credits					17.57	17.57
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	2,500.00
Register Balance as of ¹²10/31/2002					0.00	2,500.00
New Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003				-5.99	-5.99
Deposit	1/27/2003				-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 Items						
Deposit	1/22/2003				5.99	5.99
Deposit	1/27/2003				0.44	6.43
Total Deposits and Credits					6.43	6.43
Total New Transactions					-2,500.00	-2,500.00
Ending Balance					-2,500.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070285, Period Ending 02/27/2003**

Agenda Item 14
Payroll CD 387-0070285
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003			X	-5.99	-5.99
Deposit	1/27/2003			X	-2,500.44	-2,506.43
Total Checks and Payments					-2,506.43	-2,506.43
Deposits and Credits - 2 Items						
Deposit	1/22/2003			X	5.99	5.99
Deposit	1/27/2003			X	0.44	6.43
Total Deposits and Credits					6.43	6.43
Total Cleared Transactions					-2,500.00	-2,500.00
Cleared Balance					-2,500.00	0.00
Register Balance as of 02/27/2003					-2,500.00	0.00
Ending Balance					-2,500.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070285, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070285
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,500.00
Cleared Transactions						
Checks and Payments - 3 Items						
Deposit	10/23/2002			X	-5.79	-5.79
Deposit	11/25/2002			X	-5.99	-11.78
Deposit	12/23/2002			X	-5.79	-17.57
Total Checks and Payments					<u>-17.57</u>	<u>-17.57</u>
Deposits and Credits - 3 Items						
Deposit	10/22/2002			X	5.79	5.79
Deposit	11/22/2002			X	5.99	11.78
Deposit	12/22/2002			X	5.79	17.57
Total Deposits and Credits					<u>17.57</u>	<u>17.57</u>
Total Cleared Transactions					<u>0.00</u>	<u>0.00</u>
Cleared Balance					<u>0.00</u>	<u>2,500.00</u>
Register Balance as of 12/31/2002					0.00	2,500.00
New Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003				-5.99	-5.99
Deposit	1/27/2003				-2,500.44	-2,506.43
Total Checks and Payments					<u>-2,506.43</u>	<u>-2,506.43</u>
Deposits and Credits - 2 Items						
Deposit	1/22/2003				5.99	5.99
Deposit	1/27/2003				0.44	6.43
Total Deposits and Credits					<u>6.43</u>	<u>6.43</u>
Total New Transactions					<u>-2,500.00</u>	<u>-2,500.00</u>
Ending Balance					<u><u>-2,500.00</u></u>	<u><u>0.00</u></u>

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Placentia Library District
Reconciliation Detail
387-0070293, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003			X	-11.98	-11.98
Deposit	1/27/2003			X	-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003			X	11.98	11.98
Deposit	1/27/2003			X	0.89	12.87
Total Deposits and Credits					12.87	12.87
Total Cleared Transactions					-5,000.00	-5,000.00
Cleared Balance					-5,000.00	0.00
Register Balance as of 02/27/2003					-5,000.00	0.00
Ending Balance					-5,000.00	0.00

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**Placentia Library District
Reconciliation Detail
387-0070293, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070293
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-11.59	-11.59
Deposit	11/25/2002			X	-11.98	-23.57
Deposit	12/23/2002			X	-11.58	-35.15
Total Checks and Payments					-35.15	-35.15
Deposits and Credits - 3 Items						
Deposit	10/22/2002			X	11.59	11.59
Deposit	11/22/2002			X	11.98	23.57
Deposit	12/22/2002			X	11.58	35.15
Total Deposits and Credits					35.15	35.15
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	5,000.00
Register Balance as of 12/31/2002					0.00	5,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-11.98	-11.98
Deposit	1/27/2003				-5,000.89	-5,012.87
Total Checks and Payments					-5,012.87	-5,012.87
Deposits and Credits - 2 items						
Deposit	1/22/2003				11.98	11.98
Deposit	1/27/2003				0.89	12.87
Total Deposits and Credits					12.87	12.87
Total New Transactions					-5,000.00	-5,000.00
Ending Balance					-5,000.00	0.00

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3/14/03*

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Placentia Library District
Reconciliation Detail
387-0070301, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070301
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003			X	-23.95	-23.95
Deposit	1/27/2003			X	-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 Items						
Deposit	1/22/2003			X	23.95	23.95
Deposit	1/27/2003			X	1.79	25.74
Total Deposits and Credits					25.74	25.74
Total Cleared Transactions					-10,000.00	-10,000.00
Cleared Balance					-10,000.00	0.00
Register Balance as of 02/27/2003					-10,000.00	0.00
Ending Balance					-10,000.00	0.00

Don
3/14/03

2:49 PM
03/16/03

**Placentia Library District
Reconciliation Detail
387-0070301, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070301
Page 23 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-23.18	-23.18
Deposit	11/25/2002			X	-23.95	-47.13
Deposit	12/23/2002			X	-23.18	-70.31
Total Checks and Payments					-70.31	-70.31
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	23.18	23.18
Deposit	11/22/2002			X	23.95	47.13
Deposit	12/22/2002			X	23.18	70.31
Total Deposits and Credits					70.31	70.31
Total Cleared Transactions					0.00	0.00
Cleared Balance					0.00	10,000.00
Register Balance as of 12/31/2002					0.00	10,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-23.95	-23.95
Deposit	1/27/2003				-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 items						
Deposit	1/22/2003				23.95	23.95
Deposit	1/27/2003				1.79	25.74
Total Deposits and Credits					25.74	25.74
Total New Transactions					-10,000.00	-10,000.00
Ending Balance					-10,000.00	0.00

