

3. Minutes of the August 28, 2002 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 Director and Library Trustees. (Approve)

Claims 4306, 4307, 4308, 4310 and 4311 forwarded by Library Director for a subtotal of \$4,945.86; Claim 4309 forwarded by the Trustees for \$35,900.00; with a combined total \$40,845.86 for this report period.

11. Current Claims and Payroll (Approve)

Claims 4312 and 4313 for a subtotal for Claims of \$2,828.97; and Payrolls 4314 for \$27,735.00 and 4315 for \$27,735.00 for a subtotal for Payrolls of \$55,470.00; with a combined total of Claims and Payroll of \$58,298.97.

12. FY2002-2003 Cash Flow Analysis through September 18, 2002 and recommendation no funds be transferred at this time. (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 August 2002 (Receive & File)
14. Office General Ledger & Check Registers for August 2002 (Receive & File)
15. Acquisitions Report for August 2002 (Receive & File)
16. Collection Agency Report for August 2002 (Receive & File)
17. Gifts Report for August 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 28)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 28 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 August 2002 (Receive & File)
19. Personnel Report for August 2002 (Receive, File, and Ratify Appointments)
20. Volunteer Report for August 2002 (Receive & File)

21. Circulation Report for August 2002 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Defer action until October Library Board Meeting)
23. Legislative Alerts from 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. [This Agenda Item is not in use]
26. Statement of Intent to Apply and Certification of Eligibility and Funding for the Fiscal Year 2002-2003 California Library Literacy Services Matching Funds Grant as submitted to the State Library of California on September 3, 2002. (Receive & File)
27. Library of California Board Actions, August 14-15, 2002. (Receive & File)
28. Biennial Review of the Placentia Library District Conflict of Interest Code and authorize the Library Director to file a report of no amendments. (Receive & File and Authorize Library Director to File Response)

CONTINUING BUSINESS

29. 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

NEW BUSINESS

30. Recommendation to eliminate the Debit Card System Reimbursement Report from the monthly Library Board packets and to expense the items to the District's General Fund.

Presentation: Library Director

Recommendation: Eliminate the Debit Card System Reimbursement Report from the monthly Library Board packet; and

Pay future photocopier and debit card system maintenance costs from the General Fund Equipment Maintenance Account (1300-00); and

Pay future photocopier and debit card system equipment costs from the General Fund Equipment Account (4000-00); and

Deposit future debit card revenue to the General Fund Local Revenue Account (7670-00); and

Reimburse the Literacy Savings account with \$7,700.00 from the General Fund Equipment Purchase Account (4000-00).

31. Change the date of October Library Board Meeting. The Library Director is requesting that the October Library Board Meeting be held on Wednesday, October 16, 2002 at 6:30 P.M. This would have been the date before the schedule was changed.

Presentation: Library Director
Recommendation: Set the October Library Board Meeting for Wednesday, October 16, 2002 at 6:30 P.M.

32. Selection of representative to the Special District Workers' Compensation Authority effective December 3, 2002.

Presentation: Library Director
Recommendation: Select the representative effective December 3, 2002

33. Determine who will attend the Chamber of Commerce State of the City Breakfast at Alta Vista Country Club on September 26, 2002.

Presentation: Library Director
Recommendation: Determine who will be seated at the Library's table at the State of the City Breakfast

34. Authorization to apply for a Cal Card account

Presentation: Library Director
Recommendation: Authorize the Library Director to apply for a Cal Card for Placentia Library District

STAFF REPORTS (Items 35 - 40)

Items 35 – 40 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.

35. Program Committee Report for August 2002 (Roberts)
36. Children's Services Report for August 2002 (Smith)
37. Placentia Library Literacy Services Report for August 2002 (Roberts)
38. Placentia Library Web Site Report for August 2002 (Roberts)
39. Publicity Materials Produced in August 2002. (Rakos)
40. Safety Committee Minutes for August 2002 (Matas)

ADJOURNMENT

41. Agenda Preparation for the October Regular Meeting, which will be held on Wednesday, October 16 or 23, 2002 at 6:30 P.M.

42. Review of Action Items.

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

43. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the September 18, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, September 13, 2002.



Placentia Library Board Calendar

September 2002 - August 2003

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September

- 1 Library Closed for Monday Holiday
- 2 Library Closed for Labor Day
- 8 1:00 PM Friends Book Sale
- 9 7:00 PM Friends Board Meeting, Dinsmore
- 18 6:30 PM Library Board Meeting
- 24 CSDA Annual Conference, San Diego, through Sep 26
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 7 7:00 PM Friends Board Meeting, Shkoler
- 12 9:00 AM Heritage Parade
- 13 1:00 PM Friends Book Sale
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 1 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 4 7:00 PM Friends Board Meeting, Stark
- 11 Library Closed for Veterans Day
- 17 1:00 PM Friends Book Sale
- 20 6:30 PM Library Board Meeting
- 28 Library Closed for Thanksgiving

December

- 2 7:00 PM Friends Board Meeting, Braun
- 6 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 8 1:00 PM Friends Book Sale
- 18 6:30 PM Library Board Meeting

January

- 6 7:00 PM Friends Board Meeting, Wood
- 17 5:30 PM Chamber Mixer
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 ALA Midwinter Meeting, Philadelphia, through Jan 29
- 10:41 AM ALA Midwinter, Philadelphia, through January 29

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Placentia Library Board Calendar

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February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 7 7:00 PM Friends Board Meeting, Stark
- 23 6:30 PM Library Board Meeting

May

- 5 7:00 PM Friends Board Meeting, Braun
- 21 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
- 18 6:30 PM Library Board Meeting
- 19 10:40 AM American Library Association, Toronto, through June 25
- 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
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 20 6:30 PM Library Board Meeting

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 28, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on August 28, 2002 at 6:30 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Gaeten Wood and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager and Literacy Coordinator Jim Roberts and Interim Administrative Assistant Erin M. Fregeau

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

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

MINUTES

No Corrections were requested for the Minutes of August 1, 2002.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the August 1, 2002 Regular Meeting.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler announced that Trustee Stark did not file to be a candidate for the upcoming Trustee election. Since there are only two candidates, Al Shkoler and Betty Escobosa, the Trustee names will not appear on the ballot and the District will not need to pay the budgeted election expense.

TRUSTEE REPORTS

Trustee Stark updated the board regarding the merger of the Special District Workers' Compensation and Risk Management Authorities. The current board members are finalizing the bylaws which should be complete by October. Due to Stark's decision to leave the board,

another individual must be chosen to represent the District on the Authority's Board of Directors. The restrictions for this position require the individual to be either a Trustee, a member of the District's Administration, or a Consultant.

The combined Authority will consist of a board and sub-committees. These committees will be made up of members and outside authorities. Meeting dates have not yet been decided, but Trustee Stark assumes they will occur bimonthly.

Trustee Wood announced that the Orientation for the Foundation's new members went well.

**LIBRARY
DIRECTORS
REPORT**

Library Director Minter deferred her report to the financial issues.

**FRIENDS OF
PLACENTIA
LIBRARY**

No one was present to represent the Friends of the Placentia Library.

**HISTORY ROOM
COMMITTEE
REPORT**

No one was present to represent the Placentia Library Placentia History Room Committee.

CLAIMS

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 9 through 12.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4292, 4296, 4297, 4298, 4299 and 4300 for a total of \$19,840.20.

A total for all claims and payroll is \$19,840.20.

AYES: Braun, Dinsmore, Shkoler, Stark, 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 18.

Financial Reports for July 2002

Acquisitions Report for July 2002

Collection Agency Report for July 2002

Debit Card System Reimbursement Report for July 2002

Gifts Report for July 2002

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19 through 37

Building Maintenance Report for July 2002. (Receive & File)

Personnel Report for July 2002 (Receive, File & Ratify Appointments)

Volunteer Report for July 2002 (Receive & File)

Circulation Report for August 21, 2002 (Receive & File)

Status Report on the Two Percent Assessment Appeals Case dated August 28, 2002. (Receive & File)

State Budget Update dated August 16, 2002. (Receive and File)

Memo announcing the Quarterly meeting of Independent Special Districts of Orange County Thursday August 29, 2002, 11:30 A.M.

Report on Staff Appreciation Dinner held on Thursday, August 8, 2002, at 6:30 PM at the home of Sandra and Allan Stark (Receive and File)

CCLS Budget Report for FY 2001-2002.

California State Library Report of Families for Literacy covering FY 2001-2002.

California State Library ELLI Program Final Report Part 1: FY 2001 to 2002.

California Public Library Survey Conducted August 2002.

Letter from California State Library dated July 26, 2002, stating ELLI grant of \$85,200 for FY 2002 to 2003.

Final Payroll Information for FY 2001 to 2002.

Nomination letters for the position of Seat C of the California Special Districts Association, Region 6 Board.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is still no action taken on the State Budget. Minter stated that it looks as though there will be no Public Library Fund money for the book budget. The Interlibrary Loan reimbursement will not be eliminated but will be reduced. The California Library of California, formed two years ago, is likely to lose all of its funding in next year's budget.

The Literacy programs are at great risk. Families for Literacy is currently fully funded by the State Library. There will be a 2.7% cut across all literacy programs.

Library Director Minter reported that it may be October or November before a budget is finalized and published.

**PUBLIC HEARING
FOR THE FINES &
FEES POLICY**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file the Proof of Publication for the Notice of Public Hearing for the Proposed Fines and Fees Schedule for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.

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

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Stark, seconded by Secretary Braun to read Resolution 02-6 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt the Fines and Fees Schedule for FY 2002-2003 of Placentia Library District of Orange

County.

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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt Resolution 02-6 by roll call vote.

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

**PUBLIC HEARING
FOR THE FISCAL
YEAR 2002-2003
BUDGETS**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file the Proof of Publication for the Notice of Public Hearing for the Proposed Budgets for 2002-2003 Fiscal Year for the Placentia Library District, that was published in the *Placentia News Times* on August 15, 2002.

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

President Shkoler opened the public hearing for the Budgets. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Stark, seconded by Trustee Wood to read Resolution 02-7 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Fiscal Year 2002-2003 Budgets for the Placentia Library District of Orange County.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to adopt Resolution 02-7 by roll call vote.

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

CSDA ELECTION

It was moved by Trustee Dinsmore, seconded by Trustee Wood that the District's vote for the position of Seat C of the California Special Districts Association Board of Directors, representing Region 6 be cast by the Library Director for James "Ski" Wolniewicz.

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

**PERSONNEL
RECLASSIFICATION**

It was moved by Trustee Stark, seconded by Trustee Wood to reclassify the Circulation Supervisor position from Library Assistant to Librarian I effective July 23, 2002 and continuing for as long as Amnah Darwish is in this position.

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

**PAYROLL
ACCOUNT**

It was moved by Trustee Stark and seconded by Trustee Wood to establish a payroll checking account at wells Fargo Bank and to close the payroll checking account at Bank of America.

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

It was moved by Trustee Wood and seconded by Secretary Braun to withdraw the Payroll Savings Account funds at Bank of America and deposit them in the Payroll CD Savings Account at Cal Fed Bank.

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

**SINGLE SIGNATURE
AUTHORIZATION**

It was moved by Trustee Wood and seconded by Trustee Dinsmore change the single signature authorization for all bank accounts from \$150 to \$500 effective immediately.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Secretary Braun to approve travel to the Cal-Card Program and Accounting Overview in Sacramento for Elizabeth Minter on September 12, 2002, at a cost not to exceed \$292 to be paid from the General Fund.

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

It was moved by Trustee Stark and seconded by Trustee Wood to approve travel to the Annual Conference of the California Special Districts Association in San Diego from September 24 to 26, 2002 for Elizabeth Minter at a cost not to exceed \$885 to be paid from the General Fund.

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

It was moved by Secretary Braun and seconded by Trustee Wood to approve travel to the Guadalajara International Book Fair in Mexico from November 30 through December 6, 2002 for Cyrist Smith at a cost not to exceed \$880 to be paid from the General Fund, and Ann Margaret Webb at a cost not to exceed \$880 to be paid from the ELLI Grant.

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

STAFF REPORTS

It was moved by Secretary Braun, seconded Trustee Dinsmore by to approve Agenda Items 46-51.

Program Committee Report for July 2002.

Children's Services Report for August 21, 2002.

Placentia Library Literacy Services Report for August 7, 2002.

Placentia Library Web Site Report for August 28, 2002.
Publicity Materials produced for July 2002.

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

**AGENDA
PREPARATION**

The date of the October Library Board meeting will be included on the September Agenda.

**SEPTEMBER
MEETING**

The September Regular Library Board Meeting will be held on Wednesday, September 18, 2002 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 August 28, 2002 adjourned at 7:47 P.M.

Geoff Braun
Secretary
Library Board of Trustees

FRIENDS OF PLACENTIA LIBRARY
MINUTES – SEPTEMBER 9, 2002

President Eleanore Rankin called the meeting to order. She said that in the absence of our secretary who is on vacation, Jill Botha will take the minutes.

The following Directors responded to the Roll Call: Jill Botha, Ted Farkas, Camille Himes, Marge Horrocks, Pat Irot, Eleanore Rankin, Ginnie Sanatar, Renee Scott, and Frances Stoller. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Peggy Dinsmore the Trustees.

The Minutes of the June 3 Board Meeting were approved as read.

Financial Secretary, Ginny Sanatar reported deposits of \$551.50 for the month of July, and \$1631.80 for August. The July deposit does not reflect proceeds from the July Second Sunday Book Sale (\$165.75), and this deposit will be made in September.

Treasurer Camille Himes presented the financials to date. The reports were accepted for filing. No bills were presented.

PRESIDENT'S REPORT

Disneyland Community Service Award: Pat Irot and Ellie attended the award celebration on September 3 where the Friends of the Library was the recipient of one of 100 awards presented. She displayed the plaque that was presented along with a \$3500 check. She thanked Pat for this tremendous breakthrough. Pat added her reminiscences of this event and the requirements leading up to it.

Staff Appreciation Dinner: Ellie said this event held at the home of Dr. and Mrs. Allan Stark on August 8th was attended by a number of our Directors and passed around some pictures Jillian took of some of us. She said more photos were posted in the Staff Lounge.

