

# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





December 18, 2002

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

**AGENDA DESCRIPTIONS:** The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

**REPORTS AND DOCUMENTATION:** Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1. Roll Call Administrative Assistant
2. Adoption of Agenda

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954:2(b).*

Presentation: Library Director  
Recommendation: Adopt by Motion



3. Minutes of the November 27, 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

9. Placentia History Room Committee Report

**CLAIMS (Items 10 - 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 10 – 13 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.*



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

No Nonstandard Claims were processed during this report period.

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

Claims 4352, 4353, 4354, 4355, 4356 and 4357 forwarded by Library Director for a total of \$18,606.70 during this report period.

12. Current Claims and Payroll (Approve)

Claims 4358, 4359, 4360, 4361 and 4362 for a subtotal for Claims of \$54,836.89; and Payrolls 4363 for \$28,648.14, 4364 for \$28,648.14 and 4365 for \$28,648.14 for a subtotal for Payrolls of \$85,944.42; with a combined total of Claims and Payroll of \$140,781.31.

13. FY2001-2002 Cash Flow Analysis through December 18, 2002 and recommendation that no funds be transferred at this time (Receive & File and Approve)

#### **FINANCIAL REPORTS (Items 14 - 18)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 14 – 18 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

14. Financial Reports for November 2002 (Receive & File)
15. Office General Ledger & Check Registers for November 2002 (Receive & File)
16. Acquisitions Report for November 2002 (Receive & File)
17. Collection Agency Report for November 2002 (Receive & File)
18. Gifts Report for November 2002 (Receive & File)

#### **GENERAL CONSENT CALENDAR (Items 19 – 26a)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 – 26 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

19. Building Maintenance Report for November 2002 (Receive & File)

20. Personnel Report for November 2002 (Receive, File, and Ratify Appointments)
21. Volunteer Report for November 2002 (Receive & File)
22. Circulation Report for November 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Library of California Board Actions, November 19, 2002 (Receive & File)
25. Legislative Alerts from the California Special Districts Association and the California State Library (Receive & File)
26. Notification to Special District Workers' Compensation Authority (SDWCA) appointing Placentia Library District Consultant Sandra Stark as the District's representative to the SDWCA Board of Directors. (Receive & File)
- 26a. Notification by the Registrar of Voters of Orange County of the Appointment to the Placentia Library District Board of Trustees by the Orange County Board of Supervisors in lieu of election for Betty Escobosa and Al Shkoler for terms of office ending on December 1, 2006. (Receive & File)

#### **CONTINUING BUSINESS**

27. 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**

28. Election of Board Officers:

*Incumbents are indicated in parentheses.*

President (*Shkoler*)

Secretary (*Braun*)

Presentation: Library Director

Recommendation: Elect a Library Board President and a Library Board Secretary for 2003

29. Appointment of Library Board Representatives for 2003 by the Board President:

*Incumbents are indicated in parentheses.*

Two Representatives to the Placentia Library Foundation Board of Directors (*Braun & Wood*)

Representative to the Independent Special Districts of Orange County (*Wood*)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Wood*)

Two Representatives to the Placentia Civic Center Authority Commission (*Shkoler & Wood*)

Presentation: Library Board President

30. Selection of Date and Time for Regular Board Meetings for 2003

Presentation: Library Board President

Recommendation: Set the regular meeting date and time for 2003

31. Travel Authorization for Trustee Betty Escobosa to attend the California Special Districts Association New Board Member and Trustee Training on January 16, 2003 in Palm Springs.

Presentation: Library Director

Recommendation: Approve travel to the California Special Districts Association (CSDA) New Board Member & Trustee Training Workshop in Rancho Mirage by Trustee Betty Escobosa on Thursday, January 16, 2003 at a cost of approximately \$600.00 to be paid by the General Fund.

32. Authorization to combine the Special Districts Workers' Compensation Authority (SDWCA) and the Special District Risk Management Authority (SDRMA) into the new SDRMA.

Presentation: Library Director

Recommendation:

- 32a. Authorization of signatures for District accounts at Bank of the West, Wells Fargo Bank, Citibank and the Orange County Auditor.

Presentation: Library Director

Recommendation: Read Resolution 03-04 by Title only; and

Adopt Resolution 03-04

#### STAFF REPORTS (Items 33 - 38)

*Items 33 – 38 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.*

33. Program Committee Report for November 2002 (Roberts)

34. Children's Services Report for November 2002 (Smith)

35. Placentia Library Literacy Services Report for November 2002 (Roberts)

- 36. Placentia Library Web Site Report for November 2002 (Roberts)
- 37. Publicity Materials Produced in November 2002. (Rakos)
- 38. Safety Committee Minutes for November 2002 (Matas)

**ADJOURNMENT**

- 39. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, January 22, 2003 at 6:30 P.M.

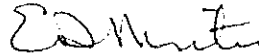
- 40. Review of Action Items.

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

- 41. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the December 18, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, December 11, 2002.

  
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# Placentia Library Board Calendar

December 2002 - November 2003

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## 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

Jun 2003

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Jan 2003

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## January

- 6 7:00 PM Friends Board Meeting, Wood
- 16 CSDA New Board Member Workshop, Rancho Mirage
- 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

Jul 2003

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Feb 2003

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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

Aug 2003

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## March

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

Sep 2003

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Apr 2003

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## April

- 7 6:30 PM Friends Annual Meeting Author's Program
- 7:00 PM Friends Board Meeting, Escobosa
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

Oct 2003

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## 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

Nov 2003

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# Placentia Library Board Calendar

December 2002 - November 2003

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## 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

## September

- 1 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 24 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

## October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day
- 19 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

| Jun 2003 |    |    |    |    |    |    |
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1. The first part of the paper discusses the general theory of the subject. It begins with a review of the existing literature and then proceeds to a detailed analysis of the problem. The author shows that the problem is more complex than it appears at first sight and that a new approach is needed. This approach is based on the use of the method of characteristics and leads to a set of equations that can be solved numerically. The results of these calculations are compared with experimental data and are found to be in good agreement. This suggests that the theory is correct and that the method of characteristics is a useful tool for the study of this problem.

2. The second part of the paper is devoted to a detailed study of the numerical method used in the first part. It shows that the method is stable and accurate and that it can be applied to a wide range of problems. The author also discusses the limitations of the method and suggests ways in which it can be improved. In particular, it is shown that the method can be extended to the study of problems involving multiple scales and that it can be used to study the long-time behavior of the system. This is done by using the method of averaging and by studying the slow manifold of the system. The results of these calculations are compared with those of the first part and are found to be in good agreement. This suggests that the method of averaging is a useful tool for the study of problems involving multiple scales and that the method of characteristics is a useful tool for the study of problems involving long-time behavior.

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
November 27, 2002**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:35 P.M.

**ROLL CALL**

**Members Present:** President Al Shkoler; Trustees Peggy Dinsmore and Sandra Stark; and Library Director Elizabeth Minter.

**Members Absent:** Secretary Geoff Braun, Trustee Gaeten Wood

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; and Friends of Placentia Library President Eleanore Rankin.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Stark, seconded by Secretary Dinsmore to adopt the Agenda as printed

|                 |                          |
|-----------------|--------------------------|
| <b>AYES:</b>    | Dinsmore, Shkoler, Stark |
| <b>NOES:</b>    | None                     |
| <b>ABSTAIN:</b> | None                     |
| <b>ABSENT:</b>  | Braun, Wood              |

**MINUTES**

No Corrections were requested for the Minutes of October 16, 2002.

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Minutes of the October 16, 2002 Regular Meeting.

|                 |                          |
|-----------------|--------------------------|
| <b>AYES:</b>    | Dinsmore, Shkoler, Stark |
| <b>NOES:</b>    | None                     |
| <b>ABSTAIN:</b> | None                     |
| <b>ABSENT:</b>  | Braun, Wood              |

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler introduced Trustee-Elect Betty Escobosa and welcomed her to the Board. President Shkoler reported that the Foundation Donor Reception was very well done.

Secretary Braun arrived at 6:41 pm.

Trustee Sandra Stark gave her departure comments. President Shkoler thanked Trustee Stark for 13 years on the Placentia Library District Board of Trustees and presented her with a set of New York Public Library Lions Book Ends. Trustee Stark requested that the Placentia Library District purchase material for a Jewish Children's Collection. Trustee Stark will match the money spent on this collection.

**TRUSTEE REPORTS**

Trustee Stark reported that she will be attending the Special Districts Workers' Compensation and Risk Management Authority Meeting before the next Board Meeting. Trustee Stark requested a letter be written appointing her as a Consultant for the Placentia Library District at these meetings.

Trustee Dinsmore did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter announced she put an advertisement in the Orange County Register for the Administrative Assistant job on Sunday December 1, 2002. The recruitment will end on December 12, 2002.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Friends of Placentia Library President, Eleanore Rankin, reported to the Board that the Friends' renewal invitations were mailed in November. It was also reported that the Author's Luncheon will be featuring Author Lisa See. The Friends Annual Meeting will be held in April.

**HISTORY ROOM  
REPORT**

Library Director Minter reported that a grant writing consultant will be interviewed on December 9, 2002.

**CLAIMS**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve Agenda Items 10 through 13

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340, 4341 for a total of \$24,850.03.

Current Claims and Payroll: Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348, and 4349 for a subtotal for Claims of \$30,234.53; and Payrolls 4350 for \$36,866.40 and 4351 for \$28,648.14 for a subtotal for Payrolls of \$65,514.54; with a combined total of Claims and Payroll of \$95,749.07.

FY 2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Items 14 through 18

Financial Reports for October 2002

Official General Ledger & Check Registers for October 2002

Acquisitions Report for October 2002

Collection Agency Report for October 2002

Gifts Report for October 2002

AYES: Braun, Dinsmore, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Wood

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Stark to receive and file Agenda Items 19 through 29

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

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

Volunteer Report for October 2002 (Receive & File)

Circulation Report for October 2002 (Receive & File)

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

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

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

Plan of Service Budget Request for Fiscal Year 2002-2003 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted November 8, 2002 (Receive & File)

Submission of California State Mandated Costs Claim (Receive & File)

Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2002-2003, as submitted on November 19, 2002 (Receive & File)

Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and Grant documents and Financial Claim that were sent to the State Library on November 18, 2002. (Receive & File)

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

**LEGISLATIVE  
ISSUES**

President Shkoler discussed the importance of the Trustee involvement in the legislative process.

**ELECTION OF  
OFFICER FOR  
ISDOC**

It was moved by Trustee Stark and seconded by Secretary Braun to Authorize Library Director Minter to prepare and mail the ballot on behalf of the Board of Trustees

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

**DISTRICT'S  
INTERNET POLICY  
REPLACEMENT OF  
STORY ROOM  
WALL**

Presentation on recommended changes to the District's Internet Access Policy presented by Technology Manager, Julie Shook.

**STORY HOUR ROOM  
WAL  
REPLACEMENT**

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize the replacement of the folding wall/door to Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000, to be paid by the Placentia Library Foundation

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



It was moved by Trustee Dinsmore and seconded by Trustee Stark to authorize the Library Director to request that the Friends of the Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize the payment of the balance from the District General Fund.

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

**PUBLIC RESTROOM  
PARTITIONS**

It was moved by Trustee Stark and seconded by Trustee Dinsmore to authorize replacement of Public Restroom partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at the cost of \$3,190.00 to be paid by the General Fund.

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

**RETIREMENT  
COMMEMORATION  
FOR TRUSTEE  
STARK**

It was moved by Trustee Dinsmore and seconded by Secretary Braun to authorize as allocation of \$300 fro the County Exempt Fund to purchase Jewish children's Books in commemoration of Trustee Stark's thirteen years of service to the Library Board of Trustees.

Trustee Stark agreed to match the contribution of \$300 to start a Jewish Children's collection.

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Trustee Dinsmore and seconded by Trustee Stark that there will be 12 seats for the Board of Trustees at the Placentia Citizen of the Year Breakfast on Friday, December 6, 2002

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

It was moved by Trustee Dinsmore and seconded by Trustee Stark to approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant, Katie Matas on Wednesday December 11, 2002, at a cost of approximately, \$300.00 to be paid by the General Fund.

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

**STAFF REPORTS**

It was moved by Secretary Braun, seconded Trustee Dinsmore to approve Agenda Items 35-40

Program Committee Report for October 2002.

Children's Services Report for October 2002.

Placentia Library Literacy Services Report for October 2002.

Placentia Library Web Site Report for October 2002.

Placentia Library Publicity Materials produced for October 2002.

Safety Committee Minutes for October 2002.

AYES: Braun, Dinsmore, Shkoler, Stark

NOES: None

ABSTAIN: None

ABSENT: Wood

**DECEMBER  
MEETING**

The December Regular Library Board Meeting will be held on Wednesday, December 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 November 28, 2002 adjourned at 7:30 P.M.

---

Geoff Braun  
Secretary  
Library Board of Trustees



MINUTES December 2, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Barbara Hemmerling, Eleanor Rankin, Jill Botha, Frances Stoller, Virginia Walker, Camile Himes, Pat Irot, Jan Schwartzkopf and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Geoff Braun, the Trustees.

The **minutes** of the November board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of \$11,488.51. **Financial Secretary**, no report.

**President's Report:** 1) Trustee's meeting: Eleanor attended as our representative. She asked Geoff Braun to report on the meeting. Sandra Stark asked that the amount of money that would be spent on a recognition dinner for her, instead be used to purchase a children's story collection about the Jewish Faith. The Trustee's said \$300 would be the amount and Sandra said she would match that figure. Sandra was presented bookends with the Chicago Library Lions on them. Betty Escobosa and Al Skholer will be installed the first Friday of December. 2) Foundation: The Donor Reception was a great success. The speaker was well received. The poor weather may have kept our attendance down. 3) Citizen of the Year breakfast Friday, December 6. 4) Author's Luncheon Saturday March 1, 2003. 5) Annual meeting, April 7, 2003. A discussion of possible authors was held. Pat Irot moved that we invite Pamela Hallan-Gibson, author of a book on O. C., *The Golden Promise: An Illustrated History of Orange County*. Jill Botha seconded and the motion carried with one dissent. By general consent the other three authors were wait-listed in the following order: Sharon Avery, Joe Arnold, Sue Parman.

**Chair Reports:** 1) Membership: 2300 invitations to join were mailed. 2) Volunteer Development and Public Relations, Pat Irot. Pat is available to train new volunteers. She reported that she has sent notices/announcements about our Sunday Sales, Silent Auction, and will continue to send the appropriate timely news articles. 3) Sunday Book Sale in November made \$114. December 8 Virginia Walker and Ginny Sanatar. If Ginny is not well enough to work, Camile Himes will fill in. January 12—Ted Farkas and Pat Irot. 4) Silent Auction-Jill Botha: October receipts-\$14 and November \$73. She reported that we have two sets of specialized encyclopedias—art and psychiatry—listed for sale on E-Bay. We also have 4 boxes from Peggy Burkage's estate that are available to sell. 5) Jillian was able to sell many of our surplus romance novels. She sold them for \$3.00 a bag and we received \$83.

**Library Director's Report:** Elizabeth Minter presented two requests for financial assistance from the Friends. 1) Replacement of the wall in the story hour room. The cost

is estimated at \$4200. A \$3000 donation has been received from an individual donor. Pat Irot moved that we allot up to \$1250 to fund this project. Jan Schwartzkopf seconded and the motion was carried. 2) The lighted sign on the north wall facing the parking lot has not been able to be repaired. It tells the library's operating hours. The cost could be as much as \$7000. Barbara Hemmerling moved that we guarantee \$3500 with the balance to be considered at a later time. Jan Schwartzkopf seconded this and the motion carried with one dissent. 3) Gerry Choice, a staff member is terminally ill with stomach cancer. 4) Joan Fitzgerald, volunteer, is ill. 5) The Administrative Assistant applications will close December 12. The new person will begin January 2, 2003. 6) The poinsettias decorating the library are courtesy of the Friends.

**Christmas Clearing Bureau:** Jim Roberts reported that they have received 1470 books and expect 30 more to bring the total to 1500. Cerise Smith did an excellent job planning the order. Jim's staff and city people will fill the boxes. The books are labeled which will make it easier.

**New Business:** 1) Pat Irot told of a graduate student at Cal State Fullerton who will be doing a project next semester for which she may ask our financial help. She will strive to make our library's Lap Sit program available to the El Dorado student mothers, during the summer months. We will address this at a later date. 2) A display case in the library needs a new back. Pat Irot suggested Bill Brown be asked to repair this. By general consent the board agreed to this.

**Announcements:**

Next meeting January 6, 2003 7 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT

Summary of Nonstandard Claims

December 18, 2002

| TYPE | REPORT<br>NUMBER | AMOUNT |
|------|------------------|--------|
|      | TOTAL            | 0.00   |

Prepared by: Elizabeth D. Minter



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
December 18, 2002

|                           | DATE              | CLAIM<br>NUMBER | AMOUNT              |
|---------------------------|-------------------|-----------------|---------------------|
| LIBRARY DIRECTOR          | November 29, 2002 | 4352            | 10,610.38           |
|                           | November 29, 2002 | 4353            | 1,820.78            |
|                           | November 29, 2002 | 4354            | 535.62              |
|                           | December 10, 2002 | 4355            | 3,122.38            |
|                           | December 10, 2002 | 4356            | 2,440.02            |
|                           | December 10, 2002 | 4357            | 77.52               |
| TOTAL BY LIBRARY DIRECTOR |                   |                 | <u>\$ 18,606.70</u> |

Prepared by Elizabeth D. Minter

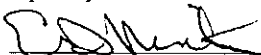
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR \\  
HIS CHECK FROM FUND 707

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|---------------|---------------------|-------------|----------|----------------|----|
|   |                   |      | BS Acct       |                     |             |          | Doc<br>Number  | SC |
| N20042<br>Fortis Benefits<br>P.O. Box 806644-1<br>Kansas City, MO 64180-6644                                | 12/01/02-01/01/03 |      | 0300          | 00                  |             | 236.25   |                |    |
| N06556A<br>CNA<br>Group Benefits<br>75 Remittance Dr., Ste. 1641<br>Chicago, IL 60675-1641                  | 12/01/02-01/01/03 |      | 0300          | 00                  |             | 249.28   |                |    |
| N03645A<br>Blue Shield of California<br>Cash Receiving<br>File 55331<br>Los Angeles, CA 90074-5331          | 12/01/02-01/01/03 |      | 0300          | 00                  |             | 8,632.15 |                |    |
| N03646<br>Vision Service Plan - (CA)<br>PO Box 45210<br>San Francisco, CA 94145-5210                        | 12/01/02-01/01/03 |      | 0300          | 00                  |             | 208.32   |                |    |
| N19932<br>Ameritas Life Insurance Corp.<br>P.O. Box 81889<br>Lincoln, NE 68501-1889                         | 12/01/02-12/31/02 |      | 0300          | 00                  |             | 543.30   |                |    |
| N050301<br>AT & T<br>P.O. Box 78225<br>Phoenix, AZ 85062-8225   | 11/16/02          |      | 0700          | 01                  |             | 112.37   |                |    |
| (new vendor)<br>JEFFCO, INC.<br>Attn: Accounts Receivable<br>1671 S. Research Loop<br>Tuscon, AZ 85710-6795 | 376028            |      | 1800          | 00                  |             | 74.22    |                |    |
| N06686G<br>Office Depot Credit Plan<br>Dept. 56 - 6183976509<br>P.O. Box 9020<br>Des Moines, IA 50368-9020  | 11/21/02          |      | 1800          | 00                  |             | 554.49   |                |    |

The claims listed above (totaling \$10,610.38) 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 11/29/02  
REPORT NO 4353


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<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|---|-------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
|   |                   |      |                          |                     |             |        | Doc<br>Number  | SC |
| (new vendor)<br>Image Supply<br>1420 47th Avenue<br>Sacramento, CA 95822-5902                 | 16403             |      | 1800                     | 00                  |             | 361.72 |                |    |
| N05445A<br>Consolidated Reprographics<br>31 Musick Ave.<br>Irvine, CA 92618-1638              | 919649            |      | 1800                     | 00                  |             | 130.21 |                |    |
| (new vendor)<br>Sam's Club<br>PO Box 105994<br>Atlanta, GA 30348                              | 11/23/02          |      | 1900                     | 00                  |             | 15.00  |                |    |
| N22558<br>Nancy L. Mory<br>1136 Moro Circle<br>Placentia, CA 92870-3078<br>(SSN: 557-46-8389) | 11/22/02          |      | 1900                     | 08                  |             | 135.20 | 02             |    |
| N25348<br>Ana Maria Garcia<br>1962 W. La Palma Ave<br>Anaheim, CA 92801                       | 11/22/02          |      | 1900                     | 08                  |             | 94.85  | 02             |    |
| N25796<br>BWI (Book Wholesalers, Inc.)<br>1847 Mercer Road<br>Lexington, KY 40511             | 1395947           |      | 2400                     | 07                  |             | 109.75 |                |    |
| (new vendor)<br>Scholastic, Inc.<br>PO Box 3720<br>Jefferson City, MO 65102-3720              | 2566560           |      | 2400                     | 07                  |             | 659.61 |                |    |
| N26570<br>ProForma<br>PO Box 640814<br>Cincinnati, OH 45264-0814                              | 0990000336        |      | 2400                     | 08                  |             | 314.44 |                |    |