*2003
3/16/03*

3:03 PM
03/16/03

Placentia Library District
Reconciliation Detail
387-0070319, Period Ending 02/27/2003

Agenda Item 14
Payroll CD 387-0070319
Page 24 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 2 Items						
Deposit	1/22/2003			X	-23.95	-23.95
Deposit	1/27/2003			X	-10,001.79	-10,025.74
Total Checks and Payments					-10,025.74	-10,025.74
Deposits and Credits - 2 Items						
Deposit	1/22/2003			X	23.95	23.95
Deposit	1/27/2003			X	1.79	25.74
Total Deposits and Credits					25.74	25.74
Total Cleared Transactions					-10,000.00	-10,000.00
Cleared Balance					-10,000.00	0.00
Register Balance as of 02/27/2003					-10,000.00	0.00
Ending Balance					-10,000.00	0.00

EDW
3/16/03

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03/16/03

**Placentia Library District
Reconciliation Detail
387-0070319, Period Ending 12/31/2002**

Agenda Item 14
Payroll CD 387-0070319
Page 25 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,000.00
Cleared Transactions						
Checks and Payments - 3 items						
Deposit	10/23/2002			X	-23.18	-23.18
Deposit	11/25/2002			X	-23.95	-47.13
Deposit	12/23/2002			X	-23.18	-70.31
Total Checks and Payments					<u>-70.31</u>	<u>-70.31</u>
Deposits and Credits - 3 items						
Deposit	10/22/2002			X	23.18	23.18
Deposit	11/22/2002			X	23.95	47.13
Deposit	12/22/2002			X	23.18	70.31
Total Deposits and Credits					<u>70.31</u>	<u>70.31</u>
Total Cleared Transactions					<u>0.00</u>	<u>0.00</u>
Cleared Balance					<u>0.00</u>	<u>10,000.00</u>
Register Balance as of 12/31/2002					0.00	10,000.00
New Transactions						
Checks and Payments - 2 items						
Deposit	1/22/2003				-23.95	-23.95
Deposit	1/27/2003				-10,001.79	-10,025.74
Total Checks and Payments					<u>-10,025.74</u>	<u>-10,025.74</u>
Deposits and Credits - 2 items						
Deposit	1/22/2003				23.95	23.95
Deposit	1/27/2003				1.79	25.74
Total Deposits and Credits					<u>25.74</u>	<u>25.74</u>
Total New Transactions					<u>-10,000.00</u>	<u>-10,000.00</u>
Ending Balance					<u><u>-10,000.00</u></u>	<u><u>0.00</u></u>

*2-27-03
3/16/03*

2:34 PM
03/16/03

**Placentia Library District
Reconciliation Detail
Payroll Savings (Int CDs), Period Ending 12/31/2002**

Agenda Item 14
Payroll Savings (Int CDs)
Page 26 of 26

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,467.26
Cleared Transactions						
Checks and Payments - 1 Item						
Check	10/7/2002		Wells Fargo Bank	X	-7,000.00	-7,000.00
Total Checks and Payments					-7,000.00	-7,000.00
Deposits and Credits - 6 items						
Deposit	10/23/2002			X	81.12	81.12
Deposit	10/31/2002			X	1.18	82.30
Deposit	11/25/2002			X	83.84	166.14
Deposit	11/30/2002			X	0.26	166.40
Deposit	12/23/2002			X	81.10	247.50
Deposit	12/31/2002			X	0.28	247.78
Total Deposits and Credits					247.78	247.78
Total Cleared Transactions					-6,752.22	-6,752.22
Cleared Balance					-6,752.22	715.04
Register Balance as of 12/31/2002					-6,752.22	715.04
New Transactions						
Checks and Payments - 1 Item						
Check	1/27/2003	7484...	Placentia Library Di...		-35,805.38	-35,805.38
Total Checks and Payments					-35,805.38	-35,805.38
Deposits and Credits - 4 Items						
Deposit	1/22/2003				83.84	83.84
Deposit	1/23/2003				83.84	167.68
Deposit	1/27/2003				0.26	167.94
Deposit	1/27/2003				35,006.24	35,174.18
Total Deposits and Credits					35,174.18	35,174.18
Total New Transactions					-631.20	-631.20
Ending Balance					-7,383.42	83.84