Donor Reception: This reception, chaired by Ellie for the Foundation, will be held at the Library on Friday, November 8th from 6:30 to 8:30 pm, with Michael Hunn, CEO of Placentia Linda Hospital as guest host. It will have a Mardi Gras theme. She asked for volunteers to assist in picking up the food the day before and day of the event.

Author's Brunch: Lynda See has confirmed. Some of her published books were discussed. (Also see Library Director's Report.) Jill Botha and Marge Horrocks volunteered to plan the menu.

Trustees Meeting: Ted Farkas volunteered to attend the October 18th meeting.

COMMITTEE REPORTS

Membership: Ted Farkas provided an up-to-date membership list that includes 359 members. (This count is reflected in the number of line items and does not take into account dual membership, such as husband and wife.) He said our membership continues to grow each year. Our next drive will take place in November, and it will follow the same format used in recent years.

Membership Retention: Renee Scott had no report as activity on this phase will not begin until after our November membership drive. Ellie thanked Renee for her help with addressing a mailing to Foundation donors who have not yet responded to their most recent fund drive.

Public Relations: Pat Irot said she sends a release to the paper every month announcing our Sunday Book Sale. It would appear that the majority of our customers come from the newspaper announcements. She will also submit a release on the Disneyland award and Silent Auction results.

Volunteer Development/Orientation: Pat Irot passed around a work schedule that Jan Schwartzkopf developed showing the volunteer coverage for the lobby Book Store. She also said that they are considering having a coffee for our volunteers some time in the future to give everyone an opportunity to become acquainted with one another.

Sunday Book Sales: Marge Horrocks passed around a sign-up sheet for future Sunday Book Sales. She said she still has some blank spots that needs to be filled. She and Jill Botha will work October 14th. Pat Irot thanked Camille and Ellie for working the secondary sale on Sunday that included the sale of romance paperbacks in the dock area. Some 350 books had been sold. She said she hopes to get a third person from our volunteer force to work with our trained teams on this sale. Ellie went over a check list of volunteer duties for this effort. After much discussion, Elizabeth approved storing book donations that come in after the Library closes on Thursday in the Boiler Room. Due to safety issues, these donations must be placed on a rolling cart for ease in transfer to the Work Room area immediately after the Sunday sale is completed.

Silent Auction: Jill Botha reported on the results of the two silent auctions held during the summer. One of the winners in the previous auction had reneged on their offer and will be monitored closely should they take part in upcoming auctions.

LIBRARY DIRECTOR'S REPORT

Elizabeth Minter said she has a supply of Lisa See's first book, *On Gold Mountain*, for anyone who would like to check it out.. She then introduced Amnah Darwish, Circulation Supervisor, who recently joined the Library staff. She will also serves as back-up to Jillian Rakos.

STAFF REPORTS

Jim Roberts reported the Library has received a \$85,000 grant for the Literacy's ELLI program. They have also received a \$10,000 grant from Starbucks. Since we currently have five volunteers from Starbucks working in the Literacy Department, Starbucks will donate another \$25 for every hour a volunteer work. Jim has already submitted a request for a \$2,000 grant from Wells Fargo to help buy books for the Christmas Clearing Bureau project. Wells Fargo has indicated that the funding should be approved. Directors expressed their congratulations to Jim for his successful efforts in bringing these funds to the Library.

ANNOUNCEMENTS

The State of the City breakfast is September 26th. Pat Irot and Ellie indicated interest. Elizabeth said she has reserved a table of eight for the Library staff, board members, etc. If she does not fill the table, they will be included; otherwise, Ellie and Pat will reserve as individuals.

The next meeting will be on Monday, October 7, 2002 at 7 pm.

Jill Botha, Secretary Pro-tem

Regular Board Meeting
September 18, 2002

Roll Call	called to order 6:38	Secretary Braun President Stark, Secretary Braun, trustee Wood, trustee Dinsmore, trustee Stark
Adoption of Agenda	6:40 6:40	Marybeth Wood, 2d Braum approved
Minutes from 8/28/02	6:43	Marybeth Wood 2d Wood approved
Oral Communications	6:42	Awards for Summer Reading Program
President Report	6:44	Nothing
Trustee Stark Report	6:44 6:44	Going to Worker's Camp meeting yesterday, will be 3 more before the end of the year
Trustee Wood Report	6:44 6:44	Nothing
Trustee Dinsmore Report	6:46 6:48	Went to Chamber mixer at the Villa - Antonio Di Palma
Secretary Braun Report	47 6:47	Felt + Eliza went to the last Fundraiser for Yr 100 Dunbar.
Minter Report	6:49	author's luncheon - Lisa See. call from Worker's Camp Eliza claim not job-related.
Friends Of the Placentia Library Report	6:52	<u>Ted Stark</u> Friends membership + Sales + Donations have gone up.

adley
and Paul
Jennifer Haag
Stephanie Haag

Went to Friends Bd Mtg

discussion followed on Worker's Camp

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1

Page 1 of 1

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Page 1 of 1

Regular Board Meeting
September 18, 2002

Claims (9-12)	6:56	moved by wood 2d by Braumo approved
Financial Report (13-174)	6:58 6:58	moved by wood 2d by Dinsmore approved
General Consent Calendar (18-28)	6:59	moved by wood 2d by Braumo approved
Continuing Business (State Budget status)	6:59	No change Eliz PLF more than expect
New Business - Debit card	7:01	Discussion ensued. moved by Dinsmore 2d by STOK #1-5. approved
New Business - Change October board meeting date	7:06	Moved by Dinsmore 2d by Braum approved
New Business - Selection of representative for Special District Compensation Authority	7:10 ↓ 7:30	Moved by wood 2d by Stahler approved 3-2
New Business - who goes to chamber of commerce breakfast	7:31	Discussion ensued Eliz can lead
New Business - Authorize to apply for CalCard	7:34	Moved by Stahler 2d by wood approved

to have Sandra start for \$1.00 next calendar year
Discussion ensued.
Yes - Stahler start wood

Lawrence she wants
Discussion

Regular Board Meeting
September 18, 2002

Staff Reports (35-40)	7:42	Moved by Wood 2d by Brown Approved
Adjournment	7:43	Next meeting Oct. 16 or 23, 2002

1900
Library

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 18, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
August 18, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	August 30, 2002	4306	1,513.25
	August 30, 2002	4307	1,264.53
	August 30, 2002	4308	423.38
	September 5, 2002	4310	1,656.34
	September 5, 2002	4311	88.36
TOTAL BY LIBRARY DIRECTOR			<u>\$ 4,945.86</u>
TRUSTEES	September 4, 2002	4309	\$ 35,900.00
TOTAL			<u><u>\$ 40,845.86</u></u>

Prepared by : Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/30/02
REPORT NO 4306

Agenda Item 10
Page 2 of 7

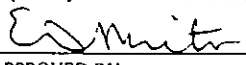
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	9/1-10/1/2002		0300	00		268.19		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	9/1-10/1/2002		0300	00		101.10		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	September 2002		0300	00		204.50		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Aug 17, 2002 714-528-1906		0700	00		84.51		
	Aug 17, 2002 714-528-8236		0700	01		17.40		
						101.91		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	8/16/02		0700	00		52.79		
			0700	01		8.22		
						61.01		
(vendor number not in file) Action Electric Corp. 1001 E. Washington Ave Santa Ana, CA 92701	DM-86562		1400	00		279.19		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A35310		1800	00		106.46		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	8/21/02		1800	00		390.89		

The claims listed above (totaling \$1,513.25) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/30/02
REPORT NO 4307 Agenda Item 10
Page 3 of 7

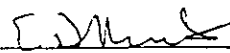
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	832580		1800	00		7.63		
N26228 Associated Bag Company PO Box 3036 Milwaukee, WI 53201-3036	X27042		1800	00		33.28		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	8/29/02		1900	00		720.00		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	August 2002		1900	00		450.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	September 2002		1900	00		35.00		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Aug 21, 2002		2700	01		12.41		
(New Employee) Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/19-8/22/2002		2700	01		6.21		

The claims listed above (totaling \$1,264.53) 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 08/30/02
REPORT NO 4308

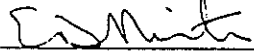
Agenda Item 10
Page 4 of 7

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
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/10-7/31/2002		2700	07		4.38		
	8/8-8/19/2002		2700	07		23.69		
						28.07		
N01074 Southern California Gas P.O. Box C Monterey Park, CA 91756	7/19-8/19/2002		2800	00		21.30		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	8/21/02		2800	00		374.01		

The claims listed above (totaling \$423.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/05/02
REPORT NO 4310

Agenda Item 10
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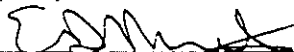
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/	Obj/			Doc	SC
			BS Acct	Rev			Number	
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	9/6/02			1400 00		1,100.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	86710			1400 00		71.81		
(new vendor) IDville 5376 52nd St. SE Grand Rapids, MI 49512	886239			1800 00		33.90		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	050860			1800 00		27.50		
N06569 Demco P.O. Box 8048 Madison, WI 53708-8048	1087308			1800 00		38.88		
N06671A MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	8/30/02			1900 00		111.00		
N06965 Paychex 200 E. Sandpointe. Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20020829			1900 00		231.25		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1670			1900 00		42.00		

The claims listed above (totaling \$1,656.34) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,656.34

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/05/02
REPORT NO 4311

Agenda Item 10
Page 6 of 7

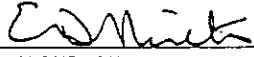
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N20861 Beatrice Quintanar c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	6/24--8/5/2002		2700	01		17.52		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/22-8/22/2002		2700	08		51.86		
N15075A Cyriase Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	8/27/02		2700	01		18.98		

The claims listed above (totaling \$88.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/04/02
REPORT NO 4309 Agenda Item 10
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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
N18379A BNY Western Trust Company California Unit - Attn: Hugh Black 700 South Flower Street - Rm. 500 Los Angeles, CA 90017	Sep 4, 2002		2200	00		35,900.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$35,900.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Gregory M. Wood APPROVED BY
[Signature] COUNTERSIGNED BY
[Signature] ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
September 18, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4312	2,190.72
	4313	<u>638.25</u>
TOTAL CURRENT CLAIMS		<u>2,828.97</u>
PAYROLL	4314	27,735.00
	4315	<u>27,735.00</u>
		<u>55,470.00</u>
	TOTAL	<u>58,298.97</u>

Prepared by: Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/18/02
REPORT NO 4312

Agenda Item 11
Page 2 of 5

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
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705 (new vendor)	A35443		0700	00		215.50		
Pringle's Draperies 12020 Western Ave. Garden Grove, CA 92841	35573		1100	00		99.50		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200209-72		1900	00		15.00		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390 (New Employee)	972443		2100	00		164.87		
Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	8/26-9/10/2002		2700	01		5.63		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	02-815003		4000	00		1,680.90		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	8/20-9/11/2002		1100	00		9.32		

The claims listed above (totaling \$2,190.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,190.72

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

09/18/02
4313

Agenda Item 11
Page 3 of 5

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
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	8/21-9/11/2002		2700	00		334.00		
			2700	01		75.00		
			2700	03		100.00		
			4000	00		129.25		
						638.25		

The claims listed above (totaling \$638.25) 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

Page Total

638.25

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/18/02
REPORT NO 4314

Agenda Item 11
Page 4 of 5

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #122000247	Sep 28, 2002 Pay period # 8 Oct 4, 2002 Oct 17, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, OCTOBER 17, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

27,735.00

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ 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 #122000247	Sep 28, 2002 Pay period # 9 Oct 18, 2002 Oct 31, 2002			0100 00		25,764.00		
	FICA			0200 00		1,971.00		
PLEASE WIRE ON THURSDAY, OCTOBER 31, 2002								

The claims listed above (totaling \$27,735.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: September 18, 2002

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.

Even though the Cash Flow Report shows a negative balance I am recommending that no funds be transferred at this time because \$74,000 (the current year ELLI Grant from the State of California) was sent to the Orange County Auditor for deposit on August 29.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through September 18, 2002.

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)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
09/04/02	4309	General by Trustees		35,900.00	16,187.70
09/05/02	4310	General by Library Director		1,656.34	16,099.34
09/05/02	4311	General by Library Director		88.36	13,908.62
09/18/02	4312	General		2,190.72	13,270.37
09/18/02	4313	General		638.25	-14,464.63
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	-42,199.63
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	-42,199.63



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)
September 18, 2002

	Fiscal Year 2001-2002						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-01	117,136.61	9,808.36	158,556.42	242,666.09	9,668.43	537,835.91	295,169.82
30-Sep-01						0.00	0.00
31-Oct-01						0.00	0.00
30-Nov-01						0.00	0.00
31-Dec-01						0.00	0.00
31-Jan-02						0.00	0.00
28-Feb-02						0.00	0.00
31-Mar-02						0.00	0.00
30-Apr-02						0.00	0.00
31-May-02						0.00	0.00
30-Jun-02						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 EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
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