The claims listed above (totaling \$1,820.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

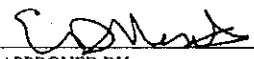
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Obj/            | Sub         | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|--|-------------------|------|-----------------|-------------|-------------|--------|----------------|----|
|  |                   |      | Rev/<br>BS Acct | Obj/<br>Rev |             |        | Doc<br>Number  | SC |
| N15075<br>Cyrise Smith<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198  | 11/13/02          |      | 2700            | 01          |             | 15.33  |                |    |
| N27044<br>Mary Strazdas<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | 11/29/02          |      | 2700            | 01          |             | 18.25  |                |    |
| N27464<br>Tyese Wortham<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | 11/21/02          |      | 2700            | 09          |             | 10.59  |                |    |
|  | 11/24/02          |      | 2700            | 09          |             | 29.57  |                |    |
|  |                   |      |                 |             |             | 40.16  |                |    |
| N01074<br>Sempra Energy Utility<br>The Gas Company<br>PO Box C<br>Monterey Park, CA 91756                        | 10/17/02          |      | 2800            | 00          |             | 267.36 |                |    |
| N03659F<br>Southern California Water<br>500 Cameron St<br>Placentia, CA 928701                                   | 10/17/02-11/20/02 |      | 2800            | 00          |             | 194.52 |                |    |

The claims listed above (totaling \$535.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice#    | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT          | A C's Use Only |    |
|--|----------------------|------|---------------|---------------------|-------------|-----------------|----------------|----|
|  |                      |      | BS Acct       |                     |             |                 | Doc<br>Number  | SC |
| N03648B<br>Special T. Water Systems, Inc.<br>11934 Washington Blvd.<br>Whittier, CA 90606    | 067294               |      | 1800          | 00                  |             | 27.50           |                |    |
| N03651<br>Waxie Sanitary Supply<br>P.O. Box 81006<br>San Diego, CA 92138-1006                | 56040660 02          |      | 1000          | 00                  |             | 1,081.81        |                |    |
| N03656<br>Pacific Clippings<br>P.O. Box 11789<br>Santa Ana, CA 92711                         | 2124                 |      | 1900          | 00                  |             | 42.00           |                |    |
| N03752<br>Pacific Bell<br>Payment Center<br>Van Nuys, CA 91388-0001                          | 11/17/02<br>11/17/02 |      | 0700          | 00<br>01            |             | 114.04<br>15.82 |                |    |
| N05294B<br>Roto Rooter<br>1183 N. Kraemer Place<br>Anaheim, CA 92608                         | 186579               |      | 1400          | 00                  |             | 380.86          |                |    |
| N06671<br>MD Medical Clinics<br>1300 N. Kraemer Blvd.<br>P.O. Box 66012<br>Anaheim, CA 92816 | 11/30/02             |      | 1900          | 00                  |             | 111.00          |                |    |
| N06965<br>Paychex<br>200 E. Sandpointe, Ste. 100<br>P.O. Box 25159<br>Santa Ana, CA 92799    | 20021127             |      | 1900          | 00                  |             | 249.35          |                |    |
| N06785<br>Hector Vargas Cleaning Service<br>318 Capistrano St.<br>Placentia, CA 92870        | 062772               |      | 1400          | 00                  |             | 1,100.00        |                |    |

The claims listed above (totaling \$3,122.38) 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

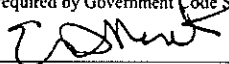
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|-------------------------|---------------------|-------------|----------|----------------|----|
|   |                   |      |                         |                     |             |          | Doc<br>Number  | SC |
| N16877B<br>IKON Office Solutions<br>PO Box 7420<br>Pasadena, CA 91109-7420  | 21339613          |      | 1300                    | 00                  |             | 277.52   |                |    |
| N19776<br>Donna G. Bass<br>500 Vanderbilt Dr.<br>Placentia, CA 92870<br>562-54-2194                                   | 11/27/02          |      | 1900                    | 00                  |             | 675.00   | 02             |    |
| N23030<br>Linda Baesler<br>150 Anned Dr.<br>Placentia, CA 92870<br>502-50-4248  | 11/2002           |      | 1900                    | 00                  |             | 450.00   | 02             |    |
|   | 10/2002           |      | 1900                    | 00                  |             | 562.50   |                |    |
|   |                   |      |                         |                     |             | 1,012.50 |                |    |
| N23658<br>Lauren Andrews<br>1610 South Pomona Ave., C-9<br>Fullerton, CA 92832<br>SSN: 568-84-0516                    | 11/22/02          |      | 1900                    | 08                  |             | 300.00   | 02             |    |
| N25209<br>Sandra Chavez<br>955 S. Melrose, #A<br>Placentia, CA 92870<br>SSN: 625-56-6333                              | 11/26/02          |      | 1900                    | 08                  |             | 91.00    | 02             |    |
| N25795<br>Jillian Rakos<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198      | 12/2/02           |      | 2700                    | 01                  |             | 39.79    |                |    |
|   | 12/2/02           |      | 2700                    | 01                  |             | 16.06    |                |    |
|   | 12/9/02           |      | 2700                    | 01                  |             | 8.07     |                |    |
|   |                   |      |                         |                     |             | 63.92    |                |    |
| N26229A<br>Ann Margaret Webb<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | 11/27/02          |      | 2700                    | 07                  |             | 20.08    |                |    |

The claims listed above (totaling \$2,440.02) 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 12/10/02  
REPORT NO 4357

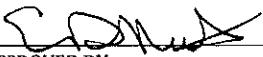
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Objt/<br>Rev/ | Sub          | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|--|-------------------|------|---------------|--------------|-------------|--------|----------------|----|
|  |                   |      | BS Acct       | Objt/<br>Rev |             |        | Doc<br>Number  | SC |
| N27044<br>Mary Strazdas<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198 | 12/10/02          |      | 2700          | 01           |             | 17.52  |                |    |
| N27521<br>Nori Fernandez<br>155 Angelina Drive, Apt. 149<br>Placentia, CA 92870<br>SSN: 569-77-6189              | 11/26/02          |      | 1900          | 08           |             | 60.00  | 02             |    |

The claims listed above (totaling \$77.52) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
December 18, 2002

| TYPE                 | REPORT<br>NUMBER | AMOUNT                     |
|----------------------|------------------|----------------------------|
| CURRENT CLAIMS       | 4358             | 1,081.42                   |
|                      | 4359             | 8,760.26                   |
|                      | 4360             | 927.64                     |
|                      | 4361             | 41,958.14                  |
|                      | 4362             | 2,109.43                   |
| TOTAL CURRENT CLAIMS |                  | <u>\$54,836.89</u>         |
| PAYROLL              | 4363             | 28,648.14                  |
|                      | 4364             | 28,648.14                  |
|                      | 4365             | 28,648.14                  |
|                      |                  | <u>\$85,944.42</u>         |
| <b>TOTAL</b>         |                  | <b><u>\$140,781.31</u></b> |

Prepared by: Elizabeth D. Minter

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<br>Social Security/Tax ID                                  | Date/<br>Invoice# | Orgn | Objt/           | Sub          | Rept<br>Cat | AMOUNT | A C's Use Only |    |
|---|-------------------|------|-----------------|--------------|-------------|--------|----------------|----|
|   |                   |      | Rev/<br>BS Acct | Objt/<br>Rev |             |        | Doc<br>Number  | SC |
| N03738D<br>Pitney Bowes<br>PO Box 856390<br>Louisville, KY 40285-6390             | 301665            |      | 2100            | 00           |             | 148.71 |                |    |
| N03832<br>Books on Tape<br>P.O. Box 25122<br>Santa Ana, CA 92799-5122             | 5097901P          |      | 2400            | 05           |             | 177.57 |                |    |
| N03833<br>Brodart Co.<br>P.O. Box 3488<br>Williamsport, PA 17705                  | 337690            |      | 1800            | 00           |             | 158.93 |                |    |
| N03842A<br>Ingram Library Services<br>P.O. Box 502779<br>St. Louis, MO 63150-2779 | 81658784          |      | 2400            | 01           |             | 22.17  |                |    |
|   | 81666177          |      | 2400            | 01           |             | 147.02 |                |    |
|   | 81666178          |      | 2400            | 01           |             | 52.00  |                |    |
|   | 81666179          |      | 2400            | 01           |             | 103.02 |                |    |
|   | 81666180          |      | 2400            | 01           |             | 16.55  |                |    |
|   | 81666181          |      | 2400            | 01           |             | 31.11  |                |    |
|   | 81666182          |      | 2400            | 01           |             | 36.50  |                |    |
|   | 81666183          |      | 2400            | 01           |             | 15.92  |                |    |
|   | 81666184          |      | 2400            | 01           |             | 13.24  |                |    |
|   | 81666185          |      | 2400            | 01           |             | 29.51  |                |    |
|   | 81666186          |      | 2400            | 01           |             | 45.92  |                |    |
|   | 81666187          |      | 2400            | 01           |             | 49.95  |                |    |
|   | 81724830          |      | 2400            | 01           |             | 16.66  |                |    |
|   | 81724831          |      | 2400            | 01           |             | 16.64  |                |    |
|   |                   |      |                 |              |             | 596.21 |                |    |

The claims listed above (totaling \$1,081.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



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

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|-------------------------|--------------------|-------------|----------|----------------|----|
|   |                   |      |                         |                    |             |          | Doc<br>Number  | SC |
| N03842A (Continued)<br>Ingram Library Services<br>P.O. Box 502779<br>St. Louis, MO 63150-2779 | 81724832          |      | 2400                    | 01                 |             | 7.73     |                |    |
|   | 81724833          |      | 2400                    | 01                 |             | 19.02    |                |    |
|   | 81724834          |      | 2400                    | 01                 |             | 26.02    |                |    |
|   | 81724835          |      | 2400                    | 01                 |             | 95.60    |                |    |
|   | 81724836          |      | 2400                    | 01                 |             | 16.63    |                |    |
|   | 81724837          |      | 2400                    | 01                 |             | 35.94    |                |    |
|   |                   |      |                         |                    |             | 200.94   |                |    |
|   |                   |      |                         |                    | 797.15      |          |                |    |
| N06569B<br>Demco<br>P.O. Box 8048<br>Madison, WI 53708-8048                                   | 1176822           |      | 1800                    | 00                 |             | 1,456.73 |                |    |
| N06579<br>The Gale Group<br>P.O. Box 95501<br>Chicago, IL 60694-5501                          | 11872499          |      | 2400                    | 01                 |             | 1,072.12 |                |    |
|   | 11981651          |      | 2400                    | 01                 |             | 139.26   |                |    |
|   | 11993187          |      | 2400                    | 01                 |             | 129.30   |                |    |
|   | 11994064          |      | 2400                    | 01                 |             | 966.84   |                |    |
|   | 12004487          |      | 2400                    | 01                 |             | 708.85   |                |    |
|   | 12016744          |      | 2400                    | 01                 |             | 433.34   |                |    |
|   | 12018931          |      | 2400                    | 03                 |             | 4,115.00 |                |    |
|   |                   |      |                         |                    | 6,492.59    |          |                |    |
| N06788<br>PRO Systems<br>PO Box 4282<br>Laguna Beach, CA 92652                                | 03PLC024          |      | 1400                    | 00                 |             | 230.00   |                |    |
| N06819B<br>American Library Association<br>50 S. Huron St.<br>Chicago, IL 60611               | 01/2003           |      | 1600                    | 00                 |             | 145.00   |                |    |
|   | 01/2003           |      | 1600                    | 00                 |             | 235.00   |                |    |
|   |                   |      |                         |                    |             | 380.00   |                |    |

The claims listed above (totaling \$8,760.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

| Payee Name and Address<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/           | Sub          | Rept<br>Cat | AMOUNT        | A C's Use Only |    |
|---|-------------------|------|-----------------|--------------|-------------|---------------|----------------|----|
|   |                   |      | Rev/<br>BS Acct | Objt/<br>Rev |             |               | Doc<br>Number  | SC |
| N15075<br>Cyris Smith   | 12/9/02           |      | 2700            | 00           |             | 66.76         |                |    |
| c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198     | 12/9/02           |      | 2700            | 00           |             | 38.15         |                |    |
|   |                   |      |                 |              |             | <b>104.91</b> |                |    |
| N15508<br>Cosmoslink Internet Services<br>3030 Saturn St., Ste. 204<br>Brea, CA 92821     | 200212-20         |      | 1900            | 00           |             | 30.00         |                |    |
| N19647<br>Unique Management Services<br>119 E. Maple St.<br>Jeffersonville, IN 47130      | 134218            |      | 1900            | 00           |             | 260.28        |                |    |
| N21086B<br>Grey House Publishing<br>PO Box 860<br>185 Millerton Rd<br>Millerton, NY 12546 | 344584            |      | 2400            | 01           |             | 149.50        |                |    |
| N22429<br>The Rosen Publishing Group<br>29 East 21st Street<br>New York, NY 10010         | 270882            |      | 2400            | 01           |             | 39.90         |                |    |
|   | 270883            |      | 2400            | 01           |             | 343.05        |                |    |
|   |                   |      |                 |              |             | <b>382.95</b> |                |    |

The claims listed above (totaling \$927.64) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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<br>Social Security/Tax ID   | Date/<br>Invoice# | Orgn | Objt/           | Sub          | Rept<br>Cat   | AMOUNT    | A C's Use Only |    |
|--|-------------------|------|-----------------|--------------|---------------|-----------|----------------|----|
|  |                   |      | Rev/<br>BS Acct | Objt/<br>Rev |               |           | Doc<br>Number  | SC |
| N25796<br>BWI (Book Wholesalers, Inc.)<br>1847 Mercer Road<br>Lexington, KY 40511  | 1395942           |      | 2400            | 01           |               | 24.56     |                |    |
|  | 1395943           |      | 2400            | 01           |               | 23.21     |                |    |
|  | 1395944           |      | 2400            | 01           |               | 29.11     |                |    |
|  | 1395945           |      | 2400            | 01           |               | 46.27     |                |    |
|  | 1395946           |      | 2400            | 01           |               | 32.33     |                |    |
|  | 1398988           |      | 2400            | 01           |               | 53.28     |                |    |
|  | 1398989           |      | 2400            | 01           |               | 3.85      |                |    |
|  | 1407244           |      | 2400            | 01           |               | 27.47     |                |    |
|  | 1407245           |      | 2400            | 01           |               | 14.21     |                |    |
|  | 1407246           |      | 2400            | 01           |               | 21.96     |                |    |
|  | 1407247           |      | 2400            | 01           |               | 47.62     |                |    |
|  | 1407248           |      | 2400            | 01           |               | 38.33     |                |    |
|  | 1407249           |      | 2400            | 07           |               | 36.69     |                |    |
|  | 1407250           |      | 2400            | 07           |               | 4.51      |                |    |
|  |                   |      |                 |              | <b>403.40</b> |           |                |    |
| N26229A<br>Ann Margaret Webb<br>c/o Placentia Library District<br>411 East Chapman Avenue<br>Placentia, CA 92870-6198                | 12/9/02           |      | 2700            | 07           |               | 163.85    |                |    |
| N26230<br>National Retirement Services, Inc.<br>Attn: Penny Wright<br>3030 Old Ranch Parkway, Suite 400<br>Seal Beach, CA 90740-2752 | 07/24/02          |      | 0200            | 00           |               | 41,390.89 |                |    |

The claims listed above (totaling \$41,958.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

41,958.14

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<br>Social Security/Tax ID  | Date/<br>Invoice# | Orgn | Objt/<br>Rev/ | Sub<br>Objt/<br>Rev | Rept<br>Cat | AMOUNT   | A C's Use Only |    |
|---|-------------------|------|---------------|---------------------|-------------|----------|----------------|----|
|   |                   |      | BS Acct       |                     |             |          | Doc<br>Number  | SC |
| (new vendor)<br>Zimmer Electric, Inc.<br>11581 Range View Rd.<br>Mira Loma, CA 91752      | 188               |      | 1400          | 00                  |             | 1,000.00 |                |    |
| (new vendor)<br>County of Orange Tax Collector<br>PO Box 1980<br>Santa Ana, CA 92702-1980 | A0944885          |      | 3700          | 00                  |             | 1,109.43 |                |    |

The claims listed above (totaling \$2,109.43) 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 12/18/02  
REPORT NO 4363

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<br>Social Security/Tax ID   | Date/<br>Invoice#  | Orgn | Obj/            | Sub         | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|--|--|------|-----------------|-------------|-------------|-----------|----------------|----|
|  |  |      | Rev/<br>BS Acct | Obj/<br>Rev |             |           | Doc<br>Number  | SC |
| WELLS FARGO BANK<br>Placentia Main Office<br>Branch 8845<br>for Placentia Library District | 12/18/02<br>Pay period # 14<br>Dec 28, 2002<br>Jan 9, 2003 |      | 0100            | 00          |             | 28,612.30 |                |    |
| Account # 2011939659<br>Route #121000248   | FICA   |      | 0200            | 00          |             | 2,035.84  |                |    |
| <b>PLEASE WIRE ON THURSDAY, JANUARY 9 2003</b>   |  |      |                 |             |             |           |                |    |

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

28,648.14

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/02  
REPORT NO 4364

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<br>Social Security/Tax ID   | Date/<br>Invoice#   | Orgn | Obj/<br>Rev/<br>BS Acct | Sub<br>Obj/<br>Rev | Rept<br>Cat | AMOUNT    | A C's Use Only |    |
|--|---|------|-------------------------|--------------------|-------------|-----------|----------------|----|
|  |   |      |                         |                    |             |           | Doc<br>Number  | SC |
| WELLS FARGO BANK<br>Placentia Main Office<br>Branch 8845<br>for Placentia Library District | 12/18/02<br>Pay period # 15<br>Jan 11, 2003<br>Jan 23, 2003 |      | 0100                    | 00                 |             | 28,612.30 |                |    |
| Account # 2011939659<br>Route #121000248   | FICA  |      | 0200                    | 00                 |             | 2,035.84  |                |    |
| <b>PLEASE WIRE ON THURSDAY, JANUARY 23 2003</b>  |   |      |                         |                    |             |           |                |    |

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

28,648.14

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/18/02  
REPORT NO 4365

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<br>Social Security/Tax ID   | Date/<br>Invoice#  | Orgn | Objt/           | Sub          | Rept | AMOUNT    | A C's Use Only |    |
|--|--|------|-----------------|--------------|------|-----------|----------------|----|
|  |  |      | Rev/<br>BS Acct | Objt/<br>Rev |      |           | Doc<br>Number  | SC |
| WELLS FARGO BANK<br>Placentia Main Office<br>Branch 8845<br>for Placentia Library District | 12/18/02<br>Pay period # 16<br>Jan 25, 2003<br>Feb 6, 2003 |      | 0100            | 00           |      | 28,612.30 |                |    |
| Account # 2011939659<br>Route #121000248   | FICA   |      | 0200            | 00           |      | 2,035.84  |                |    |
| <b>PLEASE WIRE ON THURSDAY, FEBRUARY 6, 2003</b>   |  |      |                 |              |      |           |                |    |