*2003
3/16/03*

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF FEBRUARY 2003
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	4,930.81	377	343	2,146.66	106	102	7,076.87	483	445	1,642.17	78	78	8,719.04	561	523
Adult Circulating Non-Fiction	6,550.29	350	343	2,350.69	100	86	8,900.98	450	429	3,066.58	154	153	11,967.56	604	582
Adult Reference	10,652.60	116	51	332.95	3	3	10,985.55	119	54	1,175.90	44	39	12,161.45	163	93
Adult Print Collections	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Collections	21,366.50	3	3	0.00	0	0	21,366.50	3	3	0.00	0	0	21,366.50	3	3
Total Adult Non-Fiction	39,250.39	530	458	2,683.64	103	89	41,934.03	633	547	4,242.48	198	192	46,176.51	831	739
TOTAL ADULT PRINT MATERIALS	44,181.20	907	907	4,829.70	209	191	49,010.90	1,116	992	5,884.65	276	270	54,895.55	1,392	1,262
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	4,580.85	68	68	0.00	0	0	4,580.85	68	68	14.95	1	1	4,595.80	69	69
Total Adult Audio	4,580.85	68	68	0.00	0	0	4,580.85	68	68	159.95	11	11	4,740.80	79	79
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	4,580.85	68	68	0.00	0	0	4,580.85	68	68	159.95	11	11	4,740.80	79	79
TOTAL ADULT MATERIALS	48,762.05	975	975	4,829.70	209	191	53,591.75	1,184	1,060	6,044.60	287	281	59,636.35	1,471	1,341
Juvenile Fiction	5,641.56	432	405	5,476.17	387	310	11,117.73	819	715	371.31	40	40	11,489.04	859	755
Juvenile Circulating Non-Fiction	8,835.79	529	514	894.46	60	60	9,730.25	589	574	206.70	17	17	9,936.95	606	591
Juvenile Reference	1,466.04	11	7	0.00	0	0	1,466.04	11	7	7.00	1	1	1,473.04	12	8
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	10,601.83	541	522	894.46	60	60	11,496.29	601	582	213.70	18	18	11,709.99	619	600
TOTAL JUVENILE PRINT MATERIALS	16,243.39	973	927	6,370.63	447	370	22,614.02	1,420	1,297	585.01	58	58	23,199.03	1,478	1,355
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	3,223.86	112	112	5,360.38	128	128	8,584.24	240	240	0.00	0	0	8,584.24	240	240
Total Juvenile Audio	3,223.86	112	112	5,360.38	128	128	8,584.24	240	240	0.00	0	0	8,584.24	240	240
Juvenile Video Educational	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	3,561.84	120	120	5,360.38	128	128	8,922.22	248	248	0.00	0	0	8,922.22	248	248
TOTAL JUVENILE MATERIALS	19,805.23	1093	1047	11,731.01	575	498	31,536.24	1,668	1,545	585.01	58	58	32,121.25	1,726	1,603
Total Fiction	10,572.37	809	748	7,622.23	493	412	18,194.60	1,302	1,160	2,013.48	118	118	20,208.08	1,420	1,278
Total Non-Fiction	49,852.22	1,071	980	3,578.10	163	149	53,430.32	1,234	1,129	4,456.18	216	210	57,886.50	1,450	1,339
Total Audio	7,804.71	180	180	5,360.38	128	128	13,165.09	308	308	159.95	11	11	13,325.04	319	319
Total Video	337.98	8	8	0.00	0	0	337.98	8	8	0.00	0	0	337.98	8	8
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	68,567.28	2,068	1,916	16,560.71	784	689	83,127.99	2,852	2,605	6,629.61	345	339	91,757.60	3,197	2,944

ACQUISITIONS REPORT FOR THE MONTH OF FEBRUARY 2003
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,994.10	137	0.00	0	1,994.10	137	133.95	6	2,128.05	143
Adult Circulating Non-Fiction	2,680.25	158	0.00	0	2,680.25	158	236.10	14	2,916.35	172
Adult Reference	488.97	4	0.00	0	488.97	4	10.00	1	498.97	5
Adult Print Contributions	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Contributions	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	3,169.22	162	0.00	0	3,169.22	162	246.10	15	3,415.32	177
TOTAL ADULT PRINT MATERIALS	5,163.32	299	0.00	0	5,163.32	299	380.05	21	5,543.37	320
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
Total Adult Audio	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,041.06	17	0.00	0	1,041.06	17	0.00	0	1,041.06	17
TOTAL ADULT MATERIALS	6,204.38	316	0.00	0	6,204.38	316	380.05	21	6,584.43	337
Juvenile Fiction	427.43	28	0.00	0	427.43	28	35.95	5	463.38	33
Juvenile Circulating Non-Fiction	5,139.27	217	0.00	0	5,139.27	217	71.90	3	5,211.17	220
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	1	0.00	1
Juvenile Print Contributions	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Contributions	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	5,139.27	217	0.00	0	5,139.27	217	78.90	4	5,218.17	221
TOTAL JUVENILE PRINT MATERIALS	5,566.70	245	0.00	0	5,566.70	245	114.85	9	5,681.55	254
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	386.97	28	0.00	0	386.97	28	0.00	0	386.97	28
Total Juvenile Audio	386.97	28	0.00	0	386.97	28	0.00	0	386.97	28
Juvenile Video Educational	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	724.95	36	0.00	0	724.95	36	0.00	0	724.95	36
TOTAL JUVENILE MATERIALS	6,291.65	281	0.00	0	6,291.65	281	114.85	9	6,406.50	290
Total Fiction	2,421.53	165	0.00	0	2,421.53	165	169.90	11	2,591.43	176
Total Non-Fiction	8,308.49	379	0.00	0	8,308.49	379	325.00	19	8,633.49	398
Total Audio	1,428.03	45	0.00	0	1,428.03	45	0.00	0	1,428.03	45
Total Video	337.98	8	0.00	0	337.98	8	0.00	0	337.98	8
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	12,496.03	597	0.00	0	12,496.03	597	494.90	30	12,990.93	627