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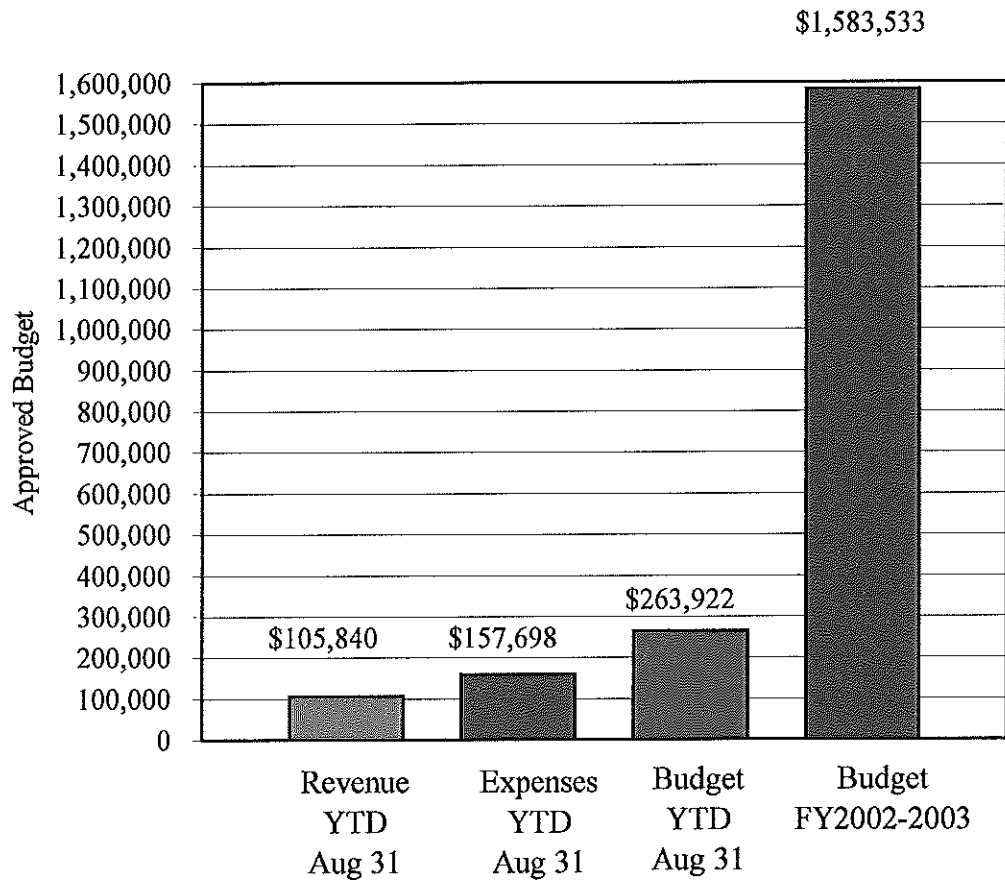
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PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow



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**PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707**
(Prepared from the Orange County Auditor's Report)
September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	(60.93)	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	(60.93)	13,876.41	(60.93)	0.00	-0.01%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	1.97	0.00	0.00	0.00	0.00%
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	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	2,534.10	1,065.31	165.65	1,065.31	7.24%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	35,000	2,534.10	2,812.13	165.65	1,065.31	7.24%
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	32,829.91	30,022.85	104.72	1,065.31	2.69%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	777.08	1,275.95	766.91	1,275.95	3.53%
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	777.08	1,275.95	766.91	1,275.95	3.53%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	0	0.00	0.00	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	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	54,000.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	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	54,000.00	0.00	0.00	0.00	36.94%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	4,446.70	3,556.20	2,502.27	1,809.63	14.82%
7670-01	Local Revenue -- Passport	150,000	14,553.03	9,664.42	6,581.38	5,349.59	9.70%
7670-02 & 56	Local Revenue -- Non-Govt. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	18,999.73	13,220.62	9,083.65	7,159.22	10.56%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	36,449.18	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	106,606.72	80,968.60	9,955.28	9,500.48	6.73%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)
September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	101,652.00	99,224.00	51,528.00	49,612.00	14.69%
0200	Retirement (Social Security & Pension Contribution)	98,103	7,740.00	7,596.00	3,942.00	3,798.00	7.89%
	Health & Life Insurance/Blue Shield CA	48,584	7,383.23	4,433.50	3,528.62	2,282.76	15.20%
	Long Term Disability/CNA	3,903	522.30	212.65	0.00	0.00	13.38%
	Life Insurance/Fortis & Protective Life	2,194	86.35	164.85	0.00	80.15	3.94%
	Vision Service Plan/VSP	2,886	233.36	700.08	0.00	469.34	8.09%
	Dental/Ameritas	6,918	1,064.90	1,423.80	599.20	1,423.80	15.39%
0300	Total Employee Insurance	64,484	9,290.14	6,934.88	4,127.82	4,256.05	14.41%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	0.00	0.00	24.19%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	121,415.14	113,754.88	59,597.82	57,666.05	14.02%
0700-00	Communications - Telephone	4,000	218.34	574.96	91.77	442.23	5.46%
0700-01	Communications - Modem/Fax	6,000	1,491.10	750.40	841.59	675.99	24.85%
0700-02	Communications - Internet/Database	2,500	39.90	722.58	19.95	687.63	1.60%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	431.00	254.81	215.50	39.81	15.96%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	42.92	57.36	38.75	0.00	8.58%
	Total Communications	15,950	2,223.26	2,360.11	1,207.56	1,845.66	13.94%
0900-00	Food - General Fund	100	42.95	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	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	0.00	0.00	
	Total Food	600	71.64	0.00	0.00	0.00	11.94%
1000-00	Household Expense	5,000	1,482.41	0.00	0.00	0.00	29.65%
1100-00	Insurance - Liability	6,506	7,505.58	5,279.54	0.00	0.00	115.36%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	66.92	0.00	0.00	0.00	1.49%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,000.00	0.00	0.00	0.00	43.48%
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	66.93	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	5,133.85	0.00	0.00	0.00	29.34%
	HVAC						
	Carpet Cleaning	2,500	3,294.00	201.00	108.00	0.00	131.76%
	Groundskeeping, City of Placentia	3,500	430.98	0.00	0.00	0.00	12.31%
	Plumbing	30,000	2,212.47	2,209.68	0.00	427.50	7.37%
	Electrical	1,800	333.86	167.61	0.00	167.61	18.55%
	Cleaning Service	1,500	0.00	74.40	0.00	74.40	0.00%
	Locksmith	13,700	2,200.00	2,050.00	1,100.00	1,100.00	16.06%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	481.84	0.00	481.84	0.00	240.92%
	Total Maintenance of Building & Grounds	58,200	8,953.15	4,702.69	1,689.84	1,769.51	15.38%
1400-00							
1600-00	Memberships - General Fund	3,750	0.00	35.00	0.00	0.00	0.00%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	140.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	480.00	175.00	0.00	0.00	10.91%
1700-00	Miscellaneous Expense - General Fund	0	0.00	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	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
	Library Supplies	10,000	477.02	3,891.04	0.00	2,860.17	4.77%
	Printing	10,000	602.32	405.58	0.00	248.49	6.02%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	0.00	1,191.52	0.00	266.25	0.00%
	Paper	1,700	153.09	487.10	88.42	393.18	9.01%
	Drinking Water Service	325	55.00	52.00	27.50	26.00	16.92%
	Other Office Supplies	8,500	1,689.52	980.55	126.74	521.89	19.88%
1800-00	Total Office Supply Expense - General Fund	32,025	2,976.95	7,007.79	242.66	4,315.98	9.30%
1800-07	ELLI Grant Supply Expense	2,611	0.00	0.00	0.00	0.00	
	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	0.00	649.30	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	32.84	0.00	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,000	32.84	649.30	0.00	0.00	0.66%
1800-09	Supply Expense Families for Literacy	500	0.00	419.23	0.00	419.23	
	Total Office Expense	40,136	3,009.79	8,076.32	242.66	4,735.21	7.50%
1803-00	Postage Expense - General Fund	5,500	934.05	797.10	0.00	547.10	16.98%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	934.05	797.10	0.00	547.10	16.68%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	70.00	35.00	35.00	0.00	16.67%
	Pension Contribution & Operating Expenses	7,500	1,120.35	1,176.38	0.00	0.00	14.94%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	79.71	75.42	42.00	37.71	15.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,035.42	64.60	0.00	34.52	11.38%
	Advertising (Including WEB Site)	2,000	460.80	0.00	15.00	0.00	23.04%
	Medical Exams	750	262.50	605.00	105.00	552.50	35.00%
	Collection Services - Accounts Receivable	2,500	206.16	451.35	0.00	267.26	8.25%
	Audit & Accounting Services	5,250	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,250	322.40	519.50	78.80	265.80	9.92%
	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	310.00	1,644.76	0.00	1,644.76	1.77%
1900-00	Total Specialized Services - General Fund	87,774	3,867.34	4,572.01	275.80	2,802.55	4.41%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	4,540.93	0.00	1,965.30	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	290.00	200.00	0.00	0.00	3.05%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	44.15	0.00	44.15	0.00	0.37%
	Total Specialized Services	110,774	4,201.49	9,312.94	319.95	4,767.85	3.79%
2000-00	Legal Notices - General Fund	650	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Legal Notices	650	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

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

September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	7,418.32	7,366.79	0.00	0.00	6.14%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense - Books	145,460	1,672.48	7,234.39	0.00	2,142.60	1.15%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	16,201.50	16,060.34	0.00	215.00	
2400-04	Special Department Expense - Periodicals	0	96.00	258.60	0.00	86.40	
2400-05	Special Department Expense - Audio	0	278.75	309.43	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant	5,900	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	0.00	0.00	0.00	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	19,238.09	23,862.76	0.00	2,444.00	12.54%
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	280.10	296.33	0.00	274.58	11.20%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	1,325.74	713.61	142.89	270.49	17.68%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	126.00	0.00	0.00	0.00	25.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	1,000	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	320.00	73.84	0.00	0.00	32.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	7.52	0.00	7.52	0.00	
	Total Transportation/Travel - Meetings	14,500	2,059.36	1,083.78	150.41	545.07	14.20%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 18, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 AUG 2002	FY2001-2002 AUG 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	3,338.44	15,396.68	0.00	12,333.40	5.30%
	Gas	5,000	19.62	362.10	0.00	37.17	0.39%
	Water	3,750	742.63	1,262.83	376.72	944.86	19.80%
	Total Utilities	71,750	4,100.69	17,021.61	376.72	13,315.43	5.72%
	TOTAL SUPPLIES & SERVICES	625,726	66,811.68	80,038.64	3,987.14	29,969.83	10.68%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	0.00	2,629.09	0.00	721.02	0.00%
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	#DIV/0!
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	2,726.01	2,629.09	0.00	721.02	12.98%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	21,000	2,726.01	2,629.09	0.00	721.02	12.98%
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	190,952.83	196,422.61	63,584.96	88,356.90	12.06%

Placentia Library District
Balance Sheet
As of August 31, 2002

	Aug 31, '02
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,555.49
County Exempt - Savings	704.83
General Fund - Checking	7,674.37
General Fund - Savings	3,619.87
Literacy Fund - Savings	7,496.49
Payroll Checking	4,727.48
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	35,000.00
Payroll Savings (Fees)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	70,339.96
Total Current Assets	70,339.96
TOTAL ASSETS	70,339.96
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,102.84
Total Capital	70,125.89
Net Income	-14,888.77
Total Equity	70,339.96
TOTAL LIABILITIES & EQUITY	70,339.96

Placentia Library District
Profit & Loss by Class
 August 2002

	County Exempt F...	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	275.19	0.00	0.00	0.00	275.19
COE Copy Machine Income	1.90	0.00	0.00	0.00	1.90
COE Friends Contributions	772.00	0.00	0.00	0.00	772.00
COE Interest	0.47	0.00	0.00	0.00	0.47
COE Life Insur Suplmt(EDM)	79.76	0.00	0.00	0.00	79.76
COE Meeting Room Income	180.00	0.00	0.00	0.00	180.00
COE Miscellaneous Income	12.00	0.00	0.00	0.00	12.00
COE Passport Chck Reimbursement	7,715.25	0.00	0.00	0.00	7,715.25
COE Staff Appreciation Reimb	60.00	0.00	0.00	0.00	60.00
COE Test Proctoring Income	4.10	0.00	0.00	0.00	4.10
GF Cash Register - Fines	0.00	1,486.12	0.00	0.00	1,486.12
GF Cash Register - Lost Items	0.00	5.00	0.00	0.00	5.00
GF Cash Register - Misc.	0.00	2.00	0.00	0.00	2.00
GF Cash Register - Reserves	0.00	72.20	0.00	0.00	72.20
GF County Reimbursements	0.00	4,692.97	0.00	0.00	4,692.97
GF Gifts Income	0.00	25.00	0.00	0.00	25.00
GF Interest Inc - Checking	0.00	9.82	0.00	0.00	9.82
GF Miscellaneous Income	0.00	1,436.87	0.00	0.00	1,436.87
GF Passport Revenue	0.00	7,197.29	0.00	0.00	7,197.29
GF State Library Grants	0.00	76,680.00	0.00	0.00	76,680.00
GF Transfers from County	0.00	5,705.22	0.00	0.00	5,705.22
LIT Interest Inc - Savings	0.00	0.00	4.77	0.00	4.77
PA Wire Transfer from County	0.00	0.00	0.00	61,175.22	61,175.22
Total Income	9,100.67	97,312.49	4.77	61,175.22	167,593.15
Expense					
COE Bank fees	62.50	0.00	0.00	0.00	62.50
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rdng Prgm	935.98	0.00	0.00	0.00	935.98
COE Children's Other	213.68	0.00	0.00	0.00	213.68
COE Copier Maintenance Contract	277.52	0.00	0.00	0.00	277.52
COE Friend's Director's Fund	168.47	0.00	0.00	0.00	168.47
COE Passport Expenses	4,505.00	0.00	0.00	0.00	4,505.00
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
GF Debit Card Usage Bank Exp	0.00	15.00	0.00	0.00	15.00
GF Deposit Correction	0.00	25.00	0.00	0.00	25.00
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	25.11	0.00	0.00	25.11
GF Miscellaneous	0.00	5,705.22	0.00	0.00	5,705.22
GF Office Expense	0.00	5.33	0.00	0.00	5.33
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Transfers to County	0.00	90,770.54	0.00	0.00	90,770.54
GF Travel Staff	0.00	1,006.00	0.00	0.00	1,006.00
GF Travel Trustees	0.00	106.00	0.00	0.00	106.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	182.00	182.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	2,914.81	2,914.81
PA Employee 125 Co-Pay	0.00	0.00	0.00	662.73	662.73
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	14,094.86	14,094.86
PA Salaries	0.00	0.00	0.00	35,142.98	35,142.98
Total Expense	6,821.88	98,279.70	0.00	53,821.26	158,922.84
Net Income	2,278.79	-967.21	4.77	7,353.96	8,670.31

Reconciliation Report

Agenda Item 14
COE Checking
Page 3 of 26

County Exempt - Checking account reconciled for the period ending 09/10/2002

Cleared Transactions

Previous Balance		1,882.71
Cleared Checks and Payments	80 Items	-6,223.18
Cleared Deposits and Other Credits	37 Items	9,175.04
Cleared Balance		4,834.57