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

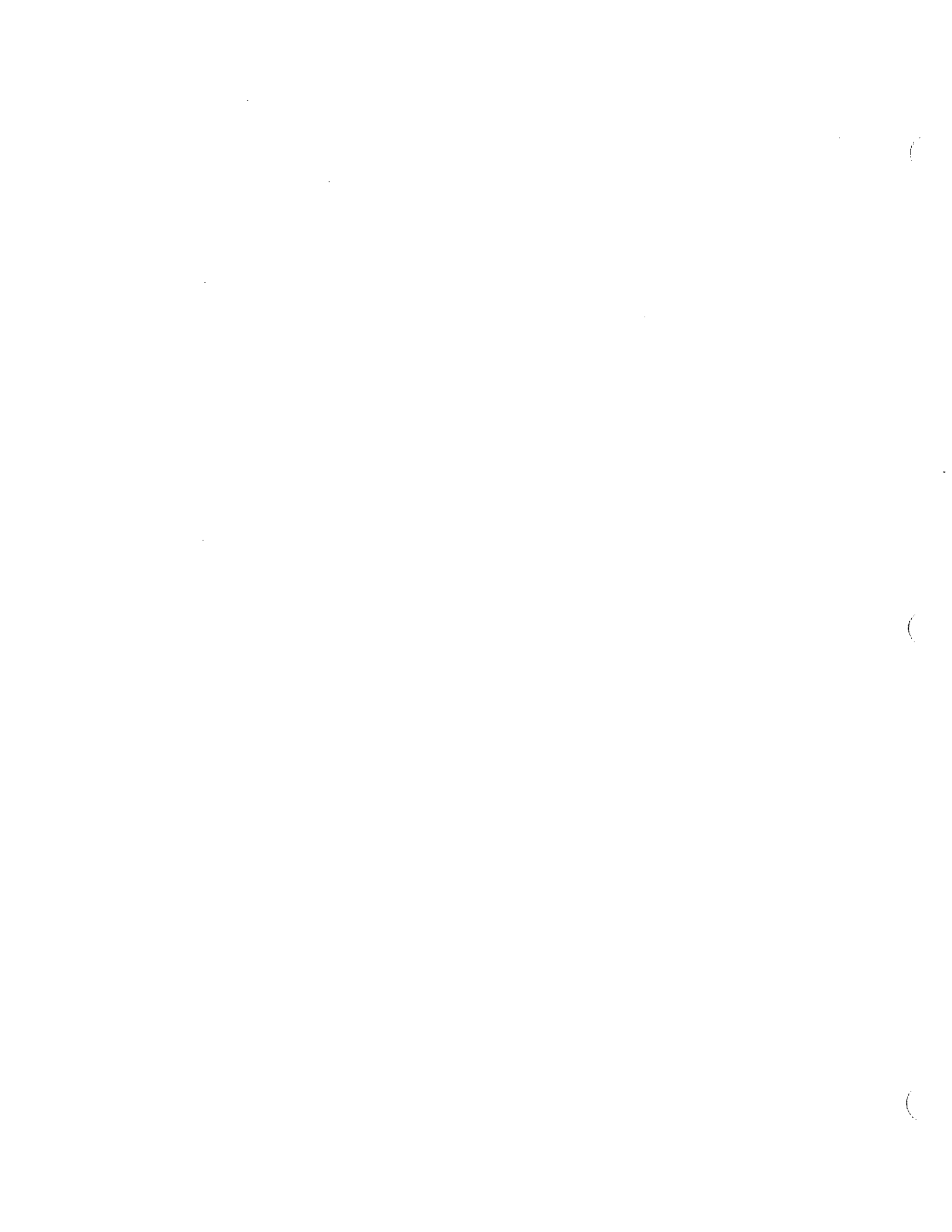
APPROVED BY \_\_\_\_\_

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

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

Page Total

28,648.14





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Cash Flow Analysis

**DATE:** December 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. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

Two secured property tax allocations are scheduled for the month of December.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through December 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)   |           | 113,887.74 |
| 08/05/02 | 4297    | General by Library Director              |           | 1,270.22  | 112,617.52 |
| 08/06/02 | 4298    | General by Library Director              |           | 1,682.01  | 110,935.51 |
| 08/13/02 |         | Library Passport Revenue, Jul/Aug        | 6,581.38  |           | 117,516.89 |
| 08/13/02 |         | Library Revenue, Jul/Aug                 | 2,502.27  |           | 120,019.16 |
| 08/14/02 |         | Supplemental 1st Actual                  | 165.65    |           | 120,184.81 |
| 08/14/02 | 4299    | General by Library Director              |           | 665.69    | 119,519.12 |
| 08/20/02 | 4300    | General by Library Director              |           | 5,171.55  | 114,347.57 |
| 08/26/02 |         | Interest Jul                             | 766.91    | 44.15     | 115,070.33 |
| 08/28/02 | 4301    | General                                  |           | 12,601.46 | 102,468.87 |
| 08/28/02 | 4302    | General                                  |           | 9,746.58  | 92,722.29  |
| 08/28/02 | 4303    | General                                  |           | 1,713.87  | 91,008.42  |
| 08/28/02 | 4304    | Payroll to wire Sep 19, 2002 by Trustees |           | 27,735.00 | 63,273.42  |
| 08/28/02 | 4305    | Payroll to wire Oct 3, 2002 by Trustees  |           | 27,735.00 | 35,538.42  |
| 08/30/02 | 4306    | General by Library Director              |           | 1,513.25  | 34,025.17  |
| 08/30/02 | 4307    | General by Library Director              |           | 1,264.53  | 32,760.64  |
| 08/30/02 | 4308    | General by Library Director              |           | 423.38    | 32,337.26  |
| 09/03/02 |         | State Library ELLI Grant                 | 76,680.00 |           | 109,017.26 |
| 09/03/02 |         | Library Passport Revenue, Aug            | 3,648.69  |           | 112,665.95 |
| 09/03/02 |         | Library Revenue, Aug                     | 1,358.20  |           | 114,024.15 |
| 09/04/02 | 4309    | General by Trustees                      |           | 35,900.00 | 78,124.15  |
| 09/05/02 | 4310    | General by Library Director              |           | 1,656.34  | 76,467.81  |
| 09/05/02 | 4311    | General by Library Director              |           | 88.36     | 76,379.45  |
| 09/18/02 | 4312    | General                                  |           | 2,190.72  | 74,188.73  |
| 09/18/02 | 4313    | General                                  |           | 638.25    | 73,550.48  |
| 09/18/02 | 4314    | Payroll to wire Oct 17, 2002             |           | 27,735.00 | 45,815.48  |
| 09/18/02 | 4315    | Payroll to wire Oct 31, 2002             |           | 27,735.00 | 18,080.48  |
| 09/18/02 | 4316    | General by Trustees                      |           | 9,912.40  | 8,168.08   |
| 09/18/02 | 4317    | General by Trustees                      |           | 5,557.45  | 2,610.63   |

Placentia Library District  
FY2002-2003 General Fund Cash Flow

| DATE     | CLAIM # | DESCRIPTION                            | CREDIT     | DEBIT     | BALANCE    |
|----------|---------|--|------------|-----------|------------|
| 09/18/02 | 4318    | General by Trustees                    |            | 7,700.00  | -5,089.37  |
| 09/19/02 |         | Unsecured 1st                          | 51,178.40  | 127.95    | 45,961.08  |
| 09/19/02 | 4319    | General by Library Director            |            | 4,813.26  | 41,147.82  |
| 09/23/02 |         | State Library ELLI Grant               | 10,000.00  |           | 51,147.82  |
| 09/23/02 |         | Library Passport Revenue, Sep          | 7,743.38   |           | 58,891.20  |
| 09/23/02 |         | State Library ILL Reimbursement        | 4,194.49   |           | 63,085.69  |
| 09/23/02 |         | Library Revenue, Sep                   | 2,040.63   |           | 65,126.32  |
| 09/23/02 |         | Interest GF Savings                    | 9.82       |           | 65,136.14  |
| 09/26/02 |         | Interest Aug                           | 445.96     | 28.90     | 65,553.20  |
| 09/30/02 | 4320    | General by Trustees                    |            | 1,317.62  | 64,235.58  |
| 09/30/02 | 4321    | General by Trustees                    |            | 13,853.03 | 50,382.55  |
| 09/30/02 | 4322    | General by Trustees                    |            | 1,284.83  | 49,097.72  |
| 09/30/02 | 4323    | General by Trustees                    |            | 1,206.67  | 47,891.05  |
| 10/07/02 |         | Library Passport Revenue, Sep          | 3,372.00   |           | 51,263.05  |
| 10/07/02 |         | Library Revenue, Sep                   | 693.35     |           | 51,956.40  |
| 10/07/02 |         | Interest GF Savings                    | 11.85      |           | 51,968.25  |
| 10/09/02 | 4324    | General by Library Director            |            | 2,193.59  | 49,774.66  |
| 10/16/02 |         | Transfer from Fund 706                 | 50,000.00  |           | 99,774.66  |
| 10/16/02 |         | Supplemental 2nd Actual                | 984.36     |           | 100,759.02 |
| 10/16/02 | 4325    | General                                |            | 2,475.85  | 98,283.17  |
| 10/16/02 | 4326    | General                                |            | 3,942.29  | 94,340.88  |
| 10/16/02 | 4327    | General                                |            | 1,241.00  | 93,099.88  |
| 10/16/02 | 4328    | General                                |            | 603.79    | 92,496.09  |
| 10/16/02 | 4329    | Payroll to wire Nov 14, 2002           |            | 27,735.00 | 64,761.09  |
| 10/16/02 | 4330    | Payroll to wire Nov 28, 2003           |            | 27,735.00 | 37,026.09  |
| 10/17/02 | 4331    | General by Trustees                    |            | 5,569.66  | 31,456.43  |
| 10/17/02 | 4332    | General by Trustees                    |            | 3,169.93  | 28,286.50  |
| 10/21/02 |         | Library Passport Revenue, Oct          | 5,282.29   |           | 33,568.79  |
| 10/21/02 |         | Library Revenue, Oct                   | 1,514.91   |           | 35,083.70  |
| 10/21/02 |         | Wells Fargo Grant for Spanish Literacy | 1,000.00   |           | 36,083.70  |
| 10/21/02 |         | Interest GF Savings                    | 3.09       |           | 36,086.79  |
| 10/22/02 | 4333    | General by Library Director            |            | 1,235.13  | 34,851.66  |
| 10/30/02 | 4334    | General by Library Director            |            | 5,209.22  | 29,642.44  |
| 10/30/02 | 4335    | General by Library Director            |            | 611.63    | 29,030.81  |
| 10/30/02 | 4336    | General by Library Director            |            | 1,642.63  | 27,388.18  |
| 10/31/02 |         | Interest Sep                           | 533.07     | 30.06     | 27,891.19  |
| 11/13/02 | 4337    | General by Library Director            |            | 2,285.00  | 25,606.19  |
| 11/14/02 | 4338    | General by Library Director            |            | 1,960.13  | 23,646.06  |
| 11/14/02 | 4339    | General by Library Director            |            | 1,170.90  | 22,475.16  |
| 11/14/02 | 4340    | General by Library Director            |            | 1,246.57  | 21,228.59  |
| 11/18/02 | 4341    | General by Library Director            |            | 749.23    | 20,479.36  |
| 11/20/02 |         | Library Passport Revenue, Nov          | 10,503.47  |           | 30,982.83  |
| 11/20/02 |         | State Library Family Literacy Grant    | 6,030.00   |           | 37,012.83  |
| 11/20/02 |         | Library Revenue, Nov                   | 2,849.08   |           | 39,861.91  |
| 11/20/02 |         | Supplemental 3rd Actual                | 2,178.84   |           | 42,040.75  |
| 11/20/02 |         | Interest GF Savings                    | 6.81       |           | 42,047.56  |
| 11/25/02 |         | Interest Oct                           | 396.43     | 23.28     | 42,420.71  |
| 11/26/02 |         | Property Taxes Secured #1              | 117,606.94 | 294.02    | 159,733.63 |
| 11/27/02 | 4342    | General                                |            | 10,777.04 | 148,956.59 |
| 12/11/02 | 4343    | General                                |            | 2,005.99  | 146,950.60 |

Placentia Library District  
FY2002-2003 General Fund Cash Flow

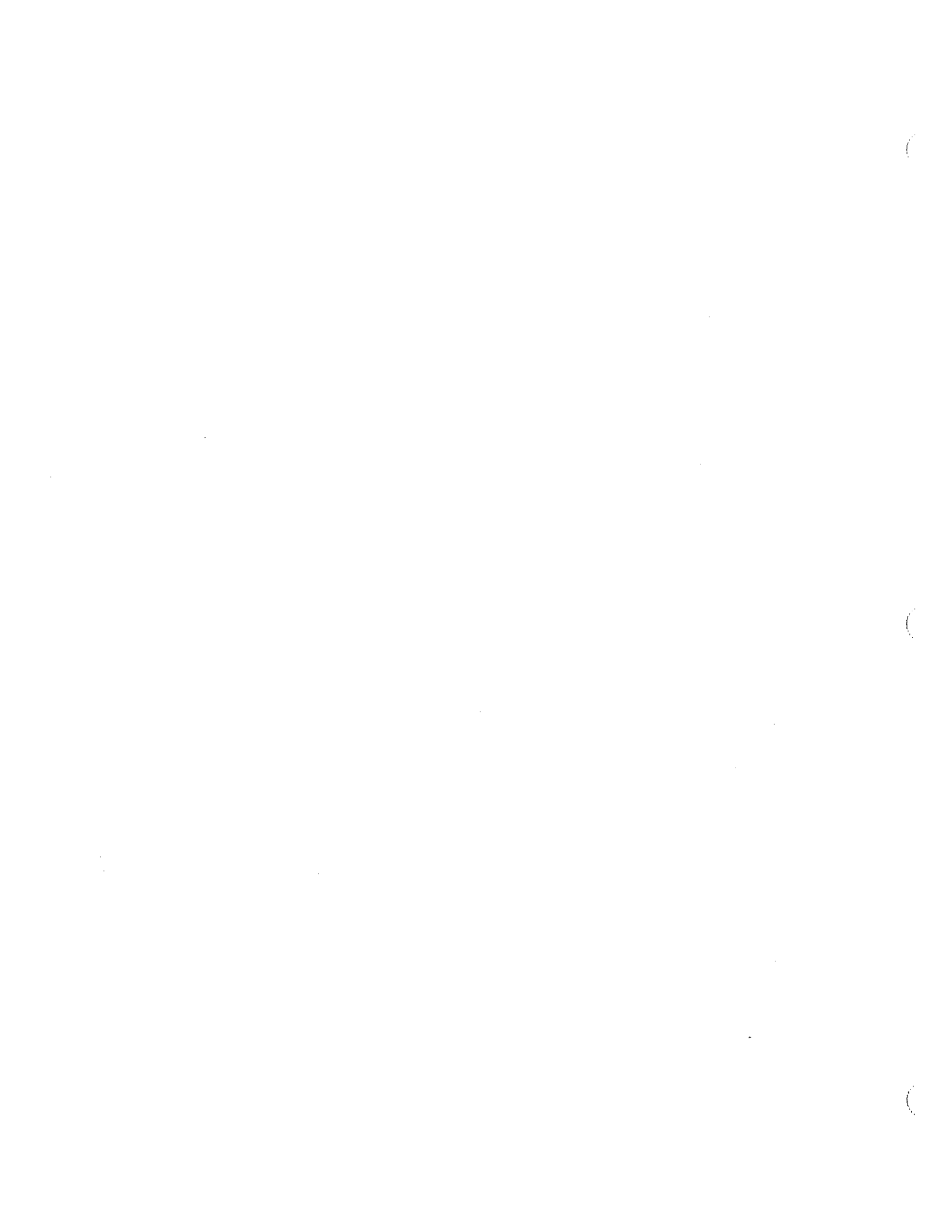
| DATE     | CLAIM # | DESCRIPTION                       | CREDIT | DEBIT     | BALANCE    |
|----------|---------|-----------------------------------|--------|-----------|------------|
| 11/27/02 | 4344    | General                           |        | 4,280.41  | 142,670.19 |
| 11/27/02 | 4345    | General                           |        | 567.76    | 142,102.43 |
| 11/27/02 | 4346    | General                           |        | 1,141.17  | 140,961.26 |
| 11/27/02 | 4347    | General                           |        | 1,260.02  | 139,701.24 |
| 11/27/02 | 4348    | General                           |        | 8,971.77  | 130,729.47 |
| 11/27/02 | 4349    | General                           |        | 1,230.37  | 129,499.10 |
| 11/27/02 | 4350    | Payroll to wire December 7, 2002  |        | 36,866.40 | 92,632.70  |
| 11/27/02 | 4351    | Payroll to wire December 26, 2002 |        | 28,648.14 | 63,984.56  |
| 11/29/02 | 4352    | General by Library Director       |        | 10,610.38 | 53,374.18  |
| 11/29/02 | 4353    | General by Library Director       |        | 1,820.78  | 51,553.40  |
| 11/29/02 | 4354    | General by Library Director       |        | 535.62    | 51,017.78  |
| 12/10/02 | 4355    | General by Library Director       |        | 3,122.38  | 47,895.40  |
| 12/10/02 | 4356    | General by Library Director       |        | 2,440.02  | 45,455.38  |
| 12/10/02 | 4357    | General by Library Director       |        | 77.52     | 45,377.86  |
| 12/18/02 | 4358    | General                           |        | 1,081.42  | 44,296.44  |
| 12/18/02 | 4359    | General                           |        | 8,760.26  | 35,536.18  |
| 12/18/02 | 4360    | General                           |        | 927.64    | 34,608.54  |
| 12/18/02 | 4361    | General                           |        | 41,958.14 | -7,349.60  |
| 12/18/02 | 4362    | General                           |        | 2,109.43  | -9,459.03  |
| 12/18/02 | 4363    | Payroll to wire January 9, 2003   |        | 28,648.14 | -38,107.17 |
| 12/18/02 | 4364    | Payroll to wire January 23, 2003  |        | 28,648.14 | -66,755.31 |
| 12/18/02 | 4365    | Payroll to wire February 6, 2003  |        | 28,648.14 | -95,403.45 |



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2002-2003

Agenda Item 13  
Attachment B  
Page 1 of 1

| 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)**  
 December 18, 2002

|                  | Fiscal Year 2001-2002 |             |              |              |                |            | TOTAL         | TOTAL |
|------------------|-----------------------|-------------|--------------|--------------|----------------|------------|---------------|-------|
|                  | Fund 702              | Fund 703    | Fund 706     | Fund 707     | Fund 708       |            |               |       |
|                  | Maj Equip/Struc       | Auto Replac | Bond Redempt | General Fund | Sick Lv Payoff | ALL FUNDS  | EXCL GEN FUND |       |
| 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            | 9,908.36    | 158,556.42   | 242,666.09   | 9,668.43       | 537,935.91 | 295,269.82    |       |
| 30-Sep-01        | 117,340.18            | 9,925.58    | 158,738.30   | 257,235.56   | 9,685.23       | 552,924.85 | 295,689.29    |       |
| 31-Oct-01        | 117,520.37            | 9,940.82    | 158,982.06   | 151,028.27   | 9,700.10       | 447,171.62 | 296,143.35    |       |
| 30-Nov-01        | 117,721.94            | 9,957.87    | 109,254.75   | 270,464.24   | 9,716.74       | 517,115.54 | 246,651.30    |       |
| 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          |       |

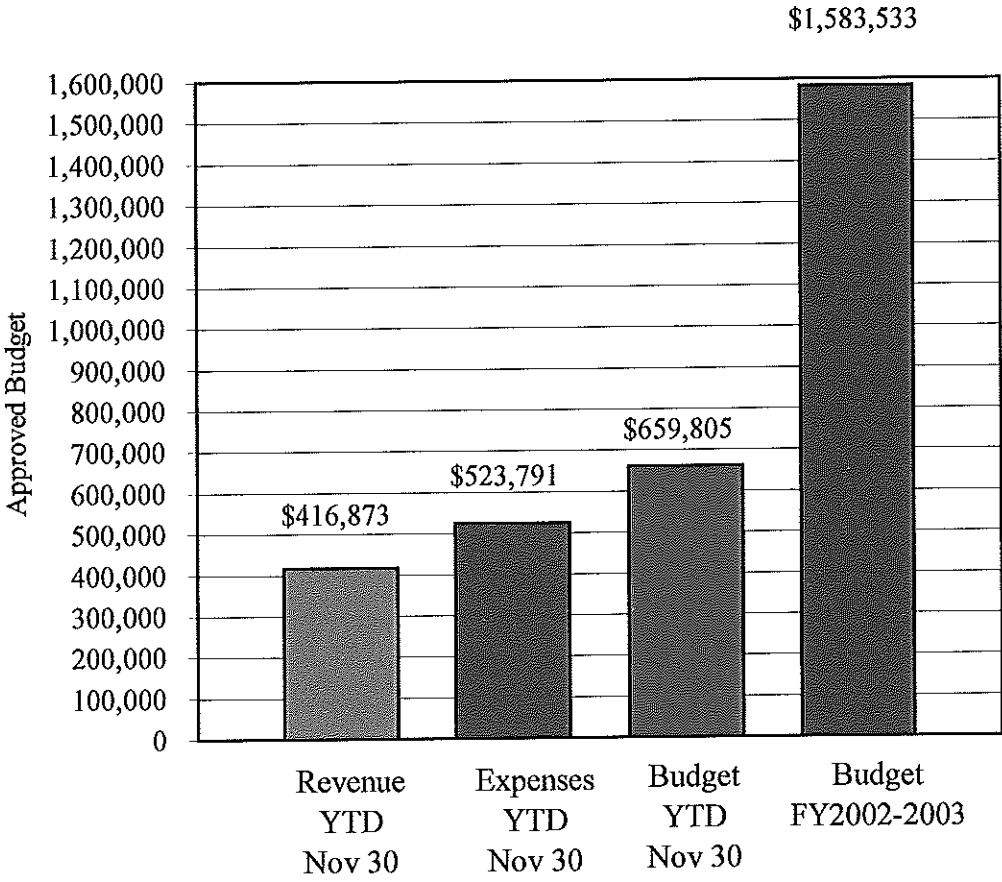
|                  | Fiscal Year 2001-2002 |             |              |              |                |            | TOTAL         | TOTAL |
|------------------|-----------------------|-------------|--------------|--------------|----------------|------------|---------------|-------|
|             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