OUTSTANDING ORDERS AS OF FEBRUARY 28, 2003

General Fund Amount	\$16,977.36
Adopt-A-Book Amount	\$3,332.01
TOTAL Amount	\$20,309.37

*Summary of Current Status of Unique Management Accounts
March 24, 2003*

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	7	467	5	354.79	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	85	3647	39	2941.52	0

Please be advised that during the month of February 1 check was returned to the Library NSF for Passport Services. I was unable to collect from the patron so the check has been referred to UMC for collection. The face value of the check was \$30.00, however in accordance with the law, UMC will attempt to collect three times the value of the check or \$100.00, whichever is greater.

UNIQUE MANAGEMENT SERVICES, INC.

DATE: 01/02/2003 5:10 PM TC

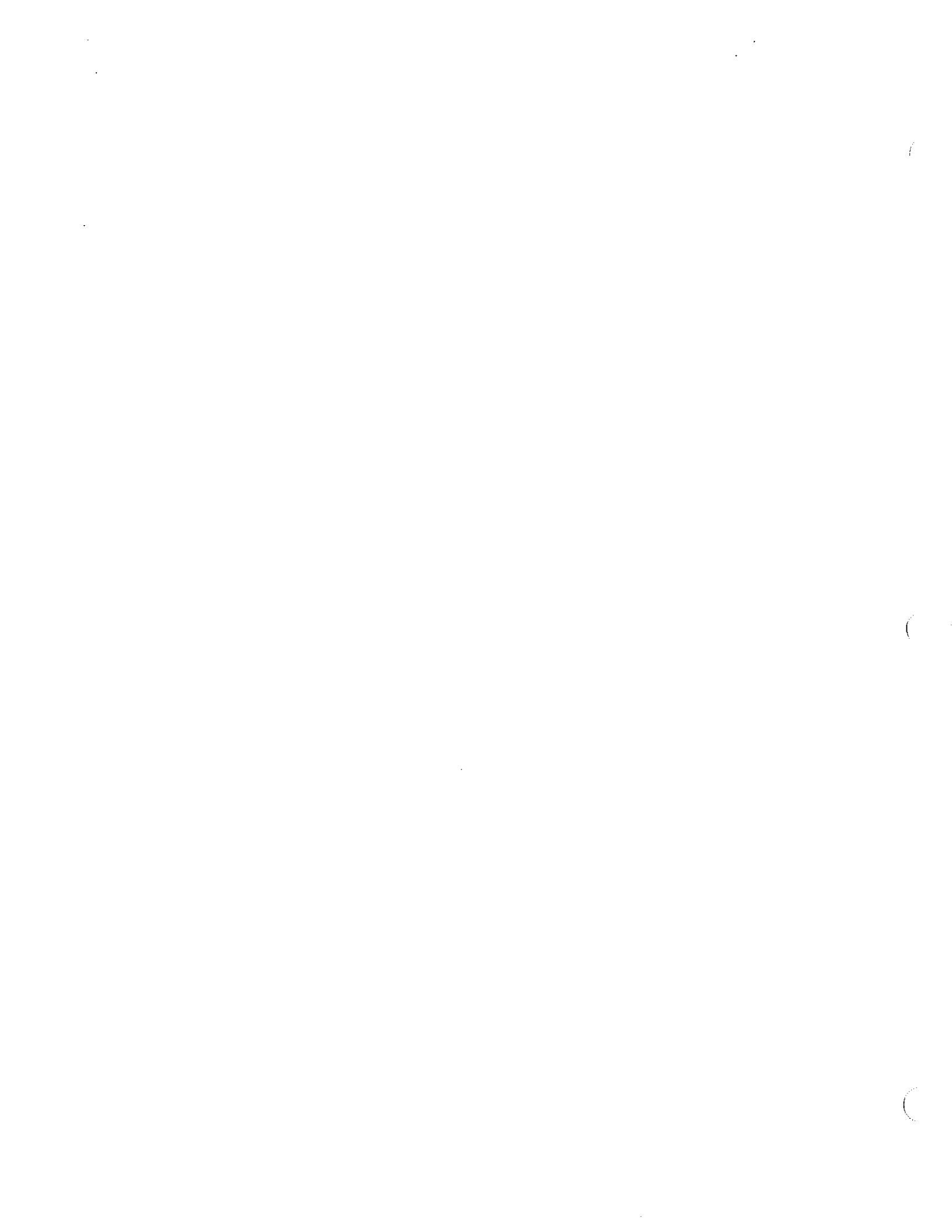
SUMMARY STATUS REPORT

PAGE: 121

MS JULIE SHOOK
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 - PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 02/28/2003

Accounts Submitted	:	746	Dollars Submitted	:	68,204.64	Dollars Received	:	20,416.45
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,152.77
Correct Addresses	:	97	Dollars in Skips	:	6,265.04	Dollars Waived	:	2,514.53
Collection Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	44,645.26
Accounts in Process	:	647	Dollars in Process	:	59,973.31	% of Dollars Activated	:	74.44%
# of Accounts Activated	:	467						
% of Accounts Activated	:	72.18%						



TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director *Edm*

DATE: March 24, 2003

SUBJECT: GIFT REPORT

The following gifts were received from February 1, 2003 through February 28, 2003.