Uncleared Transactions

Uncleared Checks and Payments	33 Items	-1,911.18
Uncleared Deposits and Other Credits	5 Items	270.50

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		3,193.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,193.89

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
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Cleared Transactions:

Cleared Checks and Payments:

08/08/2002		United California Bank	Return item fee	County Exempt - Checking	X	-5.00
08/08/2002		United California Bank	Return Deposit Item	County Exempt - Checking	X	-15.00
08/09/2002		United California Bank	Return item fee	County Exempt - Checking	X	-5.00
08/09/2002		United California Bank	Return Deposit	County Exempt - Checking	X	-15.00
08/31/2002			Service Charge	County Exempt - Checking	X	-42.50
07/31/2002	3457	Storytellers & Troubadours	SRP Performer 7/31/02; ...	County Exempt - Checking	X	-200.00
08/07/2002	3458	Randel McGee	SRP Performer 8/7/02	County Exempt - Checking	X	-250.00
07/24/2002	3497	LA Puppet Professionals	SRP: Performance	County Exempt - Checking	X	-25.00
07/28/2002	3558	Passport Services	Tara Elodie Shneider, do...	County Exempt - Checking	X	-50.00
07/28/2002	3560	Passport Services	Edgar Salvador Zuniga, ...	County Exempt - Checking	X	-50.00
07/28/2002	3561	Passport Services	Sehar Fatima Ameen, do...	County Exempt - Checking	X	-50.00
07/29/2002	3562	Passport Services	Thomas Susumu Hayashi...	County Exempt - Checking	X	-80.00
07/29/2002	3563	Passport Services	Raphael Anthony Diez d...	County Exempt - Checking	X	-80.00
07/29/2002	3564	Passport Services	Shant Garabed Tashsian ...	County Exempt - Checking	X	-35.00
07/31/2002	3565	Passport Services	Karen Maltes 8/28/86 an...	County Exempt - Checking	X	-120.00
08/01/2002	3566	Passport Services	Katherine Leah Sackett, ...	County Exempt - Checking	X	-45.00
08/03/2002	3567	Passport Services	Lawrence Thomas Nieto,...	County Exempt - Checking	X	-70.00
08/03/2002	3568	Passport Services	Casey George Starr, dob ...	County Exempt - Checking	X	-45.00
08/04/2002	3569	Passport Services	Isabel Francesca Cambiaso	County Exempt - Checking	X	-25.00
08/04/2002	3571	Passport Services	Heath Lowell Nelson do...	County Exempt - Checking	X	-45.00
08/04/2002	3572	Passport Services	Jamie Lee Ali -dob:03/05...	County Exempt - Checking	X	-90.00
08/05/2002	3573	Passport Services	Timothy Lee Kistler, dob...	County Exempt - Checking	X	-80.00
08/05/2002	3574	Passport Services	Antonia Marie Kistler, d...	County Exempt - Checking	X	-80.00
08/06/2002	3575	Scholastic Inc.	Invoice # 2382264	County Exempt - Checking	X	-612.02
08/06/2002	3576	American Library Associat...	Invoice # 04539510	County Exempt - Checking	X	-213.68
07/25/2002	3577	Passport Services	Richard Joseph Bentley I...	County Exempt - Checking	X	-80.00
08/12/2002	3578	Passport Services	Unknown	County Exempt - Checking	X	-45.00
08/07/2002	3579	Passport Services	Victor Quang Pham 7/30...	County Exempt - Checking	X	-50.00
08/07/2002	3580	Passport Services	Travis Lee Malloy 7/20/9...	County Exempt - Checking	X	-50.00
08/07/2002	3581	Passport Services	Angela Nicole Walcek 1...	County Exempt - Checking	X	-70.00
08/07/2002	3582	Passport Services	Jorge Alan Hernandez 9/...	County Exempt - Checking	X	-60.00
08/08/2002	3583	Passport Services	Aaron Jordon Ali dob 4/...	County Exempt - Checking	X	-50.00
08/08/2002	3584	Passport Services	Christian Anthony Quint...	County Exempt - Checking	X	-25.00
08/08/2002	3585	Passport Services	Arsenio Phil Felipe 1/28/...	County Exempt - Checking	X	-45.00
08/08/2002	3586	Passport Services	Pai-Ho Chang 6/23/60	County Exempt - Checking	X	-45.00
08/08/2002	3587	Passport Services	Yesenia Serna 6/28/91	County Exempt - Checking	X	-25.00
08/10/2002	3588	Passport Services	Heather Danielle Thomp...	County Exempt - Checking	X	-45.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
08/10/2002	3589	Passport Services	Pedro S Ruiz, dob 11/8/48	County Exempt - Checking	X	-45.00
08/10/2002	3590	Passport Services	Kristina Garces Saliba, d...	County Exempt - Checking	X	-90.00
08/10/2002	3591	Passport Services	David Yuh, dob 5/23/75	County Exempt - Checking	X	-80.00
08/10/2002	3592	Passport Services	Jamie Nguyen, dob 6/7/73	County Exempt - Checking	X	-80.00
08/11/2002	3593	Passport Services	Mariano Palacios Exito: ...	County Exempt - Checking	X	-45.00
08/11/2002	3594	Passport Services	Jinesh Jitendra Patel, dob...	County Exempt - Checking	X	-45.00
08/12/2002	3595	Judy's Hallmark	cards	County Exempt - Checking	X	-18.80
08/12/2002	3596	Midwest Tape	Inv 500778 & 500779	County Exempt - Checking	X	-73.96
08/12/2002	3597	Passport Services	Derrick Joseph Thomas, ...	County Exempt - Checking	X	-45.00
08/13/2002	3598	Passport Services	Orlando Ortega, dob: 10/...	County Exempt - Checking	X	-25.00
08/13/2002	3599	Passport Services	David Arthur Jensen, do...	County Exempt - Checking	X	-45.00
08/13/2002	3600	Passport Services	Shaelyn Hongngan Nguy...	County Exempt - Checking	X	-45.00
08/13/2002	3601	Passport Services	Lee Eric Coleman 11/01/...	County Exempt - Checking	X	-80.00
08/13/2002	3602	Passport Services	Candice Cathrene Adams...	County Exempt - Checking	X	-45.00
08/15/2002	3603	Sandra Stark	Staff Appreciation Dinner	County Exempt - Checking	X	-628.73
08/14/2002	3604	Christopher's Flowers	Flowers for Beatrice Qui...	County Exempt - Checking	X	-48.49
08/14/2002	3605	Passport Services	Michelle Leigh McDonal...	County Exempt - Checking	X	-80.00
08/14/2002	3606	Passport Services	Michell San Roman 9/29...	County Exempt - Checking	X	-45.00
08/14/2002	3607	Passport Services	Tae Ho Park 7/27/53 and...	County Exempt - Checking	X	-90.00
08/15/2002	3608	Passport Services	Regis Ralli Basbas Tonel...	County Exempt - Checking	X	-70.00
08/15/2002	3609	Passport Services	Dennis Edward Hall dob ...	County Exempt - Checking	X	-45.00
08/15/2002	3610	Passport Services	Roger James Bailes 8/16/...	County Exempt - Checking	X	-45.00
08/15/2002	3611	Passport Services	Aysha Siddika Shahid 3/...	County Exempt - Checking	X	-160.00
08/15/2002	3612	Passport Services	John E. Lunardi 4/10/60	County Exempt - Checking	X	-80.00
08/15/2002	3613	Passport Services	Kang Wang 8/21/63	County Exempt - Checking	X	-45.00
08/15/2002	3614	Passport Services	Maria Martinez 1/28/47	County Exempt - Checking	X	-45.00
08/15/2002	3615	Passport Services	Diana Martinez 12/1/76	County Exempt - Checking	X	-45.00
08/15/2002	3616	Passport Services	Carolyn Kay Angel 5/15/...	County Exempt - Checking	X	-45.00
08/17/2002	3617	Passport Services	Krasnodar Gueorguiev C...	County Exempt - Checking	X	-45.00
08/17/2002	3618	Passport Services	Robin Orly Fajatin, dob ...	County Exempt - Checking	X	-45.00
08/17/2002	3619	Passport Services	Francine Josephine Failla...	County Exempt - Checking	X	-80.00
08/17/2002	3620	Passport Services	Thai Dinh Le, dob 10/21/...	County Exempt - Checking	X	-45.00
08/17/2002	3621	Passport Services	Ariel Raphina Farrar, do...	County Exempt - Checking	X	-90.00
08/17/2002	3622	Passport Services	Bach Thi Tran, dob 5/10/...	County Exempt - Checking	X	-45.00
08/17/2002	3623	Passport Services	Maricela Villa Cisneros, ...	County Exempt - Checking	X	-45.00
08/17/2002	3624	Passport Services	Albert Zamarron Siordia,...	County Exempt - Checking	X	-80.00
08/17/2002	3625	Passport Services	Christine Abi-Abdallah, ...	County Exempt - Checking	X	-140.00
08/18/2002	3629	Passport Services	Chi-Youn Lin, dob 4/4/50	County Exempt - Checking	X	-80.00
08/20/2002	3633	Passport Services	Gerald Ralph Robbins 7/...	County Exempt - Checking	X	-55.00
08/20/2002	3634	Passport Services	Shaun Patrick De Vera 4/...	County Exempt - Checking	X	-55.00
08/20/2002	3635	Passport Services	Lauro Marcelo Cruz 9/15...	County Exempt - Checking	X	-110.00
08/21/2002	3636	Passport Services	Aaron Cheng, dob: 11/25...	County Exempt - Checking	X	-40.00

Reconciliation Report

Agenda Item 14
COE Checking
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County Exempt - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
08/26/2002	3647	Passport Services	Olga Lydia Lopez 5/5/31	County Exempt - Checking	X	-115.00
Total Cleared Checks and Payments					80 Items	-6,223.18
Cleared Deposits and Other Credits:						
08/04/2002			Deposit	County Exempt - Checking	X	130.00
08/04/2002			Deposit	County Exempt - Checking	X	70.00
08/06/2002			Deposit	County Exempt - Checking	X	329.85
08/07/2002			Deposit	County Exempt - Checking	X	101.45
08/08/2002			Deposit	County Exempt - Checking	X	126.90
08/08/2002			Deposit	County Exempt - Checking	X	525.00
08/11/2002			Deposit	County Exempt - Checking	X	2.20
08/11/2002			Deposit	County Exempt - Checking	X	135.00
08/12/2002			Deposit	County Exempt - Checking	X	91.10
08/12/2002			Deposit	County Exempt - Checking	X	167.50
08/14/2002			Deposit	County Exempt - Checking	X	92.40
08/15/2002			Deposit	County Exempt - Checking	X	166.05
08/15/2002			Deposit	County Exempt - Checking	X	772.00
08/18/2002			Deposit	County Exempt - Checking	X	159.25
08/18/2002			Deposit	County Exempt - Checking	X	470.00
08/18/2002			Deposit	County Exempt - Checking	X	431.00
08/18/2002			Deposit	County Exempt - Checking	X	20.00
08/18/2002			Deposit	County Exempt - Checking	X	326.00
08/18/2002			Deposit	County Exempt - Checking	X	75.00
08/19/2002			Deposit	County Exempt - Checking	X	240.60
08/19/2002			Deposit	County Exempt - Checking	X	420.00
08/19/2002			Deposit	County Exempt - Checking	X	300.00
08/19/2002			Deposit	County Exempt - Checking	X	280.00
08/20/2002			Deposit	County Exempt - Checking	X	393.20
08/21/2002			Deposit	County Exempt - Checking	X	226.20
08/21/2002			Deposit	County Exempt - Checking	X	331.00
08/22/2002			Deposit	County Exempt - Checking	X	210.00
08/22/2002			Deposit	County Exempt - Checking	X	176.70
08/22/2002			Deposit	County Exempt - Checking	X	31.00
08/22/2002			Deposit	County Exempt - Checking	X	356.60
08/24/2002			Deposit	County Exempt - Checking	X	716.00
08/25/2002			Deposit	County Exempt - Checking	X	540.85
08/27/2002			Deposit	County Exempt - Checking	X	1.80
08/28/2002			Deposit	County Exempt - Checking	X	115.04
08/29/2002			Deposit	County Exempt - Checking	X	30.35
08/29/2002			Deposit	County Exempt - Checking	X	525.00
08/31/2002			Balance Adjustment	County Exempt - Checking	X	90.00

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County Exempt - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
Total Cleared Deposits and Other Credits					37 Items	9,175.04
Total Cleared Transactions					117 Items	2,951.86

Uncleared Transactions as of 09/10/2002:

Uncleared Checks and Payments:

05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86; Ev...	County Exempt - Checking	-45.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking	-45.00
08/18/2002	3626	Passport Services	Gregory Philip Lumsdain...	County Exempt - Checking	-45.00
08/18/2002	3627	Passport Services	Christina Ji Youn Song, ...	County Exempt - Checking	-45.00
08/18/2002	3628	Passport Services	Philip Se Chun Song, do...	County Exempt - Checking	-45.00
08/18/2002	3630	Passport Services	Laurie Joan Green, dob 6...	County Exempt - Checking	-90.00
08/18/2002	3631	Passport Services	Elizabeth Barrow, dob 1...	County Exempt - Checking	-45.00
08/18/2002	3632	Passport Services	Yen Yen Ang 7/26/75	County Exempt - Checking	-45.00
08/22/2002	3637	Christopher's Flowers	Flowers for Jerry Choice	County Exempt - Checking	-51.18
08/22/2002	3638	Passport Services	Kevin Chao 5/11/86	County Exempt - Checking	-55.00
08/22/2002	3639	Passport Services	Jon-Paul Broussard 8/8/81	County Exempt - Checking	-55.00
08/22/2002	3640	Passport Services	Brian Matthew Marmolejo	County Exempt - Checking	-55.00
08/22/2002	3641	Passport Services	Tracie Leigh Thompson ...	County Exempt - Checking	-115.00
08/24/2002	3642	Passport Services	Cherene Marie Sanders...	County Exempt - Checking	-55.00
08/24/2002	3643	Passport Services	Jennifer Mei Ping Woo, ...	County Exempt - Checking	-55.00
08/24/2002	3644	Passport Services	Randall Siu Keung Yong...	County Exempt - Checking	-110.00
08/25/2002	3645	Passport Services	Gloria Marina Velasquez...	County Exempt - Checking	-55.00
08/26/2002	3646	Passport Services	Justin Dale Ughoc 12/9/79	County Exempt - Checking	-55.00
08/27/2002	3648	Passport Services	Kenny Li Knoll 1/5/73	County Exempt - Checking	-55.00
08/28/2002	3649	Passport Services	Todd Nathan Parker 6/28...	County Exempt - Checking	-55.00
08/29/2002	3650	Passport Services	Barry Kevin Sim 1/13/56	County Exempt - Checking	-55.00
08/30/2002	3651	Placentia Chamber of Com...	10 tickets Pancake Break...	County Exempt - Checking	-50.00
09/03/2002	3652	All Star Awards	Plaque: order 77274	County Exempt - Checking	-80.00
09/03/2002	3653	Passport Services	Mildred Sue Muzzy	County Exempt - Checking	-55.00
09/04/2002	3654	Passport Services	Bruce Edwin Colyer 4/26...	County Exempt - Checking	-110.00
09/04/2002	3655	Passport Services	Alexandria Lee Ramsey ...	County Exempt - Checking	-55.00
09/04/2002	3656	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	-5.00
09/04/2002	3657	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	-5.00
09/05/2002	3658	Passport Services	Ulises Manuel Perez, do...	County Exempt - Checking	-55.00
09/07/2002	3659	Passport Services	Kristy Akemi Kumagai, ...	County Exempt - Checking	-40.00
09/07/2002	3660	Passport Services	Soon Young Yang, dob 1...	County Exempt - Checking	-115.00

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County Exempt - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account	
09/09/2002	3661	Passport Services	Benjamin Wing-Ming Dj...	County Exempt - Checking	-55.00
09/09/2002	3662	Passport Services	Karen Minh Leach 2/15/70	County Exempt - Checking	-55.00
Total Uncleared Checks and Payments				33 Items	-1,911.18
Uncleared Deposits and Other Credits:					
08/29/2002			Deposit	County Exempt - Checking	2.10
09/05/2002			Deposit	County Exempt - Checking	60.00
09/08/2002			Deposit	County Exempt - Checking	108.10
09/08/2002			Deposit	County Exempt - Checking	40.00
09/09/2002			Deposit	County Exempt - Checking	60.30
Total Uncleared Deposits and Other Credits				5 Items	270.50
Total Uncleared Transactions as of 09/10/2002				38 Items	-1,640.68
New Transactions:					
New Checks and Payments:					
Total New Checks and Payments				0 Items	0.00
New Deposits and Other Credits:					
Total New Deposits and Other Credits				0 Items	0.00
Total New Transactions				0 Items	0.00

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County Exempt - Savings account reconciled for the period ending 09/10/2002

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Cleared Transactions

Previous Balance		868.82
Cleared Checks and Payments	2 Items	-287.52
Cleared Deposits and Other Credits	6 Items	123.53
Cleared Balance		704.83

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-277.52
Uncleared Deposits and Other Credits	1 Items	30.00

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		457.31
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		457.31

Reconciliation Report

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County Exempt - Savings account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
Cleared Transactions:						
Cleared Checks and Payments:						
08/31/2002			Service Charge	County Exempt - Savings	X	-10.00
08/05/2002	1123	IKON	Copier Maintenance Inv. ...	County Exempt - Savings	X	-277.52
Total Cleared Checks and Payments					2 Items	-287.52
Cleared Deposits and Other Credits:						
08/01/2002			Deposit	County Exempt - Savings	X	31.30
08/01/2002			Deposit	County Exempt - Savings	X	39.88
08/08/2002			Deposit	County Exempt - Savings	X	12.00
08/14/2002			Deposit	County Exempt - Savings	X	19.94
08/28/2002			Deposit	County Exempt - Savings	X	19.94
08/31/2002			Interest	County Exempt - Savings	X	0.47
Total Cleared Deposits and Other Credits					6 Items	123.53
Total Cleared Transactions					8 Items	-163.99
Uncleared Transactions as of 09/10/2002:						
Uncleared Checks and Payments:						
09/05/2002	1124	IKON	Inv. 21248512, copier m...	County Exempt - Savings		-277.52
Total Uncleared Checks and Payments					1 Items	-277.52
Uncleared Deposits and Other Credits:						
09/03/2002			Deposit	County Exempt - Savings		30.00
Total Uncleared Deposits and Other Credits					1 Items	30.00
Total Uncleared Transactions as of 09/10/2002					2 Items	-247.52
New Transactions:						

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County Exempt - Savings account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
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New Checks and Payments:

Total New Checks and Payments	0	Items	0.00
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New Deposits and Other Credits:

Total New Deposits and Other Credits	0	Items	0.00
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Total New Transactions

0	Items	0.00
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General Fund - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
Total Uncleared Transactions as of 09/10/2002					5 Items	-586.23
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

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General Fund - Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
Cleared Transactions:						
Cleared Checks and Payments:						
08/05/2002		United California Bank	Bankcard service charge	General Fund - Checking	X	-15.00
07/24/2002	4508	Michael Cousins	YA Grant: Entertainment	General Fund - Checking	X	-81.00
08/05/2002	4509	Smart & Final	Food: 3 cases water for ...	General Fund - Checking	X	-25.11
08/05/2002	4510	CTS	Equipment: Refrigerator...	General Fund - Checking	X	-462.25
08/06/2002	4511	SkillPath Seminars	Administrative Assistants...	General Fund - Checking	X	-597.00
08/06/2002	4512	Placentia Chamber of Com...	Breakfast: Dinsmore/ Wo...	General Fund - Checking	X	-6.00
08/07/2002	4513	Placentia Library District P...	Advance for missing rei...	General Fund - Checking	X	-5,705.22
08/14/2002	4515	Dick's Lock & Safe	Admin Storage Keys	General Fund - Checking	X	-5.33
08/26/2002	4518	Foto Hall	Portable projection screen	General Fund - Checking	X	-129.25
Total Cleared Checks and Payments					9 Items	-7,026.16
Cleared Deposits and Other Credits:						
08/01/2002			Deposit	General Fund - Checking	X	3,725.90
08/08/2002			Deposit	General Fund - Checking	X	967.07
08/15/2002			Deposit	General Fund - Checking	X	5,705.22
Total Cleared Deposits and Other Credits					3 Items	10,398.19
Total Cleared Transactions					12 Items	3,372.03
Uncleared Transactions as of 09/10/2002:						
Uncleared Checks and Payments:						
05/21/2002	4486	Julie Shook	reimbursement	General Fund - Checking		-17.23
05/29/2002	4488	Placentia Chamber of Com...	Chamber Breakfast-Shko...	General Fund - Checking		-30.00
08/15/2002	4514	Derek Rakos	Drapery Installation: 47...	General Fund - Checking		-30.00
08/21/2002	4517	CSDA	Conference registration f...	General Fund - Checking		-334.00
08/30/2002	4519	Placentia Chamber of Com...	Table for State of City m...	General Fund - Checking		-175.00
Total Uncleared Checks and Payments					5 Items	-586.23
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/10/2002

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Cleared Transactions

Previous Balance		4,888.57
Cleared Checks and Payments	9 Items	-7,026.16
Cleared Deposits and Other Credits	3 Items	10,398.19
Cleared Balance		8,260.60

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-586.23
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		7,674.37
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,674.37

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/10/2002

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Cleared Transactions

Previous Balance		7,501.11
Cleared Checks and Payments	2 Items	-9,108.65
Cleared Deposits and Other Credits	31 Items	86,322.75
Cleared Balance		84,715.21

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-81,686.89
Uncleared Deposits and Other Credits	7 Items	3,235.70

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		6,264.02
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		6,264.02

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/10/2002

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Date	No.	Payee	Memo	Account		
Cleared Transactions:						
Cleared Checks and Payments:						
08/12/2002	1128	Orange County Auditor	Local \$2,502.27/Passport...	General Fund - Savings	X	-9,083.65
08/12/2002	1129	Placentia Library Foundation	Correct deposit of 8/4/02	General Fund - Savings	X	-25.00
Total Cleared Checks and Payments				2 Items		-9,108.65
Cleared Deposits and Other Credits:						
08/01/2002			Deposit	General Fund - Savings	X	386.70
08/01/2002			Deposit	General Fund - Savings	X	792.47
08/04/2002			Deposit	General Fund - Savings	X	169.35
08/04/2002			Deposit	General Fund - Savings	X	25.00
08/04/2002			Deposit	General Fund - Savings	X	256.00
08/05/2002			Deposit	General Fund - Savings	X	350.75
08/06/2002			Deposit	General Fund - Savings	X	316.40
08/07/2002			Deposit	General Fund - Savings	X	337.07
08/08/2002			Deposit	General Fund - Savings	X	394.00
08/08/2002			Deposit	General Fund - Savings	X	100.00
08/11/2002			Deposit	General Fund - Savings	X	330.36
08/11/2002			Deposit	General Fund - Savings	X	347.00
08/12/2002			Deposit	General Fund - Savings	X	367.64
08/13/2002			Deposit	General Fund - Savings	X	262.50
08/13/2002			Deposit	General Fund - Savings	X	428.50
08/14/2002			Deposit	General Fund - Savings	X	233.55
08/15/2002			Deposit	General Fund - Savings	X	457.50
08/18/2002			Deposit	General Fund - Savings	X	689.05
08/18/2002			Deposit	General Fund - Savings	X	680.00
08/19/2002			Deposit	General Fund - Savings	X	33.50
08/20/2002			Deposit	General Fund - Savings	X	80.60
08/21/2002			Deposit	General Fund - Savings	X	156.25
08/22/2002			Deposit	General Fund - Savings	X	105.15
08/22/2002			Deposit	General Fund - Savings	X	78.45
08/25/2002			Deposit	General Fund - Savings	X	361.85
08/27/2002			Deposit	General Fund - Savings	X	396.60
08/28/2002			Deposit	General Fund - Savings	X	534.10
08/28/2002			Deposit	General Fund - Savings	X	76,680.00
08/29/2002			Deposit	General Fund - Savings	X	286.10
08/29/2002			Deposit	General Fund - Savings	X	675.84
08/31/2002			Interest	General Fund - Savings	X	9.82

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General Fund - Savings account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account			
Total Cleared Deposits and Other Credits					31	Items	86,322.75
Total Cleared Transactions					33	Items	77,214.10
Uncleared Transactions as of 09/10/2002:							
Uncleared Checks and Payments:							
08/29/2002	1130	Orange County Auditor	ELLI Grant 76,680.00; L...	General Fund - Savings			-81,686.89
Total Uncleared Checks and Payments					1	Items	-81,686.89
Uncleared Deposits and Other Credits:							
08/29/2002			Deposit	General Fund - Savings			261.55
08/31/2002			Deposit	General Fund - Savings			330.00
09/04/2002			Deposit	General Fund - Savings			643.95
09/05/2002			Deposit	General Fund - Savings			468.30
09/08/2002			Deposit	General Fund - Savings			476.50
09/08/2002			Deposit	General Fund - Savings			541.00
09/09/2002			Deposit	General Fund - Savings			514.40
Total Uncleared Deposits and Other Credits					7	Items	3,235.70
Total Uncleared Transactions as of 09/10/2002					8	Items	-78,451.19
New Transactions:							
New Checks and Payments:							
Total New Checks and Payments					0	Items	0.00
New Deposits and Other Credits:							
Total New Deposits and Other Credits					0	Items	0.00

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General Fund - Savings account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account	0 Items	0.00
Total New Transactions					0 Items	0.00

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Literacy Fund - Savings account reconciled for the period ending 09/10/2002

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Cleared Transactions

Previous Balance		7,491.72
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	4.77
Cleared Balance		7,496.49

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		7,496.49
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,496.49

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Literacy Fund - Savings account reconciled for the period ending 09/10/2002

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Date	No.	Payee	Memo	Account			
Cleared Transactions:							
Cleared Checks and Payments:							
Total Cleared Checks and Payments					0	Items	0.00
Cleared Deposits and Other Credits:							
08/31/2002			Interest	Literacy Fund - Savings	X	4.77	
Total Cleared Deposits and Other Credits					1	Items	4.77
Total Cleared Transactions					1	Items	4.77
Uncleared Transactions as of 09/10/2002:							
Uncleared Checks and Payments:							
Total Uncleared Checks and Payments					0	Items	0.00
Uncleared Deposits and Other Credits:							
Total Uncleared Deposits and Other Credits					0	Items	0.00
Total Uncleared Transactions as of 09/10/2002					0	Items	0.00
New Transactions:							
New Checks and Payments:							
Total New Checks and Payments					0	Items	0.00
New Deposits and Other Credits:							
Total New Deposits and Other Credits					0	Items	0.00

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Literacy Fund - Savings account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account
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Total New Transactions

0 Items

0.00

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Payroll Checking account reconciled for the period ending 09/10/2002

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Cleared Transactions

Previous Balance		3,902.06
Cleared Checks and Payments	60 Items	-57,666.77
Cleared Deposits and Other Credits	3 Items	61,175.22
Cleared Balance		7,410.51

Uncleared Transactions

Uncleared Checks and Payments	10 Items	-18,932.81
Uncleared Deposits and Other Credits	1 Items	27,735.00

New Transactions

Account Balance as of 09/10/2002 (statement closing date)		16,212.70
New Checks and Payments	16 Items	-11,757.79
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,454.91