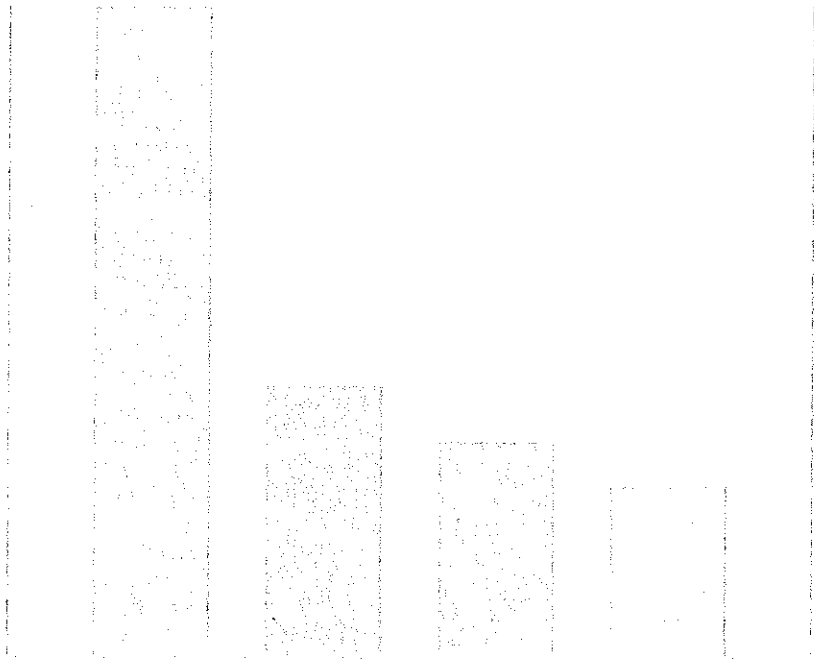


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2002 - 2003

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

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

| OBJECT CODE | DESCRIPTION                              | FY2002-2003 BUDGETED | FY2002-2003 YTD | FY2001-2002 YTD | FY2002-2003 NOV 2002 | FY2001-2002 NOV 2001 | FY2002-2003 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6210-00     | Prop. Taxes - current secured            | 1,068,983            | 117,606.94      | 101,203.78      | 117,606.94           | 101,203.78           | 11.00%                |
| 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       | 0.00                 | 0.00                 | -0.47%                |
|             | TOTAL PROP. TAXES - CURRENT SECURED      | 1,106,983            | 117,546.01      | 115,080.19      | 117,606.94           | 101,203.78           | 10.62%                |
| 6220        | PROP. TAXES - CURRENT UNSECURED          | 55,000               | 51,180.37       | 51,992.00       | 0.00                 | 0.00                 | 93.06%                |
| 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               | 5,697.30        | 11,738.55       | 2,178.84             | 2,047.72             | 16.28%                |
| 6280-01     | Final supplemental for prior years       | 0                    | 0.00            | 1,746.82        | 0.00                 | 0.00                 |                       |
|             | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN  | 35,000               | 5,697.30        | 13,485.37       | 2,178.84             | 2,047.72             | 16.28%                |
| 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            | 204,778.45      | 193,891.87      | 119,785.78           | 103,251.50           | 16.79%                |

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

| OBJECT CODE  | DESCRIPTION                                     | FY2002-2003 BUDGETED | FY2002-2003 YTD | FY2001-2002 YTD | FY2002-2003 NOV 2002 | FY2001-2002 NOV 2001 | FY2002-2003 % EXP BUD |
|--------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 6610-00      | Interest  | 22,000               | 2,184.11        | 3,322.21        | 403.24               | 299.78               | 9.93%                 |
| 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               | 2,184.11        | 3,322.21        | 403.24               | 299.78               | 9.93%                 |
| 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                    | 4,194.49        | 1,139.23        | 0.00                 | 1,139.23             | #DIV/0!               |
| 6970-01      | State - CA Foundation Funds                     | 25,000               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6970-02      | State - CA Literacy Campaign                    | 20,000               | 0.00            | 0.00            | 0.00                 | 0.00                 | 0.00%                 |
| 6970-03      | State - Family Literacy                         | 16,000               | 6,030.00        | 5,000.00        | 6,030.00             | 0.00                 |                       |
| 6970-04      | State - ELLI (English Language Intensive) Grant | 85,200               | 140,680.00      | 0.00            | 0.00                 | 0.00                 |                       |
| 6970-05      | State - Project Grants                          | 0                    | 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              | 150,904.49      | 6,139.23        | 6,030.00             | 1,139.23             | 103.22%               |
| 7130-00      | BANKRUPTCY RECOVERY DISTRIBUTIONS               | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 7670-00      | Local Revenue                                   | 30,000               | 12,902.87       | 13,677.42       | 2,849.08             | 2,537.78             | 43.01%                |
| 7670-01      | Local Revenue -- Passport                       | 150,000              | 45,102.86       | 22,689.95       | 10,503.47            | 6,094.23             | 30.07%                |
| 7670-02 & 56 | Local Revenue -- Non-Gov't. Grants & Gifts      | 0                    | 1,000.00        | 0.00            | 0.00                 | 0.00                 |                       |
|              | TOTAL LOCAL REVENUE                             | 180,000              | 59,005.73       | 36,367.37       | 13,352.55            | 8,632.01             | 32.78%                |
| 7680         | 6-MONTH EXPIRED (OUTLAWED) CHECKS               | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 7810         | TRANSFER FROM/TO OTHER LIBRARY FUNDS            | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|              | FUND 707 TOTAL                                  | 1,583,533            | 416,872.78      | 239,720.68      | 139,571.57           | 113,322.52           | 26.33%                |

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

| OBJECT CODE | DESCRIPTION   | FY2002-2003 BUDGETED | FY2002-2003 YTD   | FY2001-2002 YTD   | FY2002-2003 NOV 2002 | FY2001-2002 NOV 2001 | FY2002-2003 % EXP BUD |
|-------------|---|----------------------|-------------------|-------------------|----------------------|----------------------|-----------------------|
| 0100        | Salaries & Wages                                    | 691,920              | 282,000.00        | 274,682.00        | 51,528.00            | 74,186.00            | 40.76%                |
| 0200        | Retirement (Social Security & Pension Contribution) | 98,103               | 21,537.00         | 20,962.00         | 3,942.00             | 5,697.00             | 21.95%                |
|             | Health & Life Insurance/Blue Shield CA              | 48,584               | 13,984.80         | 16,596.27         | 3,420.33             | 10,576.94            | 28.78%                |
|             | Long Term Disability/CNA                            | 3,903                | 1,042.56          | 1,369.79          | 0.00                 | 1,157.14             | 26.71%                |
|             | Life Insurance/Fortis & Protective Life             | 2,194                | 301.20            | 317.60            | 0.00                 | 107.80               | 13.73%                |
|             | Vision Service Plan/VSP                             | 2,886                | 839.22            | 1,128.76          | 188.77               | 220.68               | 29.08%                |
|             | Dental/Ameritas                                     | 6,918                | 2,208.70          | 2,849.90          | 516.00               | 649.50               | 31.93%                |
| 0300        | Total Employee Insurance                            | 64,484               | 18,376.48         | 22,262.32         | 4,125.10             | 12,712.06            | 28.50%                |
| 0310        | Unemployment Insurance                              | 0                    | 394.00            | 0.00              | 0.00                 | 0.00                 |                       |
| 0350        | Workers Compensation - General                      | 11,300               | 2,733.00          | 0.00              | 0.00                 | 0.00                 | 24.19%                |
|             | <b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>       | <b>865,807</b>       | <b>325,040.48</b> | <b>317,906.32</b> | <b>59,595.10</b>     | <b>92,595.06</b>     | <b>37.54%</b>         |
| 0700-00     | Communications - Telephone                          | 4,000                | 846.42            | 1,775.70          | 154.41               | 457.87               | 21.16%                |
| 0700-01     | Communications - Modem/Fax                          | 6,000                | 2,988.60          | 2,404.29          | 779.04               | 855.32               | 49.81%                |
| 0700-02     | Communications - Internet/Database                  | 2,500                | 449.97            | 807.48            | 0.00                 | 19.95                | 18.00%                |
| 0700-05     | Communications - Cataloging & Acquisitions Vendor   | 2,700                | 862.00            | 684.81            | 215.50               | 215.00               | 31.93%                |
| 0700-07     | Communications - ELLI Grant                         | 250                  | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0700-08     | Communications - Adult Literacy                     | 500                  | 311.61            | 154.25            | 158.91               | 45.96                | 62.32%                |
|             | Total Communications                                | 15,950               | 5,458.60          | 5,826.53          | 1,307.86             | 1,594.10             | 34.22%                |
| 0900-00     | Food - General Fund                                 | 100                  | 68.06             | 0.00              | 0.00                 | 0.00                 |                       |
| 0900-07     | Food - ELLI Grant                                   | 500                  | 0.00              | 0.00              | 0.00                 | 0.00                 |                       |
| 0900-08     | Food - Adult Literacy                               | 0                    | 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                  | 96.75             | 0.00              | 0.00                 | 0.00                 | 16.13%                |
| 1000-00     | Household Expense                                   | 5,000                | 1,482.41          | 1,217.83          | 0.00                 | 0.00                 | 29.65%                |
| 1100-00     | Insurance - Liability                               | 6,506                | 7,614.40          | 5,279.54          | 0.00                 | 0.00                 | 117.04%               |

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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December 18, 2002

| OBJECT CODE | DESCRIPTION   | FY2002-2003 BUDGETED | FY2002-2003 YTD | FY2001-2002 YTD | FY2002-2003 NOV 2002 | FY2001-2002 NOV 2001 | FY2002-2003 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 1300-00     | Maintenance of Equipment - General Fund (Other than Computer) | 4,500                | 654.93          | 1,991.00        | 310.49               | 170.00               | 14.55%                |
| 1300-01     | Maintenance of Equipment - General Fund (Computer)            | 11,500               | 5,308.06        | 4,860.00        | 0.00                 | 0.00                 | 46.16%                |
| 1300-07     | Maintenance of Equipment - ELLI Grant                         | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1300-08     | Maintenance of Equipment - Adult Literacy                     | 1,500                | 234.63          | 0.00            | 167.70               | 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               | 6,197.62        | 6,851.00        | 478.19               | 170.00               | 35.41%                |
|             | HVAC  | 2,500                | 5,371.37        | 474.15          | 0.00                 | 0.00                 | 214.85%               |
|             | Carpet Cleaning   | 3,500                | 430.98          | 0.00            | 0.00                 | 0.00                 | 12.31%                |
|             | Groundskeeping, City of Placentia                             | 30,000               | 10,568.72       | 7,213.51        | 0.00                 | 3,516.55             | 35.23%                |
|             | Plumbing  | 1,800                | 439.61          | 167.61          | 105.75               | 0.00                 | 24.42%                |
|             | Electrical  | 1,500                | 442.49          | 313.19          | 163.30               | 101.43               | 29.50%                |
|             | Cleaning Service  | 13,700               | 5,500.00        | 5,350.00        | 1,100.00             | 1,100.00             | 40.15%                |
|             | Locksmith   | 200                  | 1,099.48        | 131.41          | 0.00                 | 0.00                 | 549.74%               |
|             | Other (Includes Fire Alarm & Seismic Retrofit Project)        | 5,000                | 171.19          | 234.96          | 0.00                 | 0.00                 | 3.42%                 |
| 1400-00     | Total Maintenance of Building & Grounds                       | 58,200               | 24,023.84       | 13,884.83       | 1,369.05             | 4,717.98             | 41.28%                |
| 1600-00     | Memberships - General Fund                                    | 3,750                | 140.00          | 637.50          | 0.00                 | 585.00               | 3.73%                 |
| 1600-07     | Memberships - ELLI Grant                                      | 250                  | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1600-08     | Memberships - Adult Literacy                                  | 400                  | 480.00          | 275.50          | 0.00                 | 100.00               |                       |
| 1600-09     | Memberships - Families for Literacy                           | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Memberships   | 4,400                | 620.00          | 913.00          | 0.00                 | 685.00               | 14.09%                |
| 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  
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| OBJECT CODE | DESCRIPTION                                | FY2002-2003 BUDGETED | FY2002-2003 YTD | FY2001-2002 YTD | FY2002-2003 NOV 2002 | FY2001-2002 NOV 2001 | FY2002-2003 % EXP BUD |
|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
|             | Library Supplies                           | 10,000               | 2,518.13        | 5,982.06        | 426.48               | 240.00               | 25.18%                |
|             | Printing                                   | 10,000               | 2,443.79        | 3,138.19        | 53.88                | 260.22               | 24.44%                |
|             | EZ Copy - copy cards for sale to patrons   | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Publications                               | 1,500                | 372.78          | 1,210.09        | 0.00                 | 18.57                | 24.85%                |
|             | Paper                                      | 1,700                | 153.09          | 911.77          | 0.00                 | 191.25               | 9.01%                 |
|             | Drinking Water Service                     | 325                  | 137.50          | 130.00          | 27.50                | 26.00                | 42.31%                |
|             | Other Office Supplies                      | 8,500                | 3,213.55        | 5,834.21        | 512.78               | 2,317.05             | 37.81%                |
| 1800-00     | Total Office Supply Expense - General Fund | 32,025               | 8,838.84        | 17,206.32       | 1,020.64             | 3,053.09             | 27.60%                |
| 1800-07     | ELLI Grant Supply Expense                  | 2,611                | 435.74          | 513.56          | 151.23               | 513.56               |                       |
|             | Printing                                   | 1,500                | 0.00            | 2,324.77        | 0.00                 | 2,324.77             |                       |
|             | Publications                               | 0                    | 2,670.07        | 1,649.71        | 0.00                 | 1,000.41             |                       |
|             | Paper                                      | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Other Office Supplies                      | 3,500                | 171.74          | 3,648.48        | 105.53               | 0.00                 |                       |
| 1800-08     | Total Adult Literacy Office Supply Expense | 5,000                | 2,841.81        | 7,622.96        | 105.53               | 3,325.18             | 56.84%                |
| 1800-09     | Supply Expense Families for Literacy       | 500                  | 53.88           | 419.23          | 53.88                | 0.00                 |                       |
|             | Total Office Expense                       | 40,136               | 12,170.27       | 25,762.07       | 1,331.28             | 6,891.83             | 30.32%                |
| 1803-00     | Postage Expense - General Fund             | 5,500                | 2,259.05        | 2,445.14        | 0.00                 | 67.90                | 41.07%                |
| 1803-01     | Postage Expense - LSCA II Grant            | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1803-08     | Postage Expense - Adult Literacy           | 100                  | 50.00           | 6.62            | 0.00                 | 6.62                 | 50.00%                |
| 1803-09     | Postage Expense - Families for Literacy    | 0                    | 50.00           | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Postage Expense                      | 5,600                | 2,359.05        | 2,451.76        | 0.00                 | 74.52                | 42.13%                |

PLACENTIA LIBRARY DISTRICT  
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|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
|             | Care Resources (Employee Assistance)                          | 420                  | 175.00          | 175.00          | 35.00                | 70.00                | 41.67%                |
|             | Pension Contribution & Operating Expenses                     | 7,500                | 3,729.10        | 2,271.42        | 673.75               | 1,095.04             | 49.72%                |
|             | 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                  | 205.71          | 188.55          | 42.00                | 37.71                | 40.82%                |
|             | Interest Allocation & Tax Collection Charges by Orange County | 9,100                | 1,088.76        | 126.43          | 23.28                | 11.10                | 11.96%                |
|             | Advertising (Including WEB Site)                              | 2,000                | 1,097.52        | 0.00            | 0.00                 | 0.00                 | 54.88%                |
|             | Medical Exams   | 750                  | 595.50          | 867.50          | 55.50                | 52.50                | 79.40%                |
|             | Collection Services - Accounts Receivable                     | 2,500                | 653.44          | 1,228.06        | 0.00                 | 421.97               | 26.14%                |
|             | Audit & Accounting Services                                   | 5,250                | 4,385.00        | 4,650.00        | 1,310.00             | 0.00                 | 83.52%                |
|             | Payroll Preparation   | 3,250                | 1,147.21        | 1,277.80        | 250.60               | 119.30               | 35.30%                |
|             | 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               | 2,447.00        | 2,504.26        | 286.00               | 859.50               | 13.98%                |
| 1900-00     | Total Specialized Services - General Fund                     | 87,774               | 15,524.24       | 13,289.02       | 2,676.13             | 2,667.12             | 17.69%                |
| 1900-01     | Specialized Services - Partnerships for Change Grant          | 0                    | 0.00            | 11,701.18       | 0.00                 | 2,024.94             |                       |
| 1900-07     | Specialized Services - ELLI Grant                             | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 1900-08     | Specialized Services - Adult Literacy                         | 9,500                | 2,033.15        | 425.00          | 1,443.15             | 225.00               | 21.40%                |
| 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               | 495.02          | 382.99          | 294.02               | 253.01               | 4.13%                 |
|             | Total Specialized Services                                    | 110,774              | 18,052.41       | 25,798.19       | 4,413.30             | 5,170.07             | 16.30%                |
| 2000-00     | Legal Notices - General Fund                                  | 650                  | 137.70          | 0.00            | 0.00                 | 0.00                 | 21.18%                |
| 2000-01     | Legal Notices - LSCA II Grant                                 | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | Total Legal Notices   | 650                  | 137.70          | 0.00            | 0.00                 | 0.00                 | 21.18%                |
| 2100-00     | Rents/Leases-Equipment  | 0                    | 164.87          | 0.00            | 0.00                 | 0.00                 |                       |

PLACENTIA LIBRARY DISTRICT  
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|-------------|--|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 2200-00     | Semi-Annual Bond Payment & Quarterly Energy Loan Payment | 120,800              | 50,736.64       | 50,633.58       | 0.00                 | 0.00                 | 42.00%                |
| 2300-00     | Small Tools/Instruments                                  | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 2400-00     | Special Department Expense - Miscellaneous               | 0                    | 0.00            | 48.00           | 0.00                 | 0.00                 |                       |
| 2400-01     | Special Department Expense- Books                        | 145,460              | 13,291.91       | 16,693.60       | 0.00                 | 3,059.28             | 9.14%                 |
| 2400-02     | Special Department Expense - Video                       | 0                    | 0.00            | 242.12          | 0.00                 | 0.00                 |                       |
| 2400-03     | Special Department Expense - Electronic                  | 0                    | 26,234.42       | 19,202.97       | 0.00                 | 998.00               |                       |
| 2400-04     | Special Department Expense - Periodicals                 | 0                    | 655.34          | 588.96          | 0.00                 | 0.00                 |                       |
| 2400-05     | Special Department Expense - Audio                       | 0                    | 1,382.02        | 4,268.04        | 0.00                 | 393.10               |                       |
| 2400-07     | Special Department Expense - ELLI Grant                  | 5,900                | 312.91          | 0.00            | 0.00                 | 0.00                 |                       |
| 2400-08     | Special Department Expense - Adult Literacy              | 2,000                | 989.36          | 2,282.24        | 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              | 42,865.96       | 43,325.93       | 0.00                 | 4,450.38             | 27.95%                |
| 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                | 1,493.87        | 1,673.23        | 459.50               | 34.00                | 59.75%                |
| 2700-01     | Transportation/Travel - Meetings, Staff Local            | 7,500                | 2,296.50        | 2,557.49        | 197.59               | 394.03               | 30.62%                |
| 2700-02     | Transportation/Travel - Meetings, Board Out of Town      | 1,500                | 0.00            | 896.62          | 0.00                 | 0.00                 | 0.00%                 |
| 2700-03     | Transportation/Travel - Meetings, Board Local            | 500                  | 267.00          | 287.52          | 0.00                 | 100.00               | 53.40%                |
| 2700-04     | Transportation/Travel - Meetings, LSCA II Grant          | 0                    | 0.00            | 197.97          | 0.00                 | 0.00                 |                       |
| 2700-07     | Transportation/Travel - Meetings, ELLI Grant             | 1,000                | 229.83          | 373.50          | 41.98                | 373.50               |                       |
| 2700-08     | Transportation/Travel - Meetings - Adult Literacy        | 1,000                | 1,005.27        | 319.34          | 633.41               | 34.00                | 100.53%               |
| 2700-09     | Transportation/Travel - Meetings - Families for Literacy | 500                  | 86.33           | 0.00            | 78.81                | 0.00                 |                       |
|             | Total Transportation/Travel - Meetings                   | 14,500               | 5,378.80        | 6,305.67        | 1,411.29             | 935.53               | 37.10%                |