ADOPT A BOOK DONATIONS

Jo Ann Nelson Victoria Allen Weselich
Bill & Terry Backes

TOTAL ADOPT A BOOK DONATIONS: \$225.00

BOOK ENDOWMENT FUND

Joe & Peggy Hammer Cynthia L. Carver-Svezia

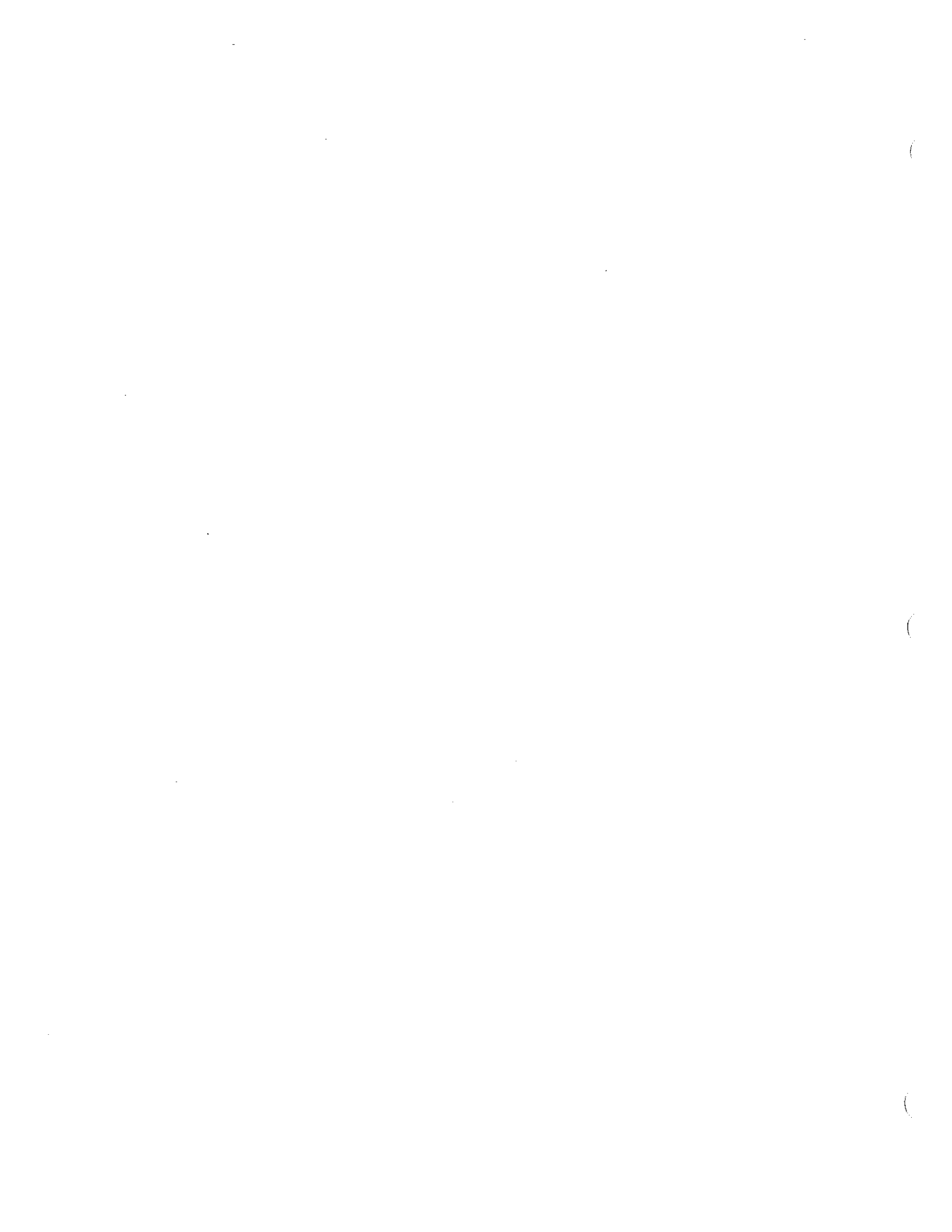
TOTAL BOOK ENDOWMENT FUND \$275.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$500.00

Prepared By: Donna Siloti



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Building Maintenance Report for February 2003
DATE: March 24, 2003

HVAC: Routine maintenance. No service calls in February.

Plumbing: No service calls in February.

Electrical: No service calls in February.

Exterminator: No service calls in February.