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Payroll Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
Cleared Transactions:						
Cleared Checks and Payments:						
08/13/2002		Direct Deposit of Salaries	8/14/02	Payroll Checking	X	-13,668.03
08/14/2002		Payroll Taxes	Payroll Taxes: 8/14/02	Payroll Checking	X	-7,126.03
08/27/2002		Direct Deposit of Salaries		Payroll Checking	X	-13,421.00
08/28/2002		Payroll Taxes		Payroll Checking	X	-6,968.83
08/31/2002			Service Charge	Payroll Checking	X	-157.00
08/03/2002	683	Irani Bhattacharya	Reimb. Payroll Return C...	Payroll Checking	X	-5.00
08/06/2002	684	Phyllis E. Humple	Reimb. payroll return che...	Payroll Checking	X	-5.00
08/14/2002	0685	Nationwide Retirement Sol...	Replace Payroll Check # ...	Payroll Checking	X	-963.27
08/14/2002	0686	Rebecca Messenger	Replace lost check# 244...	Payroll Checking	X	-99.12
08/14/2002	0687	Rebecca Messenger	Reimb. Payroll Return C...	Payroll Checking	X	-15.00
08/28/2002	0688	Orange County Auditor	Replace check 2645, wro...	Payroll Checking	X	-305.18
05/08/2002	2401	Placentia Library District - ...	Insurance co-pay	Payroll Checking	X	-19.94
05/22/2002	2415	Rebecca Messenger		Payroll Checking	X	-121.15
06/05/2002	2434	Jerry S. Choice		Payroll Checking	X	-215.60
06/19/2002	2463	Jerry S. Choice		Payroll Checking	X	-215.60
07/03/2002	2493	Jerry S. Choice		Payroll Checking	X	-113.47
07/17/2002	2523	Jerry S. Choice		Payroll Checking	X	-121.52
07/17/2002	2526	Erin Fregeau		Payroll Checking	X	-259.71
07/17/2002	2538	Rebecca Messenger		Payroll Checking	X	-187.05
07/31/2002	2563	Irani Bhattacharya		Payroll Checking	X	-40.12
07/31/2002	2564	Jerry S. Choice		Payroll Checking	X	-231.70
07/31/2002	2565	Dorothy J. Cummings		Payroll Checking	X	-248.62
07/31/2002	2566	Amnah Alaa Darwish		Payroll Checking	X	-339.05
07/31/2002	2567	Erin Fregeau		Payroll Checking	X	-350.14
07/31/2002	2568	Frank Frizell		Payroll Checking	X	-1,061.78
07/31/2002	2569	Esther P. Guzman		Payroll Checking	X	-238.62
07/31/2002	2570	Joyce G. Hampton		Payroll Checking	X	-319.18
07/31/2002	2571	Margarita Hernandez		Payroll Checking	X	-256.01
07/31/2002	2572	Phyllis Humple		Payroll Checking	X	-132.87
07/31/2002	2576	Rebecca Messenger		Payroll Checking	X	-132.13
07/31/2002	2581	Joshua Robbins		Payroll Checking	X	-104.96
07/31/2002	2586	Edward Strysik		Payroll Checking	X	-291.18
07/31/2002	2589	Placentia Library District - ...		Payroll Checking	X	-19.94
07/31/2002	2590	Nationwide Retirement Sol...		Payroll Checking	X	-963.27
07/31/2002	2591	Barbara Phillips		Payroll Checking	X	-146.81
08/14/2002	2592	Jerry S. Choice		Payroll Checking	X	-231.70
08/14/2002	2593	Dorothy J. Cummings		Payroll Checking	X	-38.49

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Payroll Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account		
08/14/2002	2595	Erin Fregeau		Payroll Checking	X	-728.08
08/14/2002	2596	Frank Frizell		Payroll Checking	X	-1,049.90
08/14/2002	2597	Esther P. Guzman	8/14/02	Payroll Checking	X	-255.63
08/14/2002	2598	Joyce G. Hampton	8/14/02	Payroll Checking	X	-319.18
08/14/2002	2599	Margarita Hernandez	8/14/02	Payroll Checking	X	-10.28
08/14/2002	2600	Phyllis E. Humple	8/14/02	Payroll Checking	X	-177.08
08/14/2002	2603	Rebecca Messenger	8/14/02	Payroll Checking	X	-143.12
08/14/2002	2606	Barbara Phillips	8/14/02	Payroll Checking	X	-306.44
08/14/2002	2607	Beatrice V. Quintanar	8/14/02	Payroll Checking	X	-206.48
08/14/2002	2609	Joshua Robbins	8/14/02	Payroll Checking	X	-104.77
08/14/2002	2614	Edward Stryzik	8/14/02	Payroll Checking	X	-291.18
08/14/2002	2617	Orange County Auditor	8/14/02	Payroll Checking	X	-357.55
08/14/2002	2618	Placentia Library District - ...	8/14/02	Payroll Checking	X	-19.94
08/14/2002	2619	Katherine L. Roberts	8/14/02	Payroll Checking	X	-392.00
08/28/2002	2625	Erin Fregeau		Payroll Checking	X	-736.34
08/28/2002	2626	Frank Frizell		Payroll Checking	X	-1,049.90
08/28/2002	2627	Esther P. Guzman		Payroll Checking	X	-255.63
08/28/2002	2628	Joyce G. Hampton		Payroll Checking	X	-319.18
08/28/2002	2637	Joshua Robbins		Payroll Checking	X	-143.63
08/28/2002	2642	Edward Stryzik		Payroll Checking	X	-291.18
08/28/2002	2646	Placentia Library District - ...		Payroll Checking	X	-19.94
08/28/2002	2647	Katherine L. Roberts		Payroll Checking	X	-392.00
08/28/2002	2648	Nationwide Retirement Sol...		Payroll Checking	X	-963.27
Total Cleared Checks and Payments					60 Items	-57,666.77
 Cleared Deposits and Other Credits:						
08/08/2002			Deposit	Payroll Checking	X	5,705.22
08/08/2002			Deposit	Payroll Checking	X	27,735.00
08/22/2002			Deposit	Payroll Checking	X	27,735.00
Total Cleared Deposits and Other Credits					3 Items	61,175.22
 Total Cleared Transactions					63 Items	3,508.45

Uncleared Transactions as of 09/10/2002:

Uncleared Checks and Payments:

09/10/2002	Paychex	Direct Deposit checks for...	Payroll Checking	-14,630.49
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Reconciliation Report

Agenda Item 14
Payroll Checking
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Payroll Checking account reconciled for the period ending 09/10/2002

Date	No.	Payee	Memo	Account	
09/03/2002	0689	Frank Frizell	Final Paycheck	Payroll Checking	-1,619.29
02/14/2001	1556	Manuel Perez		Payroll Checking	-271.14
08/14/2002	2620	Nationwide Retirement Sol...	Void: Replaced by Chec...	Payroll Checking	-988.27
08/28/2002	2621	Irani Bhattacharya		Payroll Checking	-140.03
08/28/2002	2623	Dorothy J. Cummings		Payroll Checking	-381.74
08/28/2002	2631	Rebecca Messenger		Payroll Checking	-115.67
08/28/2002	2633	Beatrice V. Quintanar		Payroll Checking	-352.76
08/28/2002	2634	Barbara Phillips		Payroll Checking	-306.44
04/28/1999	4420	Hai Vuu		Payroll Checking	-126.98
Total Uncleared Checks and Payments				10 Items	-18,932.81

Uncleared Deposits and Other Credits:

09/05/2002			Deposit	Payroll Checking	27,735.00
Total Uncleared Deposits and Other Credits				1 Items	27,735.00

Total Uncleared Transactions as of 09/10/2002 **11 Items** **8,802.19**

New Transactions:

New Checks and Payments:

09/11/2002		Paychex	Payroll Taxes for 9/11/02	Payroll Checking	-7,736.99
09/11/2002	2649	Dorothy J. Cummings	Payroll	Payroll Checking	-494.24
09/11/2002	2652	Esther P. Guzman	Payroll	Payroll Checking	-255.63
09/11/2002	2653	Joyce G. Hampton	Payroll	Payroll Checking	-319.18
09/11/2002	2654	Margarita Hernandez	Payroll	Payroll Checking	-20.56
09/11/2002	2655	Elisa Herrera-Thomas	Payroll	Payroll Checking	-129.37
09/11/2002	2656	Phyllis E. Humple	Payroll	Payroll Checking	-440.50
09/11/2002	2659	Shannon McCartney	Payroll	Payroll Checking	-6.23
09/11/2002	2663	Barbara Phillips	Payroll	Payroll Checking	-158.62
09/11/2002	2666	Joshua Robbins	Payroll	Payroll Checking	-130.67
09/11/2002	2671	Edward Strysik	Payroll	Payroll Checking	-264.23
09/11/2002	2673	Yesenia Gomez	Payroll	Payroll Checking	-121.18
09/11/2002	2675	Orange County Auditor	Payroll	Payroll Checking	-305.18
09/11/2002	2676	Placentia Library District - ...	Payroll	Payroll Checking	-19.94
09/11/2002	2677	Katherine L. Roberts	Payroll	Payroll Checking	-392.00
09/11/2002	2678	Nationwide Retirement Sol...	Payroll	Payroll Checking	-963.27
Total New Checks and Payments				16 Items	-11,757.79

Reconciliation Report

Payroll Checking account reconciled for the period ending 09/10/2002

Agenda Item 14
Payroll Checking
Page 26 of 26

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	
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New Deposits and Other Credits:

Total New Deposits and Other Credits				0 Items	0.00
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Total New Transactions				16 Items	-11,757.79
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EAW
9/10/02

ACQUISITIONS REPORT FOR THE MONTH OF AUGUST 2002
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	0.00	0	423.04	24	423.04	24	194.74	10	619.78	34
Adult Circulating Non-Fiction	0.00	0	268.94	14	268.94	14	627.54	32	896.48	46
Adult Reference	0.00	0	0.00	0	0.00	0	630.00	12	630.00	12
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	0.00	0	268.94	14	268.94	14	1,257.54	44	1,526.48	58
TOTAL ADULT PRINT MATERIALS	0.00	0	693.98	38	693.98	38	1,452.28	54	2,146.26	38
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
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	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT MATERIALS	0.00	0	693.98	38	693.98	38	1,452.28	54	2,146.26	38
Juvenile Fiction	0.00	0	679.54	61	679.54	61	31.98	2	711.52	63
Juvenile Circulating Non-Fiction	0.00	0	591.60	40	591.60	40	39.95	3	631.55	43
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	591.60	40	591.60	40	39.95	3	631.55	43
TOTAL JUVENILE PRINT MATERIALS	0.00	0	1,271.14	101	1,271.14	101	71.93	5	1,343.07	106
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	4,476.35	96	4,476.35	96	0.00	0	4,476.35	96
Total Juvenile Audio	0.00	0	4,476.35	96	4,476.35	96	0.00	0	4,476.35	96
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	4,476.35	96	4,476.35	96	0.00	0	4,476.35	96
TOTAL JUVENILE MATERIALS	0.00	0	5,747.49	197	5,747.49	197	71.93	5	5,819.42	202
Total Fiction	0.00	0	1,104.58	85	1,104.58	85	226.72	12	1,331.30	97
Total Non-Fiction	0.00	0	860.54	54	860.54	54	1,297.49	47	2,158.03	101
Total Audio	0.00	0	4,476.35	96	4,476.35	96	0.00	0	4,476.35	96
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	0.00	0	6,441.47	235	6,441.47	235	1,524.21	59	7,965.68	294

OUTSTANDING ORDERS AS OF AUGUST 31, 2002

General Fund	Amount	Adept-A-Book	Amount	TOTAL
	\$5,690.64		\$4,802.59	\$10,493.23

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF AUGUST 2002
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	38.45	2	2	932.11	38	36	970.36	40	38	384.44	17	17	1,355.00	57	55
Adult Circulating Non-Fiction	81.07	3	3	1,270.25	51	51	1,351.32	54	54	859.34	41	41	2,210.66	95	95
Adult Reference	1,312.35	14	7	0.00	0	0	1,312.35	14	7	942.90	24	19	2,255.25	38	26
Adult Print Combinations	96.00	1	1	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Combinations	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	17,690.92	19	12	1,270.25	51	51	18,961.17	70	63	1,802.24	65	60	20,763.41	135	123
TOTAL ADULT PRINT MATERIALS	17,729.37	21	21	2,202.36	89	87	19,931.73	110	101	2,186.68	82	77	22,118.41	192	178
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	70.00	5	5	70.00	5	5
Adult Audio Books	423.65	4	4	0.00	0	0	423.65	4	4	0.00	0	0	423.65	4	4
Total Adult Audio	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
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	423.65	4	4	0.00	0	0	423.65	4	4	70.00	5	5	493.65	9	9
TOTAL ADULT MATERIALS	18,153.02	25	25	2,202.36	89	87	20,355.38	114	105	2,256.68	87	82	22,612.06	201	187
Juvenile Fiction	133.40	11	11	1,264.03	157	123	1,397.43	168	134	83.81	11	11	1,481.24	179	145
Juvenile Circulating Non-Fiction	0.00	0	0	830.65	55	55	830.65	55	55	39.95	3	3	870.60	58	58
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Combinations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Combinations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	830.65	55	55	830.65	55	55	39.95	3	3	870.60	58	58
TOTAL JUVENILE PRINT MATERIALS	133.40	11	11	2,094.68	212	178	2,228.08	223	189	123.76	14	14	2,351.84	237	203
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	299.11	12	12	4,476.35	96	96	4,775.46	108	108	0.00	0	0	4,775.46	108	108
Total Juvenile Audio	299.11	12	12	4,476.35	96	96	4,775.46	108	108	0.00	0	0	4,775.46	108	108
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	299.11	12	12	4,476.35	96	96	4,775.46	108	108	0.00	0	0	4,775.46	108	108
TOTAL JUVENILE MATERIALS	432.51	23	23	6,571.03	308	274	7,003.54	331	297	123.76	14	14	7,127.30	345	311
Total Fiction	171.85	13	13	2,196.14	195	159	2,367.99	208	172	468.25	28	28	2,836.24	236	200
Total Non-Fiction	17,690.92	19	12	2,100.90	106	106	19,791.82	125	118	1,842.19	68	63	21,634.01	193	181
Total Audio	722.76	16	16	4,476.35	96	96	5,199.11	112	112	70.00	5	5	5,269.11	117	117
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	18,585.53	48	41	8,773.39	397	361	27,358.92	445	402	2,380.44	101	96	29,739.36	546	498

*Summary of Current Status of Unique Management Accounts
September 18, 2002*

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	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	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	23	818	6	612.34	0

UNIQUE MANAGEMENT SERVICES, INC.