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|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
|             | Electricity                                       | 63,000               | 14,500.67       | 27,887.11       | 0.00                 | 6,525.77             | 23.02%                |
|             | Gas   | 5,000                | 58.74           | 370.62          | 17.82                | 8.52                 | 1.17%                 |
|             | Water   | 3,750                | 1,833.60        | 1,974.39        | 348.35               | 205.18               | 48.90%                |
| 2800-00     | Total Utilities                                   | 71,750               | 16,393.01       | 30,232.12       | 366.17               | 6,739.47             | 22.85%                |
|             | <b>TOTAL SUPPLIES &amp; SERVICES</b>              | 625,726              | 193,752.33      | 218,482.05      | 10,677.14            | 31,428.88            | 30.96%                |
| 3700-00     | Taxes, Assessments (Sales Tax & Sewer Assessment) | 4,000                | 0.00            | 2,028.68        | 0.00                 | 2,028.68             | 0.00%                 |
| 4000-00     | Equipment - General Fund                          | 20,000               | 1,810.15        | 3,381.47        | 0.00                 | 752.38               | 9.05%                 |
| 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               | 4,536.16        | 3,381.47        | 0.00                 | 752.38               | 21.60%                |
| 4200-00     | Structures/Improvements                           | 0                    | 462.25          | 0.00            | 0.00                 | 0.00                 |                       |
|             | <b>TOTAL EQUIPMENT EXPENSE</b>                    | 21,000               | 4,998.41        | 3,381.47        | 0.00                 | 752.38               | 23.80%                |
| 5200        | PROVISION FOR CONTINGENCIES                       | 67,000               | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
| 5600        | INVESTMENT POOL LOSS                              | 0                    | 0.00            | 0.00            | 0.00                 | 0.00                 |                       |
|             | <b>TOTAL EXPENSES</b>                             | 1,583,533            | 523,791.22      | 541,798.52      | 70,272.24            | 126,805.00           | 33.08%                |

12/09/02

Placentia Library District  
**Balance Sheet**  
 As of November 30, 2002

|                                       | <u>Nov 30, '02</u>      |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| County Exempt - Checking              | 606.38                  |
| County Exempt - Savings               | 1,799.14                |
| General Fund - Checking               | 7,527.33                |
| General Fund - Savings                | 2,629.74                |
| Literacy Fund - Savings               | 7,512.38                |
| Payroll Checking - Wells Fargo        | 32,144.01               |
| 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 (Int CDs)             | 467.26                  |
| Total Checking/Savings                | <u>87,686.24</u>        |
| Total Current Assets                  | <u>87,686.24</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>87,686.24</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| Retained Earnings                     | 15,220.25               |
| Total Capital                         | 69,841.09               |
| Net Income                            | 2,624.90                |
| Total Equity                          | <u>87,686.24</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>87,686.24</u></b> |

# Placentia Library District Profit & Loss by Class November 2002

|                                 | County Exempt Fund | General Fund     | Literacy Fund | Payroll Fund     | TOTAL            |
|---------------------------------|--------------------|------------------|---------------|------------------|------------------|
| <b>Income</b>                   |                    |                  |               |                  |                  |
| COE Friends Contributions       | 60.00              | 0.00             | 0.00          | 0.00             | 60.00            |
| COE Interest                    | 1.21               | 0.00             | 0.00          | 0.00             | 1.21             |
| COE Life Insur Suplmt(EDIM)     | 59.82              | 0.00             | 0.00          | 0.00             | 59.82            |
| COE Meeting Room Income         | 250.00             | 0.00             | 0.00          | 0.00             | 250.00           |
| COE Miscellaneous Income        | 1,000.00           | 0.00             | 0.00          | 0.00             | 1,000.00         |
| COE Passport Chck Reimbursement | 3,477.65           | 0.00             | 0.00          | 0.00             | 3,477.65         |
| GF Cash Register - Childrens    | 0.00               | 57.00            | 0.00          | 0.00             | 57.00            |
| GF Cash Register - Copy/Debit   | 0.00               | 257.21           | 0.00          | 0.00             | 257.21           |
| GF Cash Register - Fines        | 0.00               | 1,108.82         | 0.00          | 0.00             | 1,108.82         |
| GF Cash Register - Lost Items   | 0.00               | 59.50            | 0.00          | 0.00             | 59.50            |
| GF Cash Register - Misc.        | 0.00               | 66.33            | 0.00          | 0.00             | 66.33            |
| GF Cash Register - Reserves     | 0.00               | 97.20            | 0.00          | 0.00             | 97.20            |
| GF Interest                     | 0.00               | 7.94             | 0.00          | 0.00             | 7.94             |
| GF Miscellaneous Income         | 0.00               | 390.40           | 0.00          | 0.00             | 390.40           |
| GF Office Expense Reimbursement | 0.00               | 200.00           | 0.00          | 0.00             | 200.00           |
| GF Passport Revenue             | 0.00               | 7,945.00         | 0.00          | 0.00             | 7,945.00         |
| GF State Library Grants         | 0.00               | 6,030.00         | 0.00          | 0.00             | 6,030.00         |
| GF State Library Reimbursements | 0.00               | 3,904.95         | 0.00          | 0.00             | 3,904.95         |
| LIT Interest Inc - Savings      | 0.00               | 0.00             | 4.12          | 0.00             | 4.12             |
| PA Deposit from B of A          | 0.00               | 0.00             | 0.00          | 2,191.77         | 2,191.77         |
| PA Wire Transfer from County    | 0.00               | 0.00             | 0.00          | 55,470.00        | 55,470.00        |
| <b>Total Income</b>             | <b>4,848.68</b>    | <b>20,124.35</b> | <b>4.12</b>   | <b>57,661.77</b> | <b>82,638.92</b> |
| <b>Expense</b>                  |                    |                  |               |                  |                  |
| COE Bank fees                   | 21.00              | 0.00             | 0.00          | 0.00             | 21.00            |
| COE Childn's Summer Rding Prgm  | 127.33             | 0.00             | 0.00          | 0.00             | 127.33           |
| COE Children's Camp Library     | 457.43             | 0.00             | 0.00          | 0.00             | 457.43           |
| COE Friend's Director's Fund    | 580.79             | 0.00             | 0.00          | 0.00             | 580.79           |
| COE Friend's Other Activities   | 135.00             | 0.00             | 0.00          | 0.00             | 135.00           |
| COE Library Board Expenses      | 14.12              | 0.00             | 0.00          | 0.00             | 14.12            |
| COE Passport Expenses           | 3,583.65           | 0.00             | 0.00          | 0.00             | 3,583.65         |
| COE Transfer to COE Checking    | 1,000.00           | 0.00             | 0.00          | 0.00             | 1,000.00         |
| GF Advertising Expense          | 0.00               | 538.12           | 0.00          | 0.00             | 538.12           |
| GF Bank Return Check Item/Fees  | 0.00               | 47.65            | 0.00          | 0.00             | 47.65            |
| GF Bankcard Service Charge      | 0.00               | 15.00            | 0.00          | 0.00             | 15.00            |
| GF Food                         | 0.00               | 85.21            | 0.00          | 0.00             | 85.21            |
| GF Miscellaneous                | 0.00               | 10.00            | 0.00          | 0.00             | 10.00            |
| GF Office Expense               | 0.00               | 51.15            | 0.00          | 0.00             | 51.15            |
| GF Printing                     | 0.00               | 169.09           | 0.00          | 0.00             | 169.09           |
| GF Registration/trans/travel    | 0.00               | 618.00           | 0.00          | 0.00             | 618.00           |
| GF Transfers to County          | 0.00               | 26,969.14        | 0.00          | 0.00             | 26,969.14        |
| GF Travel Staff                 | 0.00               | 105.00           | 0.00          | 0.00             | 105.00           |
| GF Travel Trustees              | 0.00               | 120.00           | 0.00          | 0.00             | 120.00           |
| GF Uncategorized Expenses       | 0.00               | 0.00             | 0.00          | 0.00             | 0.00             |
| PA Bank fees                    | 0.00               | 0.00             | 0.00          | 54.44            | 54.44            |
| PA Empl 457 Plan Contribution   | 0.00               | 0.00             | 0.00          | 1,274.00         | 1,274.00         |
| PA Employee 125 Co-Pay          | 0.00               | 0.00             | 0.00          | 578.02           | 578.02           |

Placentia Library District  
 Profit & Loss by Class  
 November 2002

12/09/02

|                            | County Exempt Fund | General Fund     | Literacy Fund | Payroll Fund     | TOTAL             |
|----------------------------|--------------------|------------------|---------------|------------------|-------------------|
| PA Employee Life Insurance | 0.00               | 0.00             | 0.00          | 39.88            | 39.88             |
| PA Garnishment             | 0.00               | 0.00             | 0.00          | 784.00           | 784.00            |
| PA Payroll Taxes           | 0.00               | 0.00             | 0.00          | 15,345.37        | 15,345.37         |
| PA Prepaid Salaries        | 0.00               | 0.00             | 0.00          | 16,505.36        | 16,505.36         |
| PA Salaries                | 0.00               | 0.00             | 0.00          | 21,383.95        | 21,383.95         |
| PA Transfer to new account | 0.00               | 0.00             | 0.00          | 2,191.77         | 2,191.77          |
| <b>Total Expense</b>       | <b>5,919.32</b>    | <b>28,728.36</b> | <b>0.00</b>   | <b>58,156.79</b> | <b>92,804.47</b>  |
| <b>Net Income</b>          | <b>-1,070.64</b>   | <b>-8,604.01</b> | <b>4.12</b>   | <b>-495.02</b>   | <b>-10,165.55</b> |

**Placentia Library District  
Profit & Loss by Class  
July through November 2002**

|                                 | County Exempt Fund | General Fund      | Literacy Fund | Payroll Fund      | TOTAL             |
|---------------------------------|--------------------|-------------------|---------------|-------------------|-------------------|
| <b>Income</b>                   |                    |                   |               |                   |                   |
| COE Cash Register - Copy Cards  | 398.19             | 0.00              | 0.00          | 0.00              | 398.19            |
| COE Directors Fund (Friends)    | 1,000.00           | 0.00              | 0.00          | 0.00              | 1,000.00          |
| COE Friends Contributions       | 832.00             | 0.00              | 0.00          | 0.00              | 832.00            |
| COE Interest                    | 5.21               | 0.00              | 0.00          | 0.00              | 5.21              |
| COE Life Insur Suplmt(EDM)      | 259.22             | 0.00              | 0.00          | 0.00              | 259.22            |
| COE Meeting Room Income         | 1,190.00           | 0.00              | 0.00          | 0.00              | 1,190.00          |
| COE Miscellaneous Income        | 4,360.24           | 1.00              | 0.00          | 0.00              | 4,361.24          |
| COE Passport Chck Reimbursement | 19,573.85          | 40.00             | 0.00          | 0.00              | 19,613.85         |
| COE Staff Appreciation Reimb    | 100.00             | 0.00              | 0.00          | 0.00              | 100.00            |
| COE Test Proctoring Income      | 29.50              | 0.00              | 0.00          | 0.00              | 29.50             |
| GF Cash Register - Childrens    | 0.00               | 100.83            | 0.00          | 0.00              | 100.83            |
| GF Cash Register - Copy/Debit   | 0.00               | 720.26            | 0.00          | 0.00              | 720.26            |
| GF Cash Register - Fines        | 0.00               | 7,792.30          | 0.00          | 0.00              | 7,792.30          |
| GF Cash Register - Lost Items   | 0.00               | 641.76            | 0.00          | 0.00              | 641.76            |
| GF Cash Register - Misc.        | 0.00               | 463.27            | 0.00          | 0.00              | 463.27            |
| GF Cash Register - Reserves     | 0.00               | 687.04            | 0.00          | 0.00              | 687.04            |
| GF County Reimbursements        | 0.00               | 5,120.28          | 0.00          | 0.00              | 5,120.28          |
| GF Gifts Income                 | 0.00               | 425.00            | 0.00          | 0.00              | 425.00            |
| GF Interest                     | 0.00               | 49.76             | 0.00          | 0.00              | 49.76             |
| GF Miscellaneous Income         | 0.00               | 2,035.30          | 0.00          | 0.00              | 2,035.30          |
| GF Non Government Grant         | 0.00               | 11,000.00         | 0.00          | 0.00              | 11,000.00         |
| GF Office Expense Reimbursement | 0.00               | 200.00            | 0.00          | 0.00              | 200.00            |
| GF Other Grants                 | 0.00               | 43.65             | 0.00          | 0.00              | 43.65             |
| GF Passport Revenue             | 0.00               | 47,027.21         | 0.00          | 0.00              | 47,027.21         |
| GF State Library Grants         | 0.00               | 136,710.00        | 0.00          | 0.00              | 136,710.00        |
| GF State Library Reimbursements | 0.00               | 8,099.44          | 0.00          | 0.00              | 8,099.44          |
| GF Transfers from County        | 0.00               | 11,996.39         | 0.00          | 0.00              | 11,996.39         |
| GF Typewriter Income            | 0.00               | 2.40              | 0.00          | 0.00              | 2.40              |
| LIT Interest Inc - Savings      | 0.00               | 0.00              | 25.43         | 0.00              | 25.43             |
| PA Deposit from B of A          | 0.00               | 0.00              | 0.00          | 33,726.77         | 33,726.77         |
| PA Deposit from CalifED         | 0.00               | 0.00              | 0.00          | 7,000.00          | 7,000.00          |
| PA Interest Inc - CD's          | 0.00               | 0.00              | 0.00          | 250.91            | 250.91            |
| PA Interest Inc - Savings       | 0.00               | 0.00              | 0.00          | 10.63             | 10.63             |
| PA Wire Transfer from County    | 0.00               | 0.00              | 0.00          | 309,242.22        | 309,242.22        |
| PA Wire Transfer from Paychex   | 0.00               | 0.00              | 0.00          | 1,761.16          | 1,761.16          |
| <b>Total Income</b>             | <b>27,748.21</b>   | <b>233,155.89</b> | <b>25.43</b>  | <b>351,991.69</b> | <b>612,921.22</b> |
| <b>Expense</b>                  |                    |                   |               |                   |                   |
| COE Bank fees                   | 195.65             | 0.00              | 0.00          | 0.00              | 195.65            |
| COE Bank Returned Deposit       | 30.00              | 0.00              | 0.00          | 0.00              | 30.00             |
| COE Childn's Summer Rding Prgm  | 2,734.00           | 0.00              | 0.00          | 0.00              | 2,734.00          |
| COE Children's Camp Library     | 589.20             | 0.00              | 0.00          | 0.00              | 589.20            |
| COE Children's Other            | 357.30             | 0.00              | 0.00          | 0.00              | 357.30            |
| COE Copier Maintenance Contract | 808.29             | 0.00              | 0.00          | 0.00              | 808.29            |
| COE Friend's Director's Fund    | 1,009.16           | 0.00              | 0.00          | 0.00              | 1,009.16          |
| COE Friend's Other Activities   | 135.00             | 0.00              | 0.00          | 0.00              | 135.00            |
| COE Library Board Expenses      | 94.12              | 0.00              | 0.00          | 0.00              | 94.12             |



## Placentia Library District Profit & Loss by Class July through November 2002

|                                 | County Exempt Fund | General Fund      | Literacy Fund | Payroll Fund      | TOTAL             |
|---------------------------------|--------------------|-------------------|---------------|-------------------|-------------------|
| COE Literacy                    | 0.00               | 378.57            | 0.00          | 0.00              | 378.57            |
| COE Miscellaneous Expense       | 15.00              | 0.00              | 0.00          | 0.00              | 15.00             |
| COE Office Expense              | 336.84             | 0.00              | 0.00          | 0.00              | 336.84            |
| COE Passport Expenses           | 17,253.25          | 0.00              | 0.00          | 55.00             | 17,308.25         |
| COE Staff Appreciation          | 628.73             | 0.00              | 0.00          | 0.00              | 628.73            |
| COE Transfer to COE Checking    | 4,180.04           | 0.00              | 0.00          | 0.00              | 4,180.04          |
| COE Transfer to GF Savings      | 295.00             | 0.00              | 0.00          | 0.00              | 295.00            |
| GF Advertising Expense          | 0.00               | 538.12            | 0.00          | 0.00              | 538.12            |
| GF Bank Fees                    | 0.00               | 24.00             | 0.00          | 0.00              | 24.00             |
| GF Bank Return Check Item/Fees  | 0.00               | 107.65            | 0.00          | 0.00              | 107.65            |
| GF Bankcard Service Charge      | 0.00               | 75.00             | 0.00          | 0.00              | 75.00             |
| GF Children's Expense           | 0.00               | 275.00            | 0.00          | 0.00              | 275.00            |
| GF Deposit Correction           | 0.00               | 44.94             | 0.00          | 0.00              | 44.94             |
| GF Equipment (400)              | 0.00               | 591.50            | 0.00          | 0.00              | 591.50            |
| GF Food                         | 0.00               | 802.39            | 0.00          | 0.00              | 802.39            |
| GF Miscellaneous                | 0.00               | 5,715.22          | 0.00          | 0.00              | 5,715.22          |
| GF Office Expense               | 0.00               | 154.37            | 0.00          | 0.00              | 154.37            |
| GF Postage                      | 0.00               | 26.17             | 0.00          | 0.00              | 26.17             |
| GF Printing                     | 0.00               | 233.74            | 0.00          | 0.00              | 233.74            |
| GF Prof & Spec Services         | 0.00               | 30.00             | 0.00          | 0.00              | 30.00             |
| GF Registration/trans/travel    | 0.00               | 618.00            | 0.00          | 0.00              | 618.00            |
| GF Transfers to County          | 0.00               | 216,963.99        | 0.00          | 0.00              | 216,963.99        |
| GF Travel Staff                 | 0.00               | 1,840.42          | 0.00          | 0.00              | 1,840.42          |
| GF Travel Trustees              | 0.00               | 273.00            | 0.00          | 0.00              | 273.00            |
| GF Uncategorized Expenses       | 0.00               | 0.00              | 0.00          | 0.00              | 0.00              |
| PA Bank fees                    | 0.00               | 0.00              | 0.00          | 484.42            | 484.42            |
| PA Empl 457 Plan Contribution   | 0.00               | 0.00              | 0.00          | 9,642.16          | 9,642.16          |
| PA Employee 125 Co-Pay          | 0.00               | 0.00              | 0.00          | 2,911.80          | 2,911.80          |
| PA Employee Life Insurance      | 0.00               | 0.00              | 0.00          | 219.34            | 219.34            |
| PA Garnishment                  | 0.00               | 0.00              | 0.00          | 3,920.00          | 3,920.00          |
| PA Interest Transfer to Savings | 0.00               | 0.00              | 0.00          | 0.00              | 0.00              |
| PA Payroll Taxes                | 0.00               | 0.00              | 0.00          | 87,121.25         | 87,121.25         |
| PA Prepaid Salaries             | 0.00               | 0.00              | 0.00          | 33,528.76         | 33,528.76         |
| PA Salaries                     | 0.00               | 0.00              | 0.00          | 174,233.16        | 174,233.16        |
| PA Transfer to new account      | 0.00               | 0.00              | 0.00          | 40,826.77         | 40,826.77         |
| <b>Total Expense</b>            | <b>28,661.58</b>   | <b>228,692.08</b> | <b>0.00</b>   | <b>352,942.66</b> | <b>610,296.32</b> |
| <b>Net Income</b>               | <b>-913.37</b>     | <b>4,463.81</b>   | <b>25.43</b>  | <b>-950.97</b>    | <b>2,624.90</b>   |

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## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

### Cleared Transactions

|                                    |          |           |
|------------------------------------|----------|-----------|
| Previous Balance                   |          | 1,727.66  |
| Cleared Checks and Payments        | 54 Items | -5,180.93 |
| Cleared Deposits and Other Credits | 20 Items | 4,577.65  |
| Cleared Balance                    |          | 1,124.38  |

### Uncleared Transactions

|                                      |         |         |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments        | 7 Items | -518.00 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00    |

### New Transactions

|   |         |          |
|---|---------|----------|
| Account Balance as of 11/30/2002 (statement closing date) |         | 606.00   |
| New Checks and Payments                                   | 9 Items | -825.00  |
| New Deposits and Other Credits                            | 5 Items | 1,046.91 |
| Ending Account Balance                                    |         | 828.29   |