General Contractor: Installed Partitions in Men's and Women's Public Restrooms.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for February 2003
DATE: March 24, 2003

RESIGNATIONS:

None in February

APPOINTMENTS:

Darlene McCartin, Substitute Librarian, 2/02/03

Victoria Campbell, Substitute Librarian, 2/03/03

Shawn Robison, Page, 2/11/03

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of February 2003 *JR*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 February	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	16.00	75.00	Sep-95	7,010.50
Backes, Theresa	13.00	40.25	6/98	320.50
Bart, Lillian	14.00	78.00	May-01	230.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	6.25	42.75	Apr-01	124.25
Botha, Jill	1.50	17.50	Nov-01	33.50
Clugston, Patricia	11.25	74.75	6/98	404.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	33.50	152.75	8/98	734.50
Fioroni, Pete	6.00	11.25	3/97	248.25
Fitzgerald, Joan	12.00	76.25	10/93	2,096.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	14.00	62.25	2/96	255.00
Haagan, John	1.50	39.75	Jan-00	58.25
Hemmerling, Barbara	11.25	85.25	9/95	587.50
Horrocks, Marjorie	6.00	31.50	10/95	248.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	50.00	345.50	2/96	2,648.50
Jertberg, Pat	27.00	146.00	4/98	841.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	7.50	8.50	Jan. 03	8.50
Lord, Audrey	21.00	118.50	Jul-00	336.75
Mehta, Neela	17.50	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	22.00	82.00	10/95	1,172.25
Olson, Bob	2.00	30.00	9/95	438.00
Pence, Thomas	6.00	33.00	1/99	253.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Rankin, Eleanore	51.00	212.50	May-02	212.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	16.00	59.00	Oct-00	192.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	11.00	48.00	Aug-02	48.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	12.00	196.00	4/98	364.00
Shaw, Dixie	1.00	7.50	5/94	204.00
Stoller, Frances	6.00	24.00	May-96	130.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	14.25	77.00	1/96	868.75
TOTAL	410.50	2,385.25		22,220.90

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY02/03			FY02/03	
	February	YTD		February	YTD
Acosta, Anthony	0	26.75	Lee, James	1.25	3
Bajit, Ricky	5	5	Lee, Jaclyn	9.25	25
Born, Ashley	0.00	15.50	Marquez, Jesse	3	3
Chisholm, Kaitlan	0.00	4.50	Maru, Vik	2.00	10.00
Javier, Dana	2.00	22.00	Maru, Sid	1.00	17.25
Gallagher, Kenni	0.75	0.75	Meza, Jack	0.00	24.75
Garcia, Nick	29.50	29.50	Montes, Juan	0.00	40.25
Ghanavatian, Sinbad	6.00	6.00	Nguyen, Don	9.00	25.75
Guiletti, Alex	2.25	22.75	Pandya, Gopi	10.00	24.50
Haag, Elisha	0.00	0.00	Shah, Soham	0.00	4.25
Haag, Jennifer	0.00	12.75	Shah, Sweny	2.25	56.50
Haag, Katie	0.00	0.00	Stanford, Amy	0.75	1.75
Haag, Stephanie	0.00	12.25	Stapleton, Jeremy	0.00	32.00
Hill, Joseph	5.00	5.00	Ukes, Kyle	0.00	2.00
Ho, Evelyn	9.25	9.25	Victores, Ryan	0.00	19.25
Humphries, Caitlin	0.75	0.75	Ward, Alan	0.00	1.00
Laehnemann, David	1.00	28.25			

TOTAL	February	YTD	TOTAL	February	YTD
	56.50	153.75		25.00	312.25
TOTAL Library Volunteer Hours		492.00			
TOTAL Literacy Volunteer Hours		534.00			
TOTAL VOLUNTEERS HOURS		1,026.00			