SUMMARY STATUS REPORT

CREATED: 08/31/2002 4:24 PM TC

PAGE: 127

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 08/31/2002

Accounts Submitted	:	573	Dollars Submitted	:	62,149.94	Dollars Received	:	16,956.92
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,104.02
Incorrect Addresses	:	90	Dollars in Skips	:	5,796.95	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	40,141.97
Accounts in Process	:	581	Dollars in Process	:	54,465.61	% of Dollars Activated	:	73.70%
# of Accounts Activated	:	413						
% of Accounts Activated	:	71.08%						



TO: Placentia Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: September 18, 2002
 SUBJECT: GIFT REPORT

The following gifts were received from August 1, 2002 through August 31, 2002.

ADOPT A BOOK DONATIONS

Hermelinda Andrade	Ed & Sue Hartman
Boeing	Linda Lukowski
Ben & Marge Boelman	John & Diane Milton
Lee & Mary Castner	Robert & Erika Riley
Jeffrey & Tamara Davis	

TOTAL AAB DONATIONS \$350.00

GENERAL FUND DONATIONS

Jeffery & Joanne Brown	Lillian T. Sakoguchi
William & Delma Lucas	Hugh & Gaeten Wood
Mary Louise Prommier	

TOTAL GF DONATIONS \$550.00

BOOK ENDOWMENT DONATIONS

Hermelinda Arena	Steven Sanyo & Associates
Laurie Lynn Stover Gleason	Socrates & Nilda Supan
Jim & Linda Fenstermaker	Priscilla B. Villabroza

TOTAL BEF DONATIONS: \$135.00

TOTAL ALL DONATIONS \$1,035.00



TO: Library Board of Trustees

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

DATE: September 18, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR JULY 2002

HVAC: A burned-out fan belt on one of the air handling units caused an emergency call. There were also two calls for inadequate cooling. Routine maintenance was performed.

Plumbing: No service calls in August.

Electrical: Light bulbs were replaced throughout the building. This is done every two or three months. No electrical service calls were made although the electrician is beginning a project of examining and fixing the light fixture installations.

Locksmith: No service calls in August.

Prepared by: Elizabeth D. Minter



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: September 18, 2002
SUBJECT: **Personnel Report for August 2002**

RESIGNATIONS:

Substitute Library Clerk, William John Colenso

APPOINTMENTS:

None

OPEN POSITIONS:

Library Assistant (Families for Literacy & Public Services)

WORKER'S COMPENSATION LEAVE:

Elisa Herrera Thomas, Administrative Assistant, June 20 through October 7, 2002

Prepared by: Elizabeth D. Minter

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of August 2002

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 August	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	9.00	19.00	Sep-95	654.50
Backes, Theresa	3.00	3.50	6/98	224.75
Bart, Lillian	8.00	18.00	May-01	169.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	7.00	14.00	Apr-01	95.50
Botha, Jill	3.00	9.00	Nov-01	25.00
Clugston, Patricia	12.00	22.25	6/98	350.25
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	25.00	32.25	8/98	614.00
Fioroni, Pete	0.00	3.50	3/97	240.50
Fitzgerald, Joan	0.00	9.25	10/93	2,029.00
Frazee, Kathy	0.00	2.50	Jul-02	2.50
Godwin, Nita	8.00	16.00	2/96	408.75
Haagan, John	6.25	12.25	Jan-00	30.75
Hemmerling, Barbara	13.00	16.50	9/95	518.75
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	4.00	6.00	10/95	222.50
Hunsinger, Debbie	6.00	15.00	Jul-02	15.00
Irot, Pat	38.50	89.00	2/96	2,392.00
Jertberg, Pat	23.00	23.00	4/98	718.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	21.00	34.50	Jul-00	254.75
Mehta, Neela	24.00	37.00	Jun-02	47.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	15.00	10/95	1,105.25
Olson, Bob	4.00	8.00	9/95	416.00
Pence, Thomas	2.00	7.00	1/99	227.50
Peterson, Ruth	8.00	24.00	Mar-02	175.50
Rankin, Eleanore	21.00	27.50	May-02	67.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	4.00	8.00	2/00	170.00
Salem, Rose	7.00	13.00	Oct-00	146.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	8.00	8.00	Aug-02	8.00
Schlichter, Allan	8.00	15.00	10/93	876.50
Schwartzkopf, Jan	3.00	3.00	Mar-01	25.75
Schmidt, Marie	16.00	70.00	4/98	738.00
Shaw, Dixie	2.00	2.00	5/94	198.50
Stoller, Frances	2.00	6.00	May-96	112.00
Walker, Virginia	0.00	0.00	Mar-99	129.50
Wymer, Betty	12.25	22.25	1/96	814.00
TOTAL	315.50	620.75		14,997.40

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY02/03	
	August	YTD
Afsar, Asif	0	0
Banks, Vanessa	0.00	0.00
Battaglia, Emelie	0.00	0.00
Beauchamp, Elder	3.25	9.25
Behmaran, Roxana	0.00	11.00
Born, Ashley	9.50	15.50
Camacho, Ana Lilia	6.00	14.00
Clark, Anthony	3.00	3.00
Chopra, Reema	18.00	38.00
Delgado, Jesse	25.00	25.00
Dolan, Adam	0.00	5.00
Eng, Jonathon	4.00	12.00
Eng, Lawrence	14.50	42.50
Enomoto, Esther	0.00	0.00
Guo, James	23.75	45.75
Ju, Christina	0.00	0.00
Kim, Joseph	0.00	0.00
Haag, Elisha	0.00	0.00
Haag, Jennifer	2.00	12.75
Haag, Katie	0.00	0.00
Haag, Stephanie	2.00	12.25
Hill, Joseph	0.00	0.00
Hovendon, Corin	2.50	2.50
Lada, Steven	15.00	50.00
Le, Brian	0.00	0.00
Le, Phillip	0.00	0.00
Lee, James	13.75	38.50
Lucero, Branden	5.50	5.50
Maru, Sid	0.00	0.00
TOTAL	147.75	342.50

	FY02/03	
	August	YTD
McCarthy, Shannon	0.00	0.00
McClung, Elder	3.25	9.25
Meza, Jack	7.75	23.75
Miladi, Omid	17.75	38.25
Montes, Eric	0.00	0.00
Murray, Ryan	0.50	0.50
Nolen, Chris	0.00	2.00
Otto, Jessica	19.50	19.50
Pecot, Zipporah	0.00	0.00
Peechaphand, Thanin	0.00	0.00
Piol, Nick	2.50	38.50
Powell, Ashley	3.00	3.00
Shah, Sweny	30.25	30.25
Shah, Soham	3.25	3.25
Siciliani, Melissa	3.00	3.00
Sindi, Fred	6.00	27.00
Sy, Victoria	6.00	10.00
Takata, Michael	0.00	13.25
Torres, Daniel	0.00	0.00
Tran, Michael	16.00	40.00
Truex, Nick	14.50	14.50
Turczynski, Stephen	0.00	0.00
Vaziri, Ali	5.50	17.00
Villarreal, Tania	0.00	1.50
Vu, Elizabeth	0.00	0.00
Vu, Thomas	3.25	8.50
Ward, Alan	0.00	0.00
Wills, Gessica	0.00	0.00
Wong, Winston	10.50	27
Yu, Lilian	0.00	1
TOTAL	152.50	345.50

TOTAL Library Volunteer Hours 615.75
TOTAL Literacy Volunteer Hours 513.00
TOTAL VOLUNTEERS HOURS 1,128.75

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		662.00	847.00	
September	248.00	802.75		581.00	605.00	
October	385.00	1029.8		614.00	550	
November	369.25	1457.3		685.50	550.00	
December	205.25	203.5		564.00	586.00	
January	387.25	356.5		797.00	586.00	
February	376.75	359.75		617.00	600.00	
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	588.00	
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 August	FY02/03 YTD	Cumulative		FY02/03 August	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	12.00	172.00	Morales, Gabriela	6.00	12.00	39.00
Anderson, Susan	6.00	12.00	213.00	Morrissey, Jean-Marie	6.00	12.00	15.00
Bayne, Linda	6.00	12.00	48.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	12.00	216.00	Murray, Snell	6.00	6.00	6.00
Berefter, Gretchen	6.00	12.00	234.00	Murray, Edward	6.00	12.00	150.00
Bolkovatz, Alta	6.00	12.00	249.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	12.00	21.00	Narcisco, Dennis	12.00	30.00	308.00
Braun, Geoff	6.00	9.00	9.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	12.00	105.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	12.00	42.00
Coffee, Nancy	6.00	12.00	272.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	12.00	148.00	Patel, Deepa	6.00	12.00	117.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Cudlis, Daniel	12.00	24.00	78.00	Pelto, Ernest	6.00	12.00	30.00
Duffie, Pat	12.00	24.00	374.00	Precht, Jeanette	6.00	9.00	9.00
Fakoufar, Reihaneh	6.00	9.00	9.00	Purceli, Lisa	6.00	12.00	24.00
Favaro, Lee	-	-	202.00	Pydeski, Linda	6.00	12.00	42.00
Fay, Sonia	-	12.00	50.00	Quintana, Michele	6.00	9.00	9.00
Fitsimons-Diaz, Chelsea	6.00	9.00	9.00	Rahmari, Razi	6.00	12.00	24.00
Garry, Kenneth	6.00	12.00	27.00	Record, Ben	6.00	6.00	60.00
Gast, Polly	12.00	24.00	1,553.00	Risso, Edith	-	-	240.00
Gasper, Chris	6.00	12.00	23.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	12.00	42.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	9.00	9.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	613.00	2,163.00	Schaal, Linda	-	6.00	18.00
Graves, David	6.00	12.00	187.00	Schultheis, William	-	6.00	42.00
Hatch, Bill	6.00	9.00	9.00	Serafica, Christina	-	6.00	30.00
Healey, Kathleen	6.00	12.00	168.00	Shah, Sheadeha	6.00	12.00	12.00
Heer, Kim	6.00	12.00	157.00	Shepherd, Kathy	6.00	12.00	143.00
Hernandez, Rosy	-	-	340.00	Singer, Stephanie	6.00	12.00	42.00
Ho, Irene	-	6.00	36.00	Skimizu, Ken	6.00	12.00	229.00
Hornighausen, Scott	6.00	12.00	42.00	Soto, Nina	6.00	9.00	9.00
Humple, Phyllis	6.00	12.00	72.00	Springston, Madlyn	-	6.00	66.00
Hugar, Jessica	6.00	9.00	9.00	Stalnaker, Linda	-	-	281.00
Hutton, Katherine (Kate)	6.00	12.00	168.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	12.00	33.00	Teeter, Robert	3.00	3.00	3.00
Keller, Christina	-	-	201.00	Tran, Chi	-	6.00	9.00
Kightlinger, Dana	6.00	12.00	33.00	Troumby, Pamela	6.00	12.00	36.00
Kelly, Jeny	6.00	12.00	21.00	Truong, Christine	6.00	9.00	9.00
Knank, Sam	6.00	12.00	15.00	Truong, Will	6.00	9.00	9.00
Knudson, Chip	6.00	12.00	27.00	Truong, Richard	-	6.00	52.00
Lada, Stephan	6.00	12.00	42.00	Truong, Steven	-	6.00	52.00
Lasker, Marilyn	6.00	12.00	109.00	Turczyasfyi, Stephan	-	3.00	18.00
Larson, Li	-	6.00	134.00	Van Zee, Karin	-	-	180.00
Leslie, Sandra	6.00	12.00	170.00	Vester, Ricki	6.00	18.00	54.00
Livezey, June	12.00	24.00	68.00	Villarreal, Tanya	6.00	14.00	46.00
Malkowicz, Edward	12.00	30.00	56.00	Vu, Elizabeth	6.00	12.00	42.00
Martinez, Diane	-	6.00	30.00	Vukovick, Kathy	6.00	12.00	90.00
Martiaro, Diane	24.00	48.00	220.00	Walters, Catherine	-	6.00	36.00
Medland, Karen	6.00	12.00	86.00	Wang, Sue	12.00	12.00	21.00
Meza, Jack	-	-	116.00	Westfall, Carolyn	-	-	180.00
Mohr, Kelsey	6.00	12.00	15.00	Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	118.00	118.00
				Zamora, Mary	6.00	12.00	12.00
Total	324.00	1,243.00	9,152.00	Total	189.00	546.00	4,221.00

Placentia Library District
Circulation Report
September 18, 2002

Agenda Item 21

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 August-02	FY01-02 August-02
1st Time Checkouts	28,138	26,821	4.91%	12,346	12,434
Phone Renewals	2,768	3,213	-13.85%	1,313	1,632
In-Building Renewals	837	961	-12.90%	326	538
Total Renewals	3,638	4,714	-22.83%	1,639	2,170
TOTAL CHECKOUTS	31,776	30,995	2.52%	13,985	16,406
On-Time Checkins	30,676	27,193	12.81%	13,968	12,793
Late Checkins	2,317	4,299	-46.10%	1,220	1,891
TOTAL CHECKINS	32,993	31,492	4.77%	15,188	14,684
Holdings Placed	1,261	656	92.23%	855	301
Holdings Cancelled	156	217	-28.11%	112	62
Holdings Filled	1,098	668	64.37%	702	325
Holdings Expired	24	11	118.18%	18	6
Patrons Registered	544	550	-1.09%	195	274
Titles Added	393	1,511	-73.99%	182	777
Volumes Added	450	2,554	-82.38%	198	1,256
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	11,982	12,878	-6.96%	5,592	6,091
Juvenile Print	15,612	14,621	6.78%	6,517	6,738
Total Print	27,594	27,499	0.35%	12,109	12,829
Audio	1,195	1,246	-4.09%	350	611
Visual	2,569	2,247	14.33%	1,135	1,174
Equipment	0	0	0.00%	0	0
Total Audio Visual	3,764	3,493	7.76%	1,485	1,785
TOTAL CIRCULATION	31,358	30,992	1.18%	13,594	14,614
Placentia Circulation	19,829	19,882	-0.27%	8572	9,313
%Placentia Circulation	63.23%	64.15%	-1.43%	63.06%	63.73%
Anaheim/Yorba Linda Circulation	4,195	4,857	-13.63%	1,255	2,263
%Anaheim/Yorba Linda Circulation	13%	15.67%	-14.63%	9.23%	15.49%
TYPES OF ACTIVE BORROWERS					
Adult	20,043	20,367	-1.59%	10,150	9,683
Young Adult	1,521	722	110.66%	767	295
Juvenile	7,469	6,918	7.96%	3,790	2,228
New Borrower	974	2,549	-61.79%	472	1,092
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	30,007	30,556	-1.80%	15,179	14,409
TOTAL REGISTERED BORROWERS	16,285	16,993	-4.17%	16,285	16,993
ATTENDANCE	71,058	57,148	24.34%	37,014	26,980
Adult Reference-In Building	1,895	2,135	-11.24%	849	1,089
Adult Reference-Telephone	297	287	3.48%	139	179
Children's Reference-In Building	3,153	2,456	28.38%	1,208	981
Children's Reference-Telephone	1,687	53	3083.02%	1,272	21
Total Adult Reference	2,933	2,422	21.10%	988	1,268
Total Children's Reference	2,895	2,509	15.38%	2,480	1,002
Total in Building Reference	5,048	4,591	9.95%	2,057	2,070
Total Telephone Reference	1,984	340	483.53%	1,411	200
TOTAL REFERENCE	7,032	4,931	42.61%	3,468	2,270

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority

DATE: September 18, 2002

The City's invoice had not been received by September 12. The report will be included in the October Library Board packet.