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

| <u>Date</u>                         | <u>No.</u> | <u>Payee</u>                | <u>Memo</u>                  | <u>Account</u>           | <u>C</u> | <u>Amount</u> |
|-------------------------------------|------------|-----------------------------|------------------------------|--------------------------|----------|---------------|
| <b>Cleared Transactions:</b>        |            |                             |                              |                          |          |               |
| <b>Cleared Checks and Payments:</b> |            |                             |                              |                          |          |               |
| 10/31/2002                          |            |                             | Service Charge               | County Exempt - Checking | X        | -11.00        |
| 11/30/2002                          |            |                             | Service Charge               | County Exempt - Checking | X        | -11.00        |
| 10/28/2002                          | 4040       | Passport Services           | Scott Matthew Rasmusse...    | County Exempt - Checking | X        | -55.00        |
| 10/28/2002                          | 4041       | Passport Services           | Danny Lawrence Bowers...     | County Exempt - Checking | X        | -55.00        |
| 10/29/2002                          | 4042       | Passport Services           | Kevin Christopher Claus...   | County Exempt - Checking | X        | -40.00        |
| 10/29/2002                          | 4044       | Passport Services           | James Victor Miller 11/0...  | County Exempt - Checking | X        | -110.00       |
| 10/30/2002                          | 4045       | S&S Worldwide               | Invoice # 4081154            | County Exempt - Checking | X        | -89.52        |
| 10/30/2002                          | 4046       | Rhode Island Novelty        | Invoice # 962155             | County Exempt - Checking | X        | -42.25        |
| 10/30/2002                          | 4047       | Lake Center Cleaners        | Cleaning of Parade Costu...  | County Exempt - Checking | X        | -15.00        |
| 10/30/2002                          | 4048       | Omnigrafix Printing         | Invoice # 35407 - Envelo...  | County Exempt - Checking | X        | -291.84       |
| 10/30/2002                          | 4050       | Passport Services           | Presley Ella Rae Popoff, ... | County Exempt - Checking | X        | -40.00        |
| 11/16/2002                          | 4052       | S.T. Donuts                 | Camp Library                 | County Exempt - Checking | X        | -60.00        |
| 11/15/2002                          | 4053       | Rudy Gonzales               | Camp Library Science Sh...   | County Exempt - Checking | X        | -275.00       |
| 11/15/2002                          | 4054       | Smart & Final               | Camp Library                 | County Exempt - Checking | X        | -82.43        |
| 11/16/2002                          | 4055       | First Class Pizza           | Camp Library                 | County Exempt - Checking | X        | -40.00        |
| 11/02/2002                          | 4056       | Passport Services           | Josephine Martha Lomeli...   | County Exempt - Checking | X        | -55.00        |
| 11/02/2002                          | 4057       | Passport Services           | Visshwam Pranav Desai, ...   | County Exempt - Checking | X        | -80.00        |
| 11/02/2002                          | 4058       | Passport Services           | John Hisashi Shimada, d...   | County Exempt - Checking | X        | -150.00       |
| 11/04/2002                          | 4059       | Passport Services           | Miguel Lopez 11/22/60        | County Exempt - Checking | X        | -165.00       |
| 11/04/2002                          | 4060       | Passport Services           | Jaswani Kaur Sougu5/13...    | County Exempt - Checking | X        | -135.00       |
| 11/04/2002                          | 4061       | Passport Services           | Vincente Mendoza-Garci...    | County Exempt - Checking | X        | -115.00       |
| 11/04/2002                          | 4062       | Passport Services           | Marla Rae Green 7/17/55      | County Exempt - Checking | X        | -115.00       |
| 11/04/2002                          | 4063       | Passport Services           | Ronald Craig Green 2/9/52    | County Exempt - Checking | X        | -115.00       |
| 11/05/2002                          | 4064       | Passport Services           | Yadira Reyes 10/02/84        | County Exempt - Checking | X        | -55.00        |
| 11/06/2002                          | 4065       | Passport Services           | Stephen Ray Norris 8/15/...  | County Exempt - Checking | X        | -115.00       |
| 11/06/2002                          | 4066       | Passport Services           | Rafael Pantoja 9/23/82       | County Exempt - Checking | X        | -55.00        |
| 11/07/2002                          | 4067       | Passport Services           | Jennifer Hai Lyly Phan 2...  | County Exempt - Checking | X        | -80.00        |
| 11/07/2002                          | 4068       | Passport Services           | Floyd GV McKeehan 3/1...     | County Exempt - Checking | X        | -55.00        |
| 11/07/2002                          | 4069       | Passport Services           | Norman James Johnson 9...    | County Exempt - Checking | X        | -55.00        |
| 11/09/2002                          | 4070       | Passport Services           | Craig Alan Foley, dob 2/...  | County Exempt - Checking | X        | -110.00       |
| 11/12/2002                          | 4071       | Passport Services           | Shasha Vaishali Jhaveri ...  | County Exempt - Checking | X        | -55.00        |
| 11/12/2002                          | 4072       | Passport Services           | Puneet Bhumipal Jhaveri...   | County Exempt - Checking | X        | -113.65       |
| 11/13/2002                          | 4073       | Placentia Chamber of Com... | Friends Tickets to Cham...   | County Exempt - Checking | X        | -108.00       |
| 11/14/2002                          | 4074       | Passport Services           | Juan Carlos Schlinger 5/...  | County Exempt - Checking | X        | -40.00        |
| 11/14/2002                          | 4075       | Passport Services           | Cynthia F. Ogata 3/10/53     | County Exempt - Checking | X        | -135.00       |
| 11/14/2002                          | 4076       | Passport Services           | Neil Etsuo Ogata 9/29/52     | County Exempt - Checking | X        | -55.00        |
| 11/16/2002                          | 4078       | Passport Services           | Albert Gee Pak, dob 6/14...  | County Exempt - Checking | X        | -55.00        |

### Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

| Date                              | No.  | Payee                        | Memo                         | Account                  | C | Amount    |
|-----------------------------------|------|------------------------------|------------------------------|--------------------------|---|-----------|
| 11/16/2002                        | 4079 | Passport Services            | Maria G. Silva, dob 10/2...  | County Exempt - Checking | X | -30.00    |
| 11/17/2002                        | 4080 | Passport Services            | Kenneth Eiji Kinoshita 1...  | County Exempt - Checking | X | -55.00    |
| 11/18/2002                        | 4081 | Placentia Chamber of Com...  | Friends Tickets to Cham...   | County Exempt - Checking | X | -27.00    |
| 11/18/2002                        | 4082 | Passport Services            | Emmanuel Pardo Itchon ...    | County Exempt - Checking | X | -115.00   |
| 11/18/2002                        | 4083 | Passport Services            | Earle Gerard Itchon 2/6/9... | County Exempt - Checking | X | -200.00   |
| 11/19/2002                        | 4084 | Passport Services            | Gary Lee Smith 7/7/53        | County Exempt - Checking | X | -55.00    |
| 11/19/2002                        | 4085 | Passport Services            | Ashkan Molen Jahromi 6...    | County Exempt - Checking | X | -120.00   |
| 11/19/2002                        | 4086 | Passport Services            | Vincent Michael Yukich ...   | County Exempt - Checking | X | -115.00   |
| 11/19/2002                        | 4087 | Passport Services            | Eduardo Brando Zamara ...    | County Exempt - Checking | X | -100.00   |
| 11/19/2002                        | 4088 | Passport Services            | Zahra Mehry Mirhashem...     | County Exempt - Checking | X | -115.00   |
| 11/19/2002                        | 4089 | Passport Services            | Allen Chen 10/4/74           | County Exempt - Checking | X | -115.00   |
| 11/20/2002                        | 4090 | U.S. Toy Co/Constructive ... | Invoice # 8076500901: S...   | County Exempt - Checking | X | -127.33   |
| 11/20/2002                        | 4091 | Passport Services            | Brandon James Kriuohla...    | County Exempt - Checking | X | -55.00    |
| 11/21/2002                        | 4092 | U.S. Postmaster, Anaheim     | Postage for Friends Mem...   | County Exempt - Checking | X | -381.91   |
| 11/21/2002                        | 4093 | Passport Services            | Dianne Lechuga 12/22/8...    | County Exempt - Checking | X | -110.00   |
| 11/21/2002                        | 4095 | Passport Services            | Gariboy, dob 4/18/64         | County Exempt - Checking | X | -115.00   |
| 11/21/2002                        | 4096 | Passport Services            | Maria Elena Lechunga &...    | County Exempt - Checking | X | -110.00   |
| Total Cleared Checks and Payments |      |                              |                              | 54 Items                 |   | -5,180.93 |

Cleared Deposits and Other Credits:

|  |  |         |  |                          |   |          |
|--|--|---------|--|--------------------------|---|----------|
| 11/04/2002                               |  | Deposit |  | County Exempt - Checking | X | 165.00   |
| 11/05/2002                               |  | Deposit |  | County Exempt - Checking | X | 145.00   |
| 11/05/2002                               |  | Deposit |  | County Exempt - Checking | X | 55.00    |
| 11/06/2002                               |  | Deposit |  | County Exempt - Checking | X | 500.00   |
| 11/07/2002                               |  | Deposit |  | County Exempt - Checking | X | 55.00    |
| 11/08/2002                               |  | Deposit |  | County Exempt - Checking | X | 80.00    |
| 11/13/2002                               |  | Deposit |  | County Exempt - Checking | X | 110.00   |
| 11/14/2002                               |  | Deposit |  | County Exempt - Checking | X | 40.00    |
| 11/18/2002                               |  | Deposit |  | County Exempt - Checking | X | 1.00     |
| 11/18/2002                               |  | Deposit |  | County Exempt - Checking | X | 55.00    |
| 11/18/2002                               |  | Deposit |  | County Exempt - Checking | X | 443.65   |
| 11/18/2002                               |  | Deposit |  | County Exempt - Checking | X | 1,000.00 |
| 11/19/2002                               |  | Deposit |  | County Exempt - Checking | X | 60.00    |
| 11/20/2002                               |  | Deposit |  | County Exempt - Checking | X | 388.00   |
| 11/21/2002                               |  | Deposit |  | County Exempt - Checking | X | 350.00   |
| 11/21/2002                               |  | Deposit |  | County Exempt - Checking | X | 750.00   |
| 11/24/2002                               |  | Deposit |  | County Exempt - Checking | X | 40.00    |
| 11/24/2002                               |  | Deposit |  | County Exempt - Checking | X | 115.00   |
| 11/25/2002                               |  | Deposit |  | County Exempt - Checking | X | 170.00   |
| 11/29/2002                               |  | Deposit |  | County Exempt - Checking | X | 55.00    |
| Total Cleared Deposits and Other Credits |  |         |  | 20 Items                 |   | 4,577.65 |

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

| Date   | No.  | Payee              | Memo                         | Account                  | C               | Amount         |
|--|------|--------------------|------------------------------|--------------------------|-----------------|----------------|
| <b>Total Cleared Transactions</b>                        |      |                    |                              |                          | <b>74 Items</b> | <b>-603.28</b> |
| <br><b>Uncleared Transactions as of 11/30/2002:</b>      |      |                    |                              |                          |                 |                |
| <b>Uncleared Checks and Payments:</b>                    |      |                    |                              |                          |                 |                |
| 11/23/2002   | 4097 | Passport Services  | Amely Flourish 2/16/88       | County Exempt - Checking |                 | -40.00         |
| 11/24/2002   | 4099 | Elizabeth D Minter | Reimbursement Berkely ...    | County Exempt - Checking |                 | -123.88        |
| 11/25/2002   | 4100 | All Star Awards    | Stark Plaque                 | County Exempt - Checking |                 | -14.12         |
| 11/25/2002   | 4101 | Passport Services  | Mario Aquilera Castaned...   | County Exempt - Checking |                 | -95.00         |
| 11/26/2002   | 4102 | Passport Services  | Lila Sun Nam 04/29/86        | County Exempt - Checking |                 | -115.00        |
| 11/27/2002   | 4103 | Passport Services  | Loi Ngog Tran, dob 2/6/33    | County Exempt - Checking |                 | -55.00         |
| 11/30/2002   | 4104 |                    | Director's Fund: Pointset... | County Exempt - Checking |                 | -75.00         |
| <b>Total Uncleared Checks and Payments</b>               |      |                    |                              |                          | <b>7 Items</b>  | <b>-518.00</b> |
| <br><b>Uncleared Deposits and Other Credits:</b>         |      |                    |                              |                          |                 |                |
| <b>Total Uncleared Deposits and Other Credits</b>        |      |                    |                              |                          | <b>0 Items</b>  | <b>0.00</b>    |
| <br><b>Total Uncleared Transactions as of 11/30/2002</b> |      |                    |                              |                          | <b>7 Items</b>  | <b>-518.00</b> |
| <br><b>New Transactions:</b>                             |      |                    |                              |                          |                 |                |
| <b>New Checks and Payments:</b>                          |      |                    |                              |                          |                 |                |
| 12/02/2002   | 4105 | Passport Services  | Natalie Ines Meneses, do...  | County Exempt - Checking |                 | -40.00         |
| 12/02/2002   | 4106 | Passport Services  | Raul Rodriguez 1/4/70        | County Exempt - Checking |                 | -55.00         |
| 12/02/2002   | 4107 | Passport Services  | Adam Agathakis 7/16/79       | County Exempt - Checking |                 | -115.00        |
| 12/03/2002   | 4108 | Passport Services  | Geraldo Halo Dionio, Jr.,... | County Exempt - Checking |                 | -115.00        |
| 12/03/2002   | 4109 | Passport Services  | Robert Rimpau Churney ...    | County Exempt - Checking |                 | -55.00         |
| 12/03/2002   | 4110 | Passport Services  | Nicole Sara Rodriguez 0...   | County Exempt - Checking |                 | -100.00        |
| 12/05/2002   | 4111 | Passport Services  | Joseph Edward Daigneau...    | County Exempt - Checking |                 | -115.00        |
| 12/05/2002   | 4112 | Passport Services  | Irma Gonzalez 6/2/79         | County Exempt - Checking |                 | -115.00        |
| 12/07/2002   | 4113 | Passport Services  | Jesus Manuel Ramirez, d...   | County Exempt - Checking |                 | -115.00        |
| <b>Total New Checks and Payments</b>                     |      |                    |                              |                          | <b>9 Items</b>  | <b>-825.00</b> |

### Reconciliation Report

County Exempt - Checking account reconciled for the period ending 11/30/2002

| <u>Date</u>                          | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u>           | <u>C</u> | <u>Amount</u> |
|--------------------------------------|------------|--------------|-------------|--------------------------|----------|---------------|
| New Deposits and Other Credits:      |            |              |             |                          |          |               |
| 12/02/2002                           |            |              | Deposit     | County Exempt - Checking |          | 381.91        |
| 12/03/2002                           |            |              | Deposit     | County Exempt - Checking |          | 300.00        |
| 12/03/2002                           |            |              | Deposit     | County Exempt - Checking |          | 150.00        |
| 12/04/2002                           |            |              | Deposit     | County Exempt - Checking |          | 100.00        |
| 12/08/2002                           |            |              | Deposit     | County Exempt - Checking |          | 115.00        |
| Total New Deposits and Other Credits |            |              |             | 5 Items                  |          | 1,046.91      |
| Total New Transactions               |            |              |             | 14 Items                 |          | 221.91        |

*Count  
12/9/02*

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

### Cleared Transactions

|                                    |          |              |
|------------------------------------|----------|--------------|
| Previous Balance                   |          | 2,468.11     |
| Cleared Checks and Payments        | 3 Items  | -1,020.00    |
| Cleared Deposits and Other Credits | 12 Items | 311.03       |
| <br>Cleared Balance                |          | <br>1,759.14 |

### Uncleared Transactions

|                                      |         |       |
|--------------------------------------|---------|-------|
| Uncleared Checks and Payments        | 0 Items | 0.00  |
| Uncleared Deposits and Other Credits | 2 Items | 40.00 |

### New Transactions

|   |         |              |
|---|---------|--------------|
| Account Balance as of 11/30/2002 (statement closing date) |         | 1,799.14     |
| New Checks and Payments                                   | 0 Items | 0.00         |
| New Deposits and Other Credits                            | 2 Items | 49.94        |
| <br>Ending Account Balance                                |         | <br>1,849.08 |

### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

| Date | No. | Payee | Memo | Account | C | Amount |
|------|-----|-------|------|---------|---|--------|
|------|-----|-------|------|---------|---|--------|

**Cleared Transactions:**

**Cleared Checks and Payments:**

|  |      |                                  |                          |                         |                |                  |
|--|------|----------------------------------|--------------------------|-------------------------|----------------|------------------|
| 10/31/2002                               |      |                                  | Service Charge           | County Exempt - Savings | X              | -10.00           |
| 11/30/2002                               |      |                                  | Service Charge           | County Exempt - Savings | X              | -10.00           |
| 11/18/2002                               | 1500 | Placentia Library District - ... | Transfer to COE Checking | County Exempt - Savings | X              | -1,000.00        |
| <b>Total Cleared Checks and Payments</b> |      |                                  |                          |                         | <b>3 Items</b> | <b>-1,020.00</b> |

**Cleared Deposits and Other Credits:**

|   |  |  |          |                         |                 |               |
|---|--|--|----------|-------------------------|-----------------|---------------|
| 11/05/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/05/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 19.94         |
| 11/07/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/13/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/14/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/18/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/19/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 19.94         |
| 11/19/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 19.5          |
| 11/19/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 40.00         |
| 11/21/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/26/2002                                      |  |  | Deposit  | County Exempt - Savings | X               | 30.00         |
| 11/30/2002                                      |  |  | Interest | County Exempt - Savings | X               | 1.21          |
| <b>Total Cleared Deposits and Other Credits</b> |  |  |          |                         | <b>12 Items</b> | <b>311.03</b> |

|                                   |  |  |  |  |                 |                |
|-----------------------------------|--|--|--|--|-----------------|----------------|
| <b>Total Cleared Transactions</b> |  |  |  |  | <b>15 Items</b> | <b>-708.97</b> |
|-----------------------------------|--|--|--|--|-----------------|----------------|

**Uncleared Transactions as of 11/30/2002:**

**Uncleared Checks and Payments:**

|  |  |  |  |  |                |             |
|--|--|--|--|--|----------------|-------------|
| <b>Total Uncleared Checks and Payments</b> |  |  |  |  | <b>0 Items</b> | <b>0.00</b> |
|--|--|--|--|--|----------------|-------------|

**Uncleared Deposits and Other Credits:**

|   |  |  |         |                         |                |              |
|---|--|--|---------|-------------------------|----------------|--------------|
| 10/31/2002  |  |  | Deposit | County Exempt - Savings |                | 40.0         |
| 10/31/2002  |  |  | Deposit | County Exempt - Savings |                |              |
| <b>Total Uncleared Deposits and Other Credits</b> |  |  |         |                         | <b>2 Items</b> | <b>40.00</b> |



### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 11/30/2002

| <u>Date</u>  | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u>          | <u>C</u>       | <u>Amount</u> |
|--|------------|--------------|-------------|-------------------------|----------------|---------------|
| <b>Total Uncleared Transactions as of 11/30/2002</b> |            |              |             |                         | <b>2 Items</b> | <b>40.00</b>  |
| <b>New Transactions:</b>                             |            |              |             |                         |                |               |
| <b>New Checks and Payments:</b>                      |            |              |             |                         |                |               |
| Total New Checks and Payments                        |            |              |             |                         | <b>0 Items</b> | <b>0.00</b>   |
| <b>New Deposits and Other Credits:</b>               |            |              |             |                         |                |               |
| 12/03/2002   |            |              | Deposit     | County Exempt - Savings |                | 19.94         |
| 12/05/2002   |            |              | Deposit     | County Exempt - Savings |                | 30.00         |
| Total New Deposits and Other Credits                 |            |              |             |                         | <b>2 Items</b> | <b>49.94</b>  |
| <b>Total New Transactions</b>                        |            |              |             |                         | <b>2 Items</b> | <b>49.94</b>  |

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12/9/02

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

## Cleared Transactions

|                                    |          |           |
|------------------------------------|----------|-----------|
| Previous Balance                   |          | 9,419.47  |
| Cleared Checks and Payments        | 10 Items | -1,436.02 |
| Cleared Deposits and Other Credits | 1 Items  | 200.00    |
| Cleared Balance                    |          | 8,183.45  |

## Uncleared Transactions

|                                      |         |         |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments        | 4 Items | -656.12 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00    |

## New Transactions

|   |         |          |
|---|---------|----------|
| Account Balance as of 11/30/2002 (statement closing date) |         | 7,527.33 |
| New Checks and Payments                                   | 1 Items | -9.11    |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 7,518.22 |

### Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

| <u>Date</u> | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u> | <u>C</u> | <u>Amount</u> |
|-------------|------------|--------------|-------------|----------------|----------|---------------|
|-------------|------------|--------------|-------------|----------------|----------|---------------|