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		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3	388.25	685.50	550.00	510
December	205.25	203.5	260	564.00	586.00	504
January	387.25	356.5	425	797.00	586.00	504
February	376.75	359.75	492	617.00	600.00	534
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	589.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 February	FY02/03 YTD	Cumulative		FY02/03 February	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	48.00	270.00	Nguyen, Kelly	-	6.00	42.00
Anderson, Susan	6.00	48.00	244.00	Norwood, Sophie	-	6.00	36.00
Bayne, Linda	6.00	48.00	106.00	Nozot, Helena	-	6.00	60.00
Belsher, Kristin	6.00	42.00	252.00	Oropeza, Mikela	6.00	48.00	78.00
Bereiter, Gretchen	6.00	48.00	290.00	Pandya, Prema	-	6.00	38.00
Boikovatz, Alta	6.00	48.00	305.00	Patel, Deepa	6.00	48.00	153.00
Brackett, Jim	6.00	48.00	57.00	Patterson, John	-	3.00	3.00
Braun, Geoff	6.00	45.00	45.00	Pelto, Ernest	6.00	48.00	86.00
Casias, Michelle	-	6.00	24.00	Precht, Jeanette	6.00	45.00	45.00
Chen, April	6.00	48.00	61.00	Purcell, Lisa	6.00	42.00	54.00
Choi, Jason	-	12.00	48.00	Pydeski, Linda	6.00	42.00	72.00
Coffee, Nancy	6.00	48.00	307.00	Quintana, Michele	6.00	39.00	39.00
Colenso, Bill	6.00	42.00	178.00	Rahmari, Razi	6.00	42.00	54.00
Croom, Carolyn	-	6.00	290.00	Record, Ben	6.00	36.00	90.00
Curtis, Daniel	12.00	84.00	138.00	Risso, Edith	-	-	240.00
Duffie, Pat	12.00	96.00	446.00	Rodriguez, Carmen	-	-	166.00
Fakoufar, Reihaneh	6.00	45.00	45.00	Roth, Howard	-	-	180.00
Fay, Sonia	-	12.00	50.00	Rutnurati, Naydin	12.00	36.00	50.00
Fitsimons-Diaz, Chelsea	-	27.00	27.00	Sanchez, Margo	-	-	230.00
Garry, Kenneth	6.00	48.00	63.00	Schaal, Linda	6.00	51.00	51.00
Gast, Polly	12.00	96.00	1,625.00	Schultheis, William	-	6.00	42.00
Gasper, Chris	6.00	48.00	58.00	Serafica, Christina	-	6.00	30.00
Gonzalez, Polize Felipe	6.00	48.00	78.00	Shah, Sweny	12.00	48.00	52.00
Gonzalez, Natasha	6.00	45.00	45.00	Shah, Sheadeha	6.00	48.00	48.00
Goodman, Dale	30.00	240.00	3,313.00	Shepherd, Kathy	6.00	48.00	179.00
Graves, David	6.00	48.00	223.00	Singer, Stephanie	6.00	48.00	78.00
Hatch, Bill	6.00	45.00	45.00	Skimizu, Ken	6.00	48.00	265.00
Healey, Kathleen	6.00	48.00	206.00	Soto, Nina	6.00	45.00	45.00
Heer, Kim	6.00	48.00	193.00	Springston, Madlyn	-	6.00	66.00
Hernandez, Rosy	-	-	340.00	Stalnaker, Linda	-	-	281.00
Ho, Irene	-	6.00	36.00	Stichter, Julie	-	-	130.00
Homrighausen, Scott	6.00	48.00	78.00	Teeter, Robert	6.00	36.00	36.00
Humple, Phyllis	6.00	48.00	108.00	Thafer, Dave	12.00	48.00	52.00
Hugar, Jessica	6.00	45.00	45.00	Tran, Chi	-	6.00	9.00
Hutton, Katherine (Kate)	6.00	48	204.00	Troumby, Pamela	6.00	48.00	72.00
Jiminez, Daisy	6.00	48.00	69.00	Truong, Christine	6.00	45.00	45.00
Keller, Christina	-	-	201.00	Truong, Will	6.00	45.00	45.00
Kightlinger, Dana	6.00	48.00	69.00	Truong, Richard	-	6.00	52.00
Kelly, Jerry	6.00	48.00	57.00	Truong, Steven	-	6.00	52.00
Knank, Sam	6.00	48.00	51.00	Turczyasfyi, Stephan	-	3.00	18.00
Knudson, Chip	6.00	48.00	63.00	Van Zee, Karin	-	-	180.00
Lada, Stephan	6.00	48.00	78.00	Vester, Ricki	-	48.00	84.00
Lasker, Marilyn	6.00	48.00	145.00	Villarreal, Tanya	6.00	50.00	82.00
Larson, Li	-	6.00	134.00	Vu, Elizabeth	6.00	48.00	78.00
Leslie, Sandra	6.00	48.00	206.00	Vukovick, Kathy	6.00	48.00	120.00
Livezey, June	12.00	90.00	134.00	Walters, Catherine	-	6.00	36.00
Malkowicz, Edward	12.00	96.00	124.00	Wang, Sue	12.00	84.00	93.00
Martinez, Diane	-	6.00	30.00	Westfall, Carolyn	-	-	180.00
Martlaro, Diane	24.00	192.00	384.00	Wiegman, Karin	-	-	188.00
Medland, Karen	6.00	48.00	122.00	Yang, Yale	-	6.00	18.00
Meza, Jack	-	-	116.00	Yom, Gina	6.00	154.00	154.00
Mohr, Kelsey	6.00	46.00	51.00	Zamora, Mary	-	42.00	42.00
Morales, Gabriela	-	30.00	58.00				
Morrissey, Jean-Marie	6.00	48.00	51.00				
Moyer, Disa	-	-	170.00				
Murray, Snell	6.00	42.00	42.00				
Murray, Edward	6.00	52.00	206.00				
Naples, David	-	6.00	6.00				
Narcisco, Dennis	12.00	97.00	380.00				
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Total	348.00	2,853.00	12,790.00	Total	186.00	1,536.00	4,619.00