To: eminter@placentiallibrary.org
From: gneill@cnda.net
Subject: LOCAL Update
Date: Wed, 04 Sep 2002 14:09:39 -0700

BUDGET UPDATE:

SENATE AND ASSEMBLY PASS BUDGET

Thank You to All Coalition Members for Your Commitment!

Local services still need protection from the blue veto pencil.

Early Sunday morning, September 1st, the Senate and Assembly passed a budget and sent it to Governor Davis for his signature. We want to take this opportunity to thank all LOCAL coalition allies for your continued support and involvement throughout the budget process. **However, one critical step remains before we can close out this year's budget: We need to protect local services from Governor Davis's blue pencil.**

The Governor has indicated he might sign the budget as early as tomorrow, September 5. He can still make changes to the state budget. We need your help TODAY to urge Governor Davis -- through emails, phone calls and faxes -- to protect the local services that all Californians depend on.

Please call, fax or e-mail Governor Davis TODAY at (916) 445-2841 phone; (916) 445-4633 fax; or e-mail to governor@governor.ca.gov. At the end of this e-mail are some general highlights of the 2002-2003 state budget.

While this year's budget debate is nearly over, *the work of the LOCAL coalition is not done*. The Legislative Analyst is projecting a state budget shortfall for at least the next few years, posing a continued threat to local services. **The coalition will remain active in the fight to protect funding for local services for as long as it takes and we look forward to your continued strong support.** The active grassroots involvement and wide-spread press attention generated by members of the coalition focused attention on the importance of protecting funding for local services. We can't afford to lose our strong forward momentum.

Here are some general highlights of the negotiated budget sent to Governor Davis. LOCAL analysts are still reviewing the specific details and a more thorough analysis will follow.

- Four Republicans joined 50 Democrats in the Assembly to support the 2002-2003 budget proposal.
- Preserves Vehicle License Fee (VLF) backfill payments from the state to local governments. The budget does not contain the one-year increase in VLF previously approved by the Senate.

- Includes reduction in state employee positions, including an early retirement program and a reduction of at least 1,000 state employee positions by June 2004.
- Enacts spending limits on General Fund expenditures for 2003-2004 Budget.
- Includes a 5% reduction in state operations for 2003-2004.
- Includes a one-month shift in education funding at the end of the fiscal year.
- Includes a constitutional amendment to go before voters in 2004 that would set aside a percentage of General Fund revenues for infrastructure financing. Fifty percent will be earmarked for local governments.
- Speaker Herb Wesson also introduced a measure creating a bipartisan commission to study solutions to the state's volatile revenue structure, which will examine potential statutory or constitutional changes to enhance the state's ability to do long-term and strategic planning, as well as governmental organization and efficiency issues.

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA - Budget Update
Date: Tue, 03 Sep 2002 14:24:54 -0700

CSDA Legislative

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
STATE BUDGET UPDATE
Tuesday, September 3, 2002

In the waning hours of the 2001-02 Legislative Session, four Republican members of the Assembly joined with the Democrats to pass the 2002-03 Budget by the required two-thirds majority in a 54-26 vote.

Delayed two months by partisan disagreements over the State's \$23.6 billion budget shortfall, the \$99 billion budget depends on a variety of short-term revenue boosts and spending cuts. Some of the significant deals of the 2002-03 Budget include:

- No cigarette tax increase
- No vehicles license fee increase
- No multi-county special districts contribution to ERAF
- Additional spending cuts of \$1 billion
- Two-year suspension of net operating loss deduction, which lets businesses offset income tax liability with operating losses
- Increase in the rate of taxes withheld on stock options and bonuses
- One-year cap limiting spending to revenues in the next fiscal year
- Statewide vote in 2004 on setting aside a certain percentage of the State's General Fund for infrastructure, such as roads and school buildings
- Calls for Governor to make a 4 percent across-the-board cut in state bureaucracy

We understand that the COPS funding will remain intact at the full amount including the \$100,000 per agency minimum (for those special districts that provide police protection). In addition, the booking fee reimbursement has been restored. CSDA is still trying to go through all of the documents but we understand that in general local government did not take a greater hit than was already included in earlier budget proposals.

All of the language for the budget deal was agreed to and written shortly before adjournment; therefore, we are continuing to review the Budget and trailer bills as they become available.

Please note that the budget that the Legislature sent to Governor Davis will require him to make millions in additional general government cuts. CSDA and LOCAL will continue to monitor the budget until it is signed by Governor Davis to ensure that local government revenues continue to be protected until the ink is dry on the Governor's signature.

To: eminter@placentiallibrary.org
Subject: CSDA Legislative Update

CSDA · Legislative

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE

Friday, August 23, 2002

STATE BUDGET UPDATE

As the Legislature enters the final week prior to the scheduled August 31 Final Recess, prospects for the Assembly passing the state budget prior to that date appear dim at best. On Wednesday, Governor Davis met with Assembly Speaker, Herb Wesson and Assembly Republican Leader, Dave Cox. Candid conversation--no movement by either side. Republicans blame Democrats for overspending and the Democrats blame Republicans for failing to offer any serious compromise and/or list of spending cuts.

During today's Assembly Floor Session, Assembly Republicans plan to introduce a measure that would allow the state to pay Cal Grants and a number of other payments void of a state budget. Similar to "continuing resolutions" utilized by Congress, Democrats and the Governor were quick to criticize the proposal and it has little chance of passing, given the Governor must "request" such spending authority, which he is not inclined to do.

In addition to the public activities associated with the state budget this week, Assembly Democrats and Republicans continued to meet behind closed doors and reports of those meetings range from "some progress was made" to "the discussions did little to produce a framework for a budget deal."

Hope springs eternal that somehow 54 members of the Assembly will vote for a budget compromise by Saturday, August 31, 2002.

The Senate recessed Thursday, August 22 until Monday, August 26, while the Assembly is scheduled to meet today, Saturday and Sunday. With over 1,000 bills pending in both houses, should be a real rush to the finish line.

LOCAL Update

With the completion of week seven without a state budget, the LOCAL Coalition continues to push its message that Legislators need to pass a budget that protects funding for local services. Whether Legislators adopt the Senate version or a modified spending plan, LOCAL continues to encourage members of both parties to pass a budget that does not erode funding for local services.

Tell us your stories. Local services are already suffering because of the failure to pass a State Budget stalemate. LOCAL needs your stories to help highlight these REAL consequences. Please email Lee Faller (lfaller@bickerassociates.com) with details about any impacts of budget delays on local services in YOUR community.

LOCAL continues to be in the news. Copies of all relevant news articles can be found in the "News Room" section of the LOCAL website – www.calocal.org. One of the recent favorites ran as an editorial on August 21 in the **Salinas Californian**. The editorial titled, "Get on with it, Assembly, and pass state budget" encourages members to adopt the Senate version of the budget and also endorses the LOCAL coalition's principles. The editorial reads, "*Pass the budget now and take up the debate, along with serious plans for budget reform, in the next*

legislative session. Then, use the principles of the LOCAL coalition as a platform for diving into budget reform. LOCAL is guided by the common-sense idea that local taxes should be spent locally."

This week, representatives from CSDA, the League of California Cities, California State Association of Counties (CSAC) met to discuss current and future efforts of the LOCAL Coalition. As mentioned before, predictions are that next year's budget will even be tougher. The three partners are committed to staying together to preserve local government revenues. A celebration of the partnership and LOCAL will be held at the CSDA annual conference in San Diego. The success of this coalition goes to special district, county and city officials as well as coalition members for their support of, and commitment to, LOCAL and its principles. We can't do it without you!

CSDA Annual Conference

"Essential Services, Responsive Leadership" – if you haven't registered, do so immediately. Attendees will receive up-to-date information on legislative and public policy issues like the state budget that will impact the current and future operations of your district! The event is scheduled for September 24-26, 2002 at the Westin Horton Plaza in San Diego. For additional information on the event check out CSDA's website – www.csda.net or call CSDA toll free at (877) 924-CSDA.

If you or members of your Board or staff would like to begin receiving this notice via email, please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

****This update is brought to you exclusively as a CSDA member benefit.****
CSDA...keeping special districts informed!

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(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csda.net

NEWS FROM THE CAPITOL: Legislative Updates 2002

September 5, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL: GOVERNOR'S BUDGET

GOVERNOR SIGNS \$98.9 BILLION BUDGET BILL: PLF SPARED FROM FURTHER CUTS

After noon today, Governor Gray Davis appeared before the media in his chambers and signed the 2002-03 Budget Bill, AB 425, and subsequently released a book filled with his cuts to programs contained in the Budget. Thankfully, the Public Library Foundation (PLF) has been spared any additional cuts by the Governor. You will recall from our memo to you on Tuesday, that the Governor would have substantial "blue pencil" authority to reduce program expenditures, particularly any programs wherein the legislature appropriated a program beyond the dollar amount contained in the Governor's own "May Revision" of the Budget. While the PLF unfortunately sustained a major \$21.5 million reduction earlier this year, we are pleased that the PLF baseline was not reduced further and will remain at \$31.5 million to close out the 2002-03 Budget year (a \$1.5 million increase over the Governor's May Revision total).

Programs reduced by the Governor were contained mostly in health and human services and education, and included a deletion of \$50 million for the Healthy Families Program Parent Expansion, large reductions in community Children's Mental Health Services, a \$23 million reduction for remedial education services for CalWORKs participants, and a major education package containing funding for PERS offset mitigation and K-12 equalization funding totaling \$78 million was cut.

Upon signing the Budget, the Governor released the following statement in his "Budget Highlights" package, "...This \$98.9 billion Budget preserves this Administration's core values by sustaining funding in the areas of education, public safety, vital seniors' programs, and health insurance for children. The Budget contains a General Fund reserve of \$1.035 billion." He adds, "With the Budget marked by the precipitous decline in revenues from the personal income tax on capital gains and stock options, California joins over 40 other states that face budget shortfalls as a result of unanticipated revenue losses. Similar to approaches in other states, this Budget closes a \$23.6 billion gap between expenditures and revenues through a combination of program reductions, loans, fund shifts, accelerations and transfers, and modest tax changes." The Governor also includes a warning regarding next year's tenuous fiscal situation, "Difficult times lie ahead for California and the nation. Although California's economic recovery began sooner than that of the nation, with employment beginning to grow again in the state five months earlier than in the nation, modest personal income growth and the prolonged slide in the stock market will continue

to be a drag on State revenues, particularly the personal income tax. Few states are expected to climb out of the deeper-than-expected national recession in one year, and most states will continue to face the challenge of closing significant budget gaps. This Budget reflects the tough decisions for meeting the challenge in 2002-03.”

September 3, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. ASSEMBLY AGREES TO LAST-MINUTE BUDGET PACKAGE

With the California State Legislature scheduled to adjourn for the year at midnight on Saturday, August 31, the Assembly Democrats and Republicans worked aggressively in the remaining hours to cobble together a Budget package that both sides could agree to. In the final negotiations, the \$3.7 billion needed to bring the Budget in balance was achieved by \$2 billion in “revenue enhancements,” a \$700 million shift in Proposition 98 school funding from this years budget into the 2003-04 year, \$750 million in savings from a 5% cut across-the-board in state operations, and \$300 million savings by abolishing positions in state departments, agencies, and boards. The Governor is expected to make further cuts in programs where the Legislature exceeded the Governor’s “May Revise” of the Budget.

In addition to passing the Budget bill, the Assembly ratified four additional major bills to implement the proposal detailed above: a so-called “cuts bill,” a major school finance bill containing an important program for the Republicans, a “revenue package” bill, a House Resolution establishing a “Commission on Budgeting in California,” and a constitutional amendment regarding infrastructure financing.

Assembly Budget Chair, Jenny Oropeza (D-Long Beach) presented the Budget bill on the Assembly Floor close to 11 p.m. on Saturday night. She called the work product, “a culmination of many months of work. It has required very painful cuts. As tough as this vote is, this Budget is fair, and it is balanced.” Assembly Budget Vice Chair, John Campbell (R-Irvine) referenced the four Republican votes needed to pass the Budget in the Assembly and clarified, “For these four Republican votes, there will be no car tax increase on the people of this state, there will be no cigarette tax...no tax on cable t.v.” He added, however, that the “state is drunk on spending. I think we will still have time before fiscal Armageddon hits this state.” Two of the four Republicans willing to vote for the Budget, contingent on the addition of certain provisions, were Dick Dickerson (R-Redding), and Dr. Keith Richman (R-Northridge). Said Assemblyman Dickerson, “I expressed in my caucus several times that we couldn’t make cuts [deep enough] without a tax increase. I think it is my job to help the State of California get a Budget.” Assemblyman Richman offered, “I take no glee or no pride in saying or fooling myself into thinking this a good Budget. It is not. It is a bad Budget. We are on a mountain road and we are