**Cleared Transactions:**

Cleared Checks and Payments:

|  |      |                             |                              |                         |                 |                  |
|--|------|-----------------------------|------------------------------|-------------------------|-----------------|------------------|
| 11/04/2002                               |      | Bank of the West            | EFT DBT Service Charge       | General Fund - Checking | X               | -15.00           |
| 10/17/2002                               | 4604 | ISDOC                       | ISDOC 10/31 reservation...   | General Fund - Checking | X               | -12.00           |
| 10/31/2002                               | 4607 | Lakeshore Learning Store    | Literacy                     | General Fund - Checking | X               | -378.57          |
| 11/07/2002                               | 4609 | CSDA                        | Board Security Training      | General Fund - Checking | X               | -160.00          |
| 11/04/2002                               | 4610 | Allstar Calendar Company    | Advertising 1900-08/Lite...  | General Fund - Checking | X               | -85.00           |
| 11/06/2002                               | 4611 | CSDA                        | Legal Forum / CSDA / ...     | General Fund - Checking | X               | -60.00           |
| 11/13/2002                               | 4612 | Placentia Chamber of Com... | Staff and Trustee Tickets... | General Fund - Checking | X               | -180.00          |
| 11/13/2002                               | 4613 | Foto Hall                   | Printing 1800-00             | General Fund - Checking | X               | -47.33           |
| 11/18/2002                               | 4614 | Placentia Chamber of Com... | Staff and Trustee Tickets... | General Fund - Checking | X               | -45.00           |
| 11/25/2002                               | 4616 | The Orange County Register  | Ads for Bookkeeper/Ad...     | General Fund - Checking | X               | -453.12          |
| <b>Total Cleared Checks and Payments</b> |      |                             |                              |                         | <b>10 Items</b> | <b>-1,436.02</b> |

Cleared Deposits and Other Credits:

|   |  |  |         |                         |                |               |
|---|--|--|---------|-------------------------|----------------|---------------|
| 11/14/2002                                      |  |  | Deposit | General Fund - Checking | X              | 200.00        |
| <b>Total Cleared Deposits and Other Credits</b> |  |  |         |                         | <b>1 Items</b> | <b>200.00</b> |

|                                   |  |  |  |  |                 |                  |
|-----------------------------------|--|--|--|--|-----------------|------------------|
| <b>Total Cleared Transactions</b> |  |  |  |  | <b>11 Items</b> | <b>-1,236.02</b> |
|-----------------------------------|--|--|--|--|-----------------|------------------|

**Uncleared Transactions as of 11/30/2002:**

Uncleared Checks and Payments:

|  |      |                         |                            |                         |                |                |
|--|------|-------------------------|----------------------------|-------------------------|----------------|----------------|
| 11/24/2002                                 | 4615 | Elizabeth D Minter      | Reimbursements             | General Fund - Checking |                | -51.15         |
| 11/26/2002                                 | 4617 | Human Resources Council | The Personnel Law for S... | General Fund - Checking |                | -398.00        |
| 11/26/2002                                 | 4618 | Sam's Club              | Literacy: Food 0900-08     | General Fund - Checking |                | -85.21         |
| 11/27/2002                                 | 4620 | Al Shkoler              | Printing Summer Camp ...   | General Fund - Checking |                | -121.76        |
| <b>Total Uncleared Checks and Payments</b> |      |                         |                            |                         | <b>4 Items</b> | <b>-656.12</b> |

Uncleared Deposits and Other Credits:

|   |  |  |  |  |                |             |
|---|--|--|--|--|----------------|-------------|
| <b>Total Uncleared Deposits and Other Credits</b> |  |  |  |  | <b>0 Items</b> | <b>0.00</b> |
|---|--|--|--|--|----------------|-------------|

### Reconciliation Report

General Fund - Checking account reconciled for the period ending 11/30/2002

| Date   | No.  | Payee              | Memo                        | Account                 | C | Amount         |
|--|------|--------------------|-----------------------------|-------------------------|---|----------------|
| <b>Total Uncleared Transactions as of 11/30/2002</b> |      |                    |                             |                         |   | <b>-656.12</b> |
| <b>New Transactions:</b>                             |      |                    |                             |                         |   |                |
| <b>New Checks and Payments:</b>                      |      |                    |                             |                         |   |                |
| 12/02/2002   | 4619 | Elizabeth D Minter | Plant trays & S hooks; 1... | General Fund - Checking |   | -9.11          |
| <b>Total New Checks and Payments</b>                 |      |                    |                             |                         |   | <b>-9.11</b>   |
| <b>New Deposits and Other Credits:</b>               |      |                    |                             |                         |   |                |
| <b>Total New Deposits and Other Credits</b>          |      |                    |                             |                         |   | <b>0.00</b>    |
| <b>Total New Transactions</b>                        |      |                    |                             |                         |   | <b>-9.11</b>   |

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# Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

## Cleared Transactions

|                                    |          |            |
|------------------------------------|----------|------------|
| Previous Balance                   |          | 10,136.92  |
| Cleared Checks and Payments        | 6 Items  | -19,851.75 |
| Cleared Deposits and Other Credits | 26 Items | 19,924.35  |
| Cleared Balance                    |          | 10,209.52  |

## Uncleared Transactions

|                                      |         |           |
|--------------------------------------|---------|-----------|
| Uncleared Checks and Payments        | 1 Items | -7,579.78 |
| Uncleared Deposits and Other Credits | 9 Items | 3,004.09  |

## New Transactions

|   |         |          |
|---|---------|----------|
| Account Balance as of 12/09/2002 (statement closing date) |         | 5,633.83 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 5,633.83 |

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

| <u>Date</u>                         | <u>No.</u> | <u>Payee</u>                     | <u>Memo</u>                  | <u>Account</u>         | <u>C</u> | <u>Amount</u> |
|-------------------------------------|------------|----------------------------------|------------------------------|------------------------|----------|---------------|
| <b>Cleared Transactions:</b>        |            |                                  |                              |                        |          |               |
| <b>Cleared Checks and Payments:</b> |            |                                  |                              |                        |          |               |
| 11/06/2002                          |            | Bank of the West                 | Return Item Fee              | General Fund - Savings | X        | -4.00         |
| 11/06/2002                          |            | Bank of the West                 | Returned check               | General Fund - Savings | X        | -43.65        |
| 11/25/2002                          |            | Bank of the West                 | Bank correction of depos...  | General Fund - Savings | X        | -10.00        |
| 11/29/2002                          |            |                                  | Balance Adjustment           | General Fund - Savings | X        | -384.80       |
| 10/10/2002                          | 1202       | Placentia Library District - ... | Correct Bank's deposit er... | General Fund - Savings | X        | -19.94        |
| 11/19/2002                          | 1203       | Orange County Auditor            | Revenue Transfer 10/10/...   | General Fund - Savings | X        | -19,389.36    |
| Total Cleared Checks and Payments   |            |                                  |                              |                        | 6 Items  | -19,851.75    |

**Cleared Deposits and Other Credits:**

|  |  |  |          |                        |          |           |
|--|--|--|----------|------------------------|----------|-----------|
| 11/03/2002                               |  |  | Deposit  | General Fund - Savings | X        | 237.85    |
| 11/03/2002                               |  |  | Deposit  | General Fund - Savings | X        | 420.00    |
| 11/04/2002                               |  |  | Deposit  | General Fund - Savings | X        | 1,068.55  |
| 11/05/2002                               |  |  | Deposit  | General Fund - Savings | X        | 389.20    |
| 11/05/2002                               |  |  | Deposit  | General Fund - Savings | X        | 6,030.00  |
| 11/05/2002                               |  |  | Deposit  | General Fund - Savings | X        | 300.50    |
| 11/07/2002                               |  |  | Deposit  | General Fund - Savings | X        | 652.25    |
| 11/08/2002                               |  |  | Deposit  | General Fund - Savings | X        | 385.60    |
| 11/13/2002                               |  |  | Deposit  | General Fund - Savings | X        | 349.85    |
| 11/13/2002                               |  |  | Deposit  | General Fund - Savings | X        | 451.00    |
| 11/14/2002                               |  |  | Deposit  | General Fund - Savings | X        | 409.74    |
| 11/17/2002                               |  |  | Deposit  | General Fund - Savings | X        | 266.34    |
| 11/18/2002                               |  |  | Deposit  | General Fund - Savings | X        | 540.00    |
| 11/18/2002                               |  |  | Deposit  | General Fund - Savings | X        | 656.30    |
| 11/19/2002                               |  |  | Deposit  | General Fund - Savings | X        | 642.70    |
| 11/19/2002                               |  |  | Deposit  | General Fund - Savings | X        | 3.50      |
| 11/20/2002                               |  |  | Deposit  | General Fund - Savings | X        | 384.80    |
| 11/21/2002                               |  |  | Deposit  | General Fund - Savings | X        | 710.45    |
| 11/24/2002                               |  |  | Deposit  | General Fund - Savings | X        | 671.00    |
| 11/24/2002                               |  |  | Deposit  | General Fund - Savings | X        | 172.80    |
| 11/25/2002                               |  |  | Deposit  | General Fund - Savings | X        | 479.35    |
| 11/26/2002                               |  |  | Deposit  | General Fund - Savings | X        | 334.15    |
| 11/27/2002                               |  |  | Deposit  | General Fund - Savings | X        | 273.98    |
| 11/27/2002                               |  |  | Deposit  | General Fund - Savings | X        | 3,907.05  |
| 11/29/2002                               |  |  | Deposit  | General Fund - Savings | X        | 179.00    |
| 11/30/2002                               |  |  | Interest | General Fund - Savings | X        | 7.94      |
| Total Cleared Deposits and Other Credits |  |  |          |                        | 26 Items | 19,924.35 |

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

| <u>Date</u>  | <u>No.</u> | <u>Payee</u>          | <u>Memo</u>                | <u>Account</u>         | <u>C</u>        | <u>Amount</u>    |
|--|------------|-----------------------|----------------------------|------------------------|-----------------|------------------|
| <b>Total Cleared Transactions</b>                    |            |                       |                            |                        | <b>32 Items</b> | <b>72.60</b>     |
| <b>Uncleared Transactions as of 12/09/2002:</b>      |            |                       |                            |                        |                 |                  |
| <b>Uncleared Checks and Payments:</b>                |            |                       |                            |                        |                 |                  |
| 11/27/2002   | 1204       | Orange County Auditor | Revenue Transfer 11/19-... | General Fund - Savings |                 | -7,579.78        |
| <b>Total Uncleared Checks and Payments</b>           |            |                       |                            |                        | <b>1 Items</b>  | <b>-7,579.78</b> |
| <b>Uncleared Deposits and Other Credits:</b>         |            |                       |                            |                        |                 |                  |
| 12/02/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 120.00           |
| 12/02/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 316.40           |
| 12/03/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 396.15           |
| 12/04/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 175.15           |
| 12/04/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 916.49           |
| 12/05/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 121.70           |
| 12/08/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 253.05           |
| 12/08/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 374.65           |
| 12/09/2002   |            |                       | Deposit                    | General Fund - Savings |                 | 330.50           |
| <b>Total Uncleared Deposits and Other Credits</b>    |            |                       |                            |                        | <b>9 Items</b>  | <b>3,004.09</b>  |
| <b>Total Uncleared Transactions as of 12/09/2002</b> |            |                       |                            |                        | <b>10 Items</b> | <b>-4,575.69</b> |
| <b>New Transactions:</b>                             |            |                       |                            |                        |                 |                  |
| <b>New Checks and Payments:</b>                      |            |                       |                            |                        |                 |                  |
| <b>Total New Checks and Payments</b>                 |            |                       |                            |                        | <b>0 Items</b>  | <b>0.00</b>      |
| <b>New Deposits and Other Credits:</b>               |            |                       |                            |                        |                 |                  |
| <b>Total New Deposits and Other Credits</b>          |            |                       |                            |                        | <b>0 Items</b>  | <b>0.00</b>      |

### Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/09/2002

| <u>Date</u>            | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u> | <u>C</u> | <u>Amount</u> |
|------------------------|------------|--------------|-------------|----------------|----------|---------------|
| Total New Transactions |            |              |             |                | 0 Items  | 0.00          |

*Commit  
12/9/02*



## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2002

### Cleared Transactions

|                                    |         |          |
|------------------------------------|---------|----------|
| Previous Balance                   |         | 7,501.89 |
| Cleared Checks and Payments        | 0 Items | 0.00     |
| Cleared Deposits and Other Credits | 2 Items | 10.49    |
| Cleared Balance                    |         | 7,512.38 |

### 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 11/30/2002 (statement closing date) |         | 7,512.38 |
| New Checks and Payments                                   | 0 Items | 0.00     |
| New Deposits and Other Credits                            | 0 Items | 0.00     |
| Ending Account Balance                                    |         | 7,512.38 |

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2002

| Date   | No. | Payee | Memo     | Account                 | C              | Amount       |
|--|-----|-------|----------|-------------------------|----------------|--------------|
| <b>Cleared Transactions:</b>                         |     |       |          |                         |                |              |
| Cleared Checks and Payments:                         |     |       |          |                         |                |              |
| Total Cleared Checks and Payments                    |     |       |          |                         | 0 Items        | 0.00         |
| Cleared Deposits and Other Credits:                  |     |       |          |                         |                |              |
| 10/31/2002   |     |       | Interest | Literacy Fund - Savings | X              | 6.37         |
| 11/30/2002   |     |       | Interest | Literacy Fund - Savings | X              | 4.12         |
| Total Cleared Deposits and Other Credits             |     |       |          |                         | 2 Items        | 10.49        |
| <b>Total Cleared Transactions</b>                    |     |       |          |                         | <b>2 Items</b> | <b>10.49</b> |
| <b>Uncleared Transactions as of 11/30/2002:</b>      |     |       |          |                         |                |              |
| 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         |
| <b>Total Uncleared Transactions as of 11/30/2002</b> |     |       |          |                         | <b>0 Items</b> | <b>0.00</b>  |
| <b>New Transactions:</b>                             |     |       |          |                         |                |              |
| 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         |

### Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 11/30/2002

| <u>Date</u> | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u> | <u>C</u> | <u>Amount</u> |
|-------------|------------|--------------|-------------|----------------|----------|---------------|
|-------------|------------|--------------|-------------|----------------|----------|---------------|

Total New Transactions

0 Items

0.00

*EDW*  
*12/9/02*

# Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

## Cleared Transactions

|                                    |          |            |
|------------------------------------|----------|------------|
| Previous Balance                   |          | 4,143.89   |
| Cleared Checks and Payments        | 36 Items | -56,193.08 |
| Cleared Deposits and Other Credits | 4 Items  | 85,396.77  |
| Cleared Balance                    |          | 33,347.58  |

## Uncleared Transactions

|                                      |         |           |
|--------------------------------------|---------|-----------|
| Uncleared Checks and Payments        | 6 Items | -1,203.57 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00      |

## New Transactions

|   |          |            |
|---|----------|------------|
| Account Balance as of 11/30/2002 (statement closing date) |          | 32,144.00  |
| New Checks and Payments                                   | 18 Items | -27,823.76 |
| New Deposits and Other Credits                            | 0 Items  | 0.00       |
| Ending Account Balance                                    |          | 4,320.25   |

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

| <u>Date</u>                              | <u>No.</u> | <u>Payee</u>                     | <u>Memo</u>                  | <u>Account</u>                | <u>C</u>        | <u>Amount</u>     |
|--|------------|----------------------------------|------------------------------|-------------------------------|-----------------|-------------------|
| <b>Cleared Transactions:</b>             |            |                                  |                              |                               |                 |                   |
| <b>Cleared Checks and Payments:</b>      |            |                                  |                              |                               |                 |                   |
| 10/31/2002                               |            | Bank of the West                 | Wire transfer service cha... | Payroll Checking - Wells F... | X               | -10.00            |
| 11/06/2002                               |            | Direct Deposit of Salaries       | Payroll                      | Payroll Checking - Wells F... | X               | -16,505.36        |
| 11/06/2002                               |            | Paychex                          | Payroll Taxes                | Payroll Checking - Wells F... | X               | -7,474.79         |
| 11/06/2002                               |            | Bank of the West                 | Stop payment fee authori...  | Payroll Checking - Wells F... | X               | -20.00            |
| 11/14/2002                               |            | Bank of the West                 | Wire transfer service cha... | Payroll Checking - Wells F... | X               | -10.00            |
| 11/19/2002                               |            | Direct Deposit of Salaries       | Payroll                      | Payroll Checking - Wells F... | X               | -17,010.55        |
| 11/20/2002                               |            | Paychex                          | Payroll Taxes                | Payroll Checking - Wells F... | X               | -7,870.58         |
| 11/27/2002                               |            | Bank of the West                 | Wire transfer service cha... | Payroll Checking - Wells F... | X               | -10.00            |
| 11/16/2002                               | 2001       | Joshua Robbins                   | Replace lost ckeck 2759, ... | Payroll Checking - Wells F... | X               | -182.48           |
| 11/25/2002                               | 2003       | Rebecca Messenger                | Replacement of Bank of ...   | Payroll Checking - Wells F... | X               | -115.67           |
| 10/23/2002                               | 2741       | Dorothy J. Cummings              | Payroll                      | Payroll Checking - Wells F... | X               | -113.03           |
| 10/23/2002                               | 2746       | Phyllis E. Humple                | Payroll                      | Payroll Checking - Wells F... | X               | -250.73           |
| 10/23/2002                               | 2754       | John Patterson                   | Payroll                      | Payroll Checking - Wells F... | X               | -53.85            |
| 10/23/2002                               | 2772       | Nationwide Retirement Sol...     | Payroll                      | Payroll Checking - Wells F... | X               | -637.00           |
| 11/06/2002                               | 2773       | Dorothy J. Cummings              | Payroll                      | Payroll Checking - Wells F... | X               | -146.92           |
| 11/06/2002                               | 2777       | Joyce G. Hampton                 | Payroll                      | Payroll Checking - Wells F... | X               | -319.18           |
| 11/06/2002                               | 2778       | Phyllis E. Humple                | Payroll                      | Payroll Checking - Wells F... | X               | -310.87           |
| 11/06/2002                               | 2786       | Beatrice V. Quintanar            | Payroll                      | Payroll Checking - Wells F... | X               | -285.76           |
| 11/06/2002                               | 2788       | Joshua Robbins                   | Payroll                      | Payroll Checking - Wells F... | X               | -207.43           |
| 11/06/2002                               | 2793       | Edward Stryzik                   | Payroll                      | Payroll Checking - Wells F... | X               | -291.18           |
| 11/06/2002                               | 2798       | Orange County Auditor            | Payroll                      | Payroll Checking - Wells F... | X               | -289.01           |
| 11/06/2002                               | 2799       | Placentia Library District - ... | Payroll                      | Payroll Checking - Wells F... | X               | -19.94            |
| 11/06/2002                               | 2800       | Katherine L. Roberts             | Payroll                      | Payroll Checking - Wells F... | X               | -392.00           |
| 11/06/2002                               | 2801       | Nationwide Retirement Sol...     | Payroll                      | Payroll Checking - Wells F... | X               | -637.00           |
| 11/20/2002                               | 2802       | Dorothy J. Cummings              | Payroll                      | Payroll Checking - Wells F... | X               | -135.62           |
| 11/20/2002                               | 2807       | Joyce G. Hampton                 | Payroll                      | Payroll Checking - Wells F... | X               | -348.51           |
| 11/20/2002                               | 2808       | Phyllis E. Humple                | Payroll                      | Payroll Checking - Wells F... | X               | -276.51           |
| 11/20/2002                               | 2812       | Anna Y. McHugh                   | Payroll                      | Payroll Checking - Wells F... | X               | -64.64            |
| 11/20/2002                               | 2816       | Barbara Phillips                 | Payroll                      | Payroll Checking - Wells F... | X               | -47.76            |
| 11/20/2002                               | 2817       | Beatrice V. Quintanar            | Payroll                      | Payroll Checking - Wells F... | X               | -345.22           |
| 11/20/2002                               | 2819       | Joshua Robbins                   | Payroll                      | Payroll Checking - Wells F... | X               | -185.73           |
| 11/20/2002                               | 2824       | Edward Stryzik                   | Payroll                      | Payroll Checking - Wells F... | X               | -287.81           |
| 11/20/2002                               | 2829       | Orange County Auditor            | 125 Plan Co-Pay              | Payroll Checking - Wells F... | X               | -289.01           |
| 11/20/2002                               | 2830       | Placentia Library District - ... | Minter Life Insurance co...  | Payroll Checking - Wells F... | X               | -19.94            |
| 11/20/2002                               | 2831       | Kathryn L. Roberts               | Garnishment                  | Payroll Checking - Wells F... | X               | -392.00           |
| 11/20/2002                               | 2832       | Nationwide Retirement Sol...     | 457 Plan Contribution        | Payroll Checking - Wells F... | X               | -637.00           |
| <b>Total Cleared Checks and Payments</b> |            |                                  |                              |                               | <b>36 Items</b> | <b>-56,193.08</b> |