Placentia Library District
Circulation Report
March 24, 2003

Agenda Item 21

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 February	FY01-02 February
1st Time Checkouts	94,910	95,950	-1.08%	11,036	11,820
Phone Renewals	11,962	13,095	-8.65%	1,587	1,621
In-Building Renewals	2,471	3,570	-30.78%	330	566
Total Renewals	14,433	16,665	-13.39%	1,917	2,187
TOTAL CHECKOUTS	109,343	112,615	-2.91%	12,953	14,007
On-Time Checkins	87,396	88,298	-1.02%	11,533	10,442
Late Checkins	8,456	19,235	-56.04%	983	2,548
TOTAL CHECKINS	95,852	107,533	-10.86%	12,516	12,990
Holdings Placed	3,029	2,154	40.62%	285	269
Holdings Cancelled	363	427	-14.99%	34	47
Holdings Filled	2,603	2,081	25.08%	262	251
Holdings Expired	77	19	305.26%	11	1
Patrons Registered	2,368	2,430	-2.55%	374	322
Titles Added	5,275	7,039	-25.06%	782	822
Volumes Added	7,068	10,536	-32.92%	1,042	1,357
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	44,977	46,553	-3.39%	6,852	5,273
Juvenile Print	55,152	53,153	3.76%	7,521	7,153
Total Print	100,129	99,706	0.42%	14,373	12,426
Audio	5,749	4,948	16.19%	435	640
Visual	7,051	7,920	-10.97%	859	939
Equipment	0	0	0.00%	0	0
Total Audio Visual	8,345	12,868	-35.15%	1,294	1,579
TOTAL CIRCULATION	108,474	112,574	-3.64%	15,667	14,005
Placentia Circulation	52,758	67,632	-21.99%	7,910	8,526
%Placentia Circulation	48.64%	60.08%	-19.05%	50.49%	60.88%
Anaheim/Yorba Linda Circulation	22,049	20,399	8.09%	2,302	2,820
%Anaheim/Yorba Linda Circulation	20%	18.12%	12.18%	15%	20.14%
TYPES OF ACTIVE BORROWERS					
Adult	51,463	72,541	-18.98%	8,572	9,159
Young Adult	2,232	2,755	-18.98%	298	417
Juvenile	18,353	24,147	-23.99%	2,957	3,099
New Borrower	4,963	9,453	-47.50%	916	1,152
Non Resident	4,132	0		0	0
Other (staff)	865	0		193	0
TOTAL ACTIVE BORROWERS	82,008	108,896	-24.69%	12,936	13,827
TOTAL REGISTERED BORROWERS	26,138	17,851	46.42%	16,581	17,673
ATTENDANCE	226,821	219,261	3.45%	33,451	30,152
Adult Reference-In Building	5,188	8,821	-41.19%	869	1,051
Adult Reference-Telephone	814	1,667	-51.17%	146	248
Children's Reference-In Building	4,469	5,594	-20.11%	589	708
Children's Reference-Telephone	1,005	232	333.19%	31	49
Total Adult Reference	6,743	10,488	-35.71%	1,015	1,299
Total Children's Reference	3,529	5,826	-39.43%	620	757
Total in Building Reference	8,406	14,415	-41.69%	1,458	1,759
Total Telephone Reference	1,909	1,899	0.53%	177	297
TOTAL REFERENCE	10,225	16,314	-37.32%	1,635	2,056



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		16,362.85	12,341.79	6,080.41	860.00	0.00	59.60	35,704.65
AVG		4,090.71	1,371.31	675.60	95.56		6.62	3,967.18

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FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01	1,000.58	294.00	6.46	1,301.04	650.52
May-01	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02	1,297.62	129.00	0.00	1,426.62	713.31
Jun-02	1,127.26	174.00	2.48	1,303.74	651.87
TOTAL	8,257.04	1,443.00	22.35	9,722.39	4,861.20
AVG	688.09	120.25	1.86	810.20	405.10

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03				0.00	0.00
May-03				0.00	0.00
Jun-03				0.00	0.00
TOTAL	10,592.38	1,566.00	2.48	12,160.86	6,080.43
AVG	1,176.93	174.00	0.28	1,351.21	675.60

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01	232.62	249.68	59.18	0.00	435.36	976.84
Feb-01	310.16	249.68	59.18	0.00	435.36	1,054.38
Mar-01	282.16	283.40	59.86	0.00	809.70	1,435.12
Apr-01	282.16	226.72	59.86	0.00	431.84	1,000.58
May-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00	431.84	1,000.58
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Jun-02	382.24	234.40	63.58	0.00	447.04	1,127.26
TOTAL	2,445.98	1,850.24	433.90	0.00	3,526.92	8,257.04
AVG	203.83	154.19	36.16	0.00	293.91	688.09

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03						0.00
May-03						0.00
Jun-03						0.00
TOTAL	3,440.16	2,109.60	572.22	0.00	4,470.40	10,592.38
AVG	382.24	234.40	63.58	0.00	496.71	1,176.93

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-01	8.00	8.00	2.00	0.00	16.00	34.00
Aug-01	8.00	8.00	2.00	0.00	16.00	34.00
Sep-01	10.00	10.00	2.00	0.00	20.00	42.00
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	8.00	10.00	2.00	0.00	20.00	40.00
Apr-02	8.00	10.00	2.00	0.00	20.00	40.00
May-02	8.00	10.00	2.00	0.00	20.00	40.00
Jun-02	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	58.00	64.00	14.00	0.00	128.00	264.00
AVG	4.83	5.33	1.17	0.00	10.67	22.00

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03						0.00
May-03						0.00
Jun-03						0.00
TOTAL	72.00	72.00	18.00	0.00	160.00	322.00
AVG	8.00	8.00	2.00	0.00	17.78	35.78