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

| <u>Date</u>  | <u>No.</u> | <u>Payee</u>               | <u>Memo</u>                | <u>Account</u>                | <u>C</u>        | <u>Amount</u>    |
|--|------------|----------------------------|----------------------------|-------------------------------|-----------------|------------------|
| Cleared Deposits and Other Credits:                  |            |                            |                            |                               |                 |                  |
| 10/31/2002   |            |                            | Deposit                    | Payroll Checking - Wells F... | X               | 27,735.00        |
| 11/14/2002   |            |                            | Deposit                    | Payroll Checking - Wells F... | X               | 27,735.00        |
| 11/27/2002   |            |                            | Deposit                    | Payroll Checking - Wells F... | X               | 2,191.77         |
| 11/27/2002   |            |                            | Deposit                    | Payroll Checking - Wells F... | X               | 27,735.00        |
| Total Cleared Deposits and Other Credits             |            |                            |                            |                               | 4 Items         | 85,396.77        |
| <b>Total Cleared Transactions</b>                    |            |                            |                            |                               | <b>40 Items</b> | <b>29,203.69</b> |
| Uncleared Transactions as of 11/30/2002:             |            |                            |                            |                               |                 |                  |
| Uncleared Checks and Payments:                       |            |                            |                            |                               |                 |                  |
| 10/09/2002   | 2722       | Marlane Nebel              | Payroll                    | Payroll Checking - Wells F... |                 | -184.15          |
| 10/23/2002   | 2753       | Marlane Nebel              | Payroll                    | Payroll Checking - Wells F... |                 | -197.1           |
| 11/06/2002   | 2776       | Esther P. Guzman           | Payroll                    | Payroll Checking - Wells F... |                 | -255.63          |
| 11/06/2002   | 2780       | Matthew G. Mallard         | Payroll                    | Payroll Checking - Wells F... |                 | -53.85           |
| 11/20/2002   | 2804       | Joy Di Loreto              | Payroll                    | Payroll Checking - Wells F... |                 | -264.72          |
| 11/20/2002   | 2806       | Esther P. Guzman           | Payroll                    | Payroll Checking - Wells F... |                 | -247.91          |
| Total Uncleared Checks and Payments                  |            |                            |                            |                               | 6 Items         | -1,203.57        |
| Uncleared Deposits and Other Credits:                |            |                            |                            |                               |                 |                  |
| Total Uncleared Deposits and Other Credits           |            |                            |                            |                               | 0 Items         | 0.00             |
| <b>Total Uncleared Transactions as of 11/30/2002</b> |            |                            |                            |                               | <b>6 Items</b>  | <b>-1,203.57</b> |
| New Transactions:                                    |            |                            |                            |                               |                 |                  |
| New Checks and Payments:                             |            |                            |                            |                               |                 |                  |
| 12/03/2002   |            | Paychex                    | Payroll                    | Payroll Checking - Wells F... |                 | -16,792.1        |
| 12/04/2002   |            | Direct Deposit of Salaries | Payroll taxes              | Payroll Checking - Wells F... |                 | -7,238.24        |
| 12/04/2002   | 2005       | Orange County Auditor      | Replace check 2862 for ... | Payroll Checking - Wells F... |                 | -754.01          |

### Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 11/30/2002

| <u>Date</u>                                 | <u>No.</u> | <u>Payee</u>                     | <u>Memo</u>                | <u>Account</u>                | <u>C</u>        | <u>Amount</u>     |
|---|------------|----------------------------------|----------------------------|-------------------------------|-----------------|-------------------|
| 12/04/2002                                  | 2833       | Dorothy J. Cummings              | Payroll                    | Payroll Checking - Wells F... |                 | -64.13            |
| 12/04/2002                                  | 2836       | Esther P. Guzman                 | Payroll                    | Payroll Checking - Wells F... |                 | -217.07           |
| 12/04/2002                                  | 2837       | Joyce G. Hampton                 | Payroll                    | Payroll Checking - Wells F... |                 | -319.18           |
| 12/04/2002                                  | 2838       | Phyllis E. Humple                | Payroll                    | Payroll Checking - Wells F... |                 | -99.67            |
| 12/04/2002                                  | 2840       | Matthew G. Mallard               | Payroll                    | Payroll Checking - Wells F... |                 | -80.79            |
| 12/04/2002                                  | 2843       | Anna Y. McHugh                   | Payroll                    | Payroll Checking - Wells F... |                 | -290.90           |
| 12/04/2002                                  | 2846       | John Patterson                   | Payroll                    | Payroll Checking - Wells F... |                 | -53.85            |
| 12/04/2002                                  | 2848       | Barbara Phillips                 | Payroll                    | Payroll Checking - Wells F... |                 | -63.68            |
| 12/04/2002                                  | 2849       | Beatrice V. Quintanar            | Payroll                    | Payroll Checking - Wells F... |                 | -285.76           |
| 12/04/2002                                  | 2851       | Joshua Robbins                   | Payroll                    | Payroll Checking - Wells F... |                 | -159.82           |
| 12/04/2002                                  | 2854       | Evena Shu                        | Payroll                    | Payroll Checking - Wells F... |                 | -63.68            |
| 12/04/2002                                  | 2857       | Edward Strysik                   | Payroll                    | Payroll Checking - Wells F... |                 | -291.18           |
| 12/04/2002                                  | 2863       | Placentia Library District - ... | Live Insurance Co-Pay f... | Payroll Checking - Wells F... |                 | -19.94            |
| 12/04/2002                                  | 2864       | Kathryn L. Roberts               | Garnishment                | Payroll Checking - Wells F... |                 | -392.00           |
| 12/04/2002                                  | 2865       | Nationwide Retirement Sol...     | 457 Plan Contributions     | Payroll Checking - Wells F... |                 | -637.00           |
| <b>Total New Checks and Payments</b>        |            |                                  |                            |                               | <b>18 Items</b> | <b>-27,823.76</b> |
| <br>  |            |                                  |                            |                               |                 |                   |
| New Deposits and Other Credits:             |            |                                  |                            |                               |                 |                   |
| <b>Total New Deposits and Other Credits</b> |            |                                  |                            |                               | <b>0 Items</b>  | <b>0.00</b>       |
| <br>  |            |                                  |                            |                               |                 |                   |
| <b>Total New Transactions</b>               |            |                                  |                            |                               | <b>18 Items</b> | <b>-27,823.76</b> |

# Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 11/30/2002

## Cleared Transactions

|                                    |         |           |
|------------------------------------|---------|-----------|
| Previous Balance                   |         | 2,206.21  |
| Cleared Checks and Payments        | 2 Items | -2,206.21 |
| Cleared Deposits and Other Credits | 0 Items | 0.00      |
| Cleared Balance                    |         | 0.00      |

## 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 11/30/2002 (statement closing date) |         | 0.00 |
| New Checks and Payments                                   | 0 Items | 0.00 |
| New Deposits and Other Credits                            | 0 Items | 0.00 |
| Ending Account Balance                                    |         | 0.00 |



## Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 11/30/2002

| Date | No. | Payee | Memo | Account | C | Amount |
|------|-----|-------|------|---------|---|--------|
|------|-----|-------|------|---------|---|--------|

**Cleared Transactions:**

Cleared Checks and Payments:

|                                   |     |                            |                             |                           |         |           |
|-----------------------------------|-----|----------------------------|-----------------------------|---------------------------|---------|-----------|
| 11/25/2002                        |     |                            | Service Charge              | Payroll Checking - B of A | X       | -14.44    |
| 11/27/2002                        | 694 | Placentia Library District | Close B of A checking ac... | Payroll Checking - B of A | X       | -2,191.77 |
| Total Cleared Checks and Payments |     |                            |                             |                           | 2 Items | -2,206.21 |

Cleared Deposits and Other Credits:

|  |  |  |  |  |         |      |
|--|--|--|--|--|---------|------|
| Total Cleared Deposits and Other Credits |  |  |  |  | 0 Items | 0.00 |
|--|--|--|--|--|---------|------|

|                                   |  |  |  |  |                |                  |
|-----------------------------------|--|--|--|--|----------------|------------------|
| <b>Total Cleared Transactions</b> |  |  |  |  | <b>2 Items</b> | <b>-2,206.21</b> |
|-----------------------------------|--|--|--|--|----------------|------------------|

**Uncleared Transactions as of 11/30/2002:**

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 |
|--|--|--|--|--|---------|------|

|  |  |  |  |  |                |             |
|--|--|--|--|--|----------------|-------------|
| <b>Total Uncleared Transactions as of 11/30/2002</b> |  |  |  |  | <b>0 Items</b> | <b>0.00</b> |
|--|--|--|--|--|----------------|-------------|

**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 |
|--------------------------------------|--|--|--|--|---------|------|

Reconciliation Report

Agenda Item 15  
Payroll Fund Checking -B A  
Page 30 of 30

Payroll Checking - B of A account reconciled for the period ending 11/30/2002

| <u>Date</u> | <u>No.</u> | <u>Payee</u> | <u>Memo</u> | <u>Account</u> | <u>C</u> | <u>Amount</u> |
|-------------|------------|--------------|-------------|----------------|----------|---------------|
|-------------|------------|--------------|-------------|----------------|----------|---------------|

Total New Transactions

0 Items

0.00

*cont  
12/9/02*

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 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                      | 1,644.33     | 103     | 98     | 180.85       | 12      | 12     | 1,825.18        | 115     | 110    | 0.00    | 0       | 0      | 1,825.18    | 115     | 110    |
| Adult Circulating Non-Fiction      | 298.12       | 18      | 17     | 80.82        | 4       | 4      | 378.94          | 22      | 21     | 0.00    | 0       | 0      | 378.94      | 22      | 21     |
| Adult Reference                    | 1,978.86     | 20      | 6      | 0.00         | 0       | 0      | 1,978.86        | 20      | 6      | 0.00    | 0       | 0      | 1,978.86    | 20      | 6      |
| Adult Print Continuations          | 585.00       | 60      | 0      | 0.00         | 0       | 0      | 585.00          | 60      | 0      | 0.00    | 0       | 0      | 585.00      | 60      | 0      |
| Adult Electronic Continuations     | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00    | 0       | 0      | 0.00        | 0       | 0      |
| Total Adult Non-Fiction            | 2,861.98     | 98      | 83     | 80.82        | 4       | 4      | 2,942.80        | 102     | 87     | 0.00    | 0       | 0      | 2,942.80    | 102     | 87     |
| TOTAL ADULT PRINT MATERIALS        | 4,506.31     | 201     | 201    | 261.67       | 16      | 16     | 4,767.98        | 217     | 197    | 0.00    | 0       | 0      | 4,767.98    | 217     | 197    |
| Adult Audio/Music                  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00    | 0       | 0      | 0.00        | 0       | 0      |
| Adult Audio Books                  | 420.65       | 8       | 8      | 0.00         | 0       | 0      | 420.65          | 8       | 8      | 0.00    | 0       | 0      | 420.65      | 8       | 8      |
| Total Adult Audio                  | 420.65       | 8       | 8      | 0.00         | 0       | 0      | 420.65          | 8       | 8      | 0.00    | 0       | 0      | 420.65      | 8       | 8      |
| 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    | 420.65       | 8       | 8      | 0.00         | 0       | 0      | 420.65          | 8       | 8      | 0.00    | 0       | 0      | 420.65      | 8       | 8      |
| TOTAL ADULT MATERIALS              | 4,926.96     | 209     | 209    | 261.67       | 16      | 16     | 5,188.63        | 225     | 205    | 0.00    | 0       | 0      | 5,188.63    | 225     | 205    |
| Juvenile Fiction                   | 203.53       | 23      | 18     | 279.21       | 16      | 15     | 482.74          | 39      | 33     | 0.00    | 0       | 0      | 482.74      | 39      | 33     |
| Juvenile Circulating Non-Fiction   | 358.26       | 34      | 31     | 0.00         | 0       | 0      | 358.26          | 34      | 31     | 0.00    | 0       | 0      | 358.26      | 34      | 31     |
| Juvenile Reference                 | 813.66       | 7       | 3      | 0.00         | 0       | 0      | 813.66          | 7       | 3      | 0.00    | 0       | 0      | 813.66      | 7       | 3      |
| Juvenile Print Continuations       | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00    | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Electronic Continuations  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00    | 0       | 0      | 0.00        | 0       | 0      |
| Total Juvenile Non-Fiction         | 1,171.92     | 41      | 34     | 0.00         | 0       | 0      | 1,171.92        | 41      | 34     | 0.00    | 0       | 0      | 1,171.92    | 41      | 34     |
| TOTAL JUVENILE PRINT MATERIALS     | 1,375.45     | 64      | 52     | 279.21       | 16      | 15     | 1,654.66        | 80      | 67     | 0.00    | 0       | 0      | 1,654.66    | 80      | 67     |
| 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               | 0.00         | 0       | 0      | 182.53       | 6       | 6      | 182.53          | 6       | 6      | 0.00    | 0       | 0      | 182.53      | 6       | 6      |
| Total Juvenile Audio               | 0.00         | 0       | 0      | 182.53       | 6       | 6      | 182.53          | 6       | 6      | 0.00    | 0       | 0      | 182.53      | 6       | 6      |
| 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 | 0.00         | 0       | 0      | 182.53       | 6       | 6      | 182.53          | 6       | 6      | 0.00    | 0       | 0      | 182.53      | 6       | 6      |
| TOTAL JUVENILE MATERIALS           | 1,375.45     | 64      | 52     | 461.74       | 22      | 21     | 1,837.19        | 86      | 73     | 0.00    | 0       | 0      | 1,837.19    | 86      | 73     |
| Total Fiction                      | 1,847.86     | 126     | 116    | 460.06       | 28      | 27     | 2,307.92        | 154     | 143    | 0.00    | 0       | 0      | 2,307.92    | 154     | 143    |
| Total Non-Fiction                  | 4,033.90     | 739     | 117    | 80.82        | 4       | 4      | 4,114.72        | 143     | 121    | 0.00    | 0       | 0      | 4,114.72    | 143     | 121    |
| Total Audio                        | 420.65       | 8       | 8      | 182.53       | 6       | 6      | 603.18          | 14      | 14     | 0.00    | 0       | 0      | 603.18      | 14      | 14     |
| 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                    | 6,302.41     | 273     | 241    | 723.41       | 38      | 37     | 7,025.82        | 311     | 278    | 0.00    | 0       | 0      | 7,025.82    | 311     | 278    |

OUTSTANDING ORDERS AS OF NOVEMBER 30, 2002

|                     |             |
|---------------------|-------------|
| General Fund Amount | \$14,276.43 |
| Adopt-A-Book Amount | \$5,353.16  |
| TOTAL Amount        | \$19,629.59 |

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF NOVEMBER 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                      | 2,037.93     | 161     | 156    | 2,146.06     | 106     | 102    | 4,183.99        | 267     | 258    | 896.59   | 39      | 39     | 5,080.58    | 306     | 297    |
| Adult Circulating Non-Fiction      | 699.60       | 40      | 39     | 2,350.69     | 100     | 86     | 3,050.29        | 140     | 125    | 2,123.04 | 102     | 101    | 5,173.33    | 242     | 226    |
| Adult Reference                    | 3,597.59     | 39      | 18     | 332.95       | 3       | 3      | 3,930.54        | 42      | 21     | 1,017.90 | 28      | 23     | 4,948.44    | 70      | 44     |
| Adult Print Continuations          | 681.00       | 61      | 61     | 0.00         | 0       | 0      | 681.00          | 61      | 61     | 0.00     | 0       | 0      | 681.00      | 61      | 61     |
| Adult Electronic Continuations     | 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            | 21,179.69    | 141     | 119    | 2,683.64     | 103     | 89     | 23,863.33       | 244     | 208    | 3,140.94 | 130     | 124    | 27,004.27   | 374     | 332    |
| TOTAL ADULT PRINT MATERIALS        | 23,217.62    | 302     | 302    | 4,829.70     | 209     | 191    | 28,047.32       | 511     | 466    | 4,037.53 | 169     | 163    | 32,084.85   | 680     | 629    |
| Adult Audio/Music                  | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 145.00   | 10      | 10     | 145.00      | 10      | 10     |
| Adult Audio Books                  | 1,871.85     | 30      | 30     | 0.00         | 0       | 0      | 1,871.85        | 30      | 30     | 0.00     | 0       | 0      | 1,871.85    | 30      | 30     |
| Total Adult Audio                  | 1,871.85     | 30      | 30     | 0.00         | 0       | 0      | 1,871.85        | 30      | 30     | 145.00   | 10      | 10     | 2,016.85    | 40      | 40     |
| 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    | 1,871.85     | 30      | 30     | 0.00         | 0       | 0      | 1,871.85        | 30      | 30     | 145.00   | 10      | 10     | 2,016.85    | 40      | 40     |
| TOTAL ADULT MATERIALS              | 25,089.47    | 332     | 332    | 4,829.70     | 209     | 191    | 29,919.17       | 541     | 496    | 4,182.53 | 179     | 173    | 34,101.70   | 720     | 669    |
| Juvenile Fiction                   | 3,200.19     | 265     | 246    | 5,476.17     | 387     | 310    | 8,676.36        | 652     | 556    | 274.66   | 28      | 28     | 8,951.02    | 680     | 584    |
| Juvenile Circulating Non-Fiction   | 1,974.77     | 111     | 108    | 894.46       | 60      | 60     | 2,869.23        | 171     | 168    | 95.95    | 11      | 11     | 2,965.18    | 182     | 179    |
| Juvenile Reference                 | 1,112.05     | 8       | 4      | 0.00         | 0       | 0      | 1,112.05        | 8       | 4      | 0.00     | 0       | 0      | 1,112.05    | 8       | 4      |
| Juvenile Print Continuations       | 0.00         | 0       | 0      | 0.00         | 0       | 0      | 0.00            | 0       | 0      | 0.00     | 0       | 0      | 0.00        | 0       | 0      |
| Juvenile Electronic Continuations  | 300.00       | 1       | 1      | 0.00         | 0       | 0      | 300.00          | 1       | 1      | 0.00     | 0       | 0      | 300.00      | 1       | 1      |
| Total Juvenile Non-Fiction         | 3,386.82     | 120     | 113    | 894.46       | 60      | 60     | 4,281.28        | 180     | 173    | 95.95    | 11      | 11     | 4,377.23    | 191     | 184    |
| TOTAL JUVENILE PRINT MATERIALS     | 6,587.01     | 385     | 359    | 6,370.63     | 447     | 370    | 12,957.64       | 832     | 729    | 370.61   | 39      | 39     | 13,328.25   | 871     | 768    |
| 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               | 574.95       | 22      | 22     | 5,242.07     | 125     | 125    | 5,817.02        | 147     | 147    | 0.00     | 0       | 0      | 5,817.02    | 147     | 147    |
| Total Juvenile Audio               | 574.95       | 22      | 22     | 5,242.07     | 125     | 125    | 5,817.02        | 147     | 147    | 0.00     | 0       | 0      | 5,817.02    | 147     | 147    |
| 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 | 574.95       | 22      | 22     | 5,242.07     | 125     | 125    | 5,817.02        | 147     | 147    | 0.00     | 0       | 0      | 5,817.02    | 147     | 147    |
| TOTAL JUVENILE MATERIALS           | 7,161.96     | 407     | 381    | 11,612.70    | 572     | 495    | 18,774.66       | 979     | 876    | 370.61   | 39      | 39     | 19,145.27   | 1018    | 915    |
| Total Fiction                      | 5,238.12     | 426     | 402    | 7,622.23     | 493     | 412    | 12,860.35       | 919     | 814    | 1,171.25 | 67      | 67     | 14,031.60   | 986     | 881    |
| Total Non-Fiction                  | 24,566.51    | 261     | 232    | 3,578.10     | 163     | 149    | 28,144.61       | 424     | 381    | 3,236.89 | 141     | 135    | 31,381.50   | 565     | 516    |
| Total Audio                        | 2,446.80     | 52      | 52     | 5,242.07     | 125     | 125    | 7,688.37        | 177     | 177    | 145.00   | 10      | 10     | 7,833.37    | 187     | 187    |
| 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                    | 32,251.43    | 739     | 686    | 16,442.40    | 781     | 686    | 48,693.83       | 1,520   | 1,372  | 4,553.14 | 218     | 212    | 53,246.97   | 1,738   | 1,584  |

Summary of Current Status of Unique Management Accounts  
December 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        | 6            | 593             | 5                          | 294.79                        | 0                         |
| October          | 10           | 425             | 7                          | 504.74                        | 0                         |
| November         | 16           | 441             | 8                          | 696.37                        | 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                         |
| <b>TOTAL YTD</b> | <b>55</b>    | <b>2277</b>     | <b>26</b>                  | <b>2108.24</b>                | <b>0</b>                  |

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 12/18/2002 6:04 PM TC

SUMMARY STATUS REPORT

PAGE: 107

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT  
DATES LISTED: 01/01/1900 TO 11/30/2002

|                          |   |        |                       |   |           |                        |   |           |
|--------------------------|---|--------|-----------------------|---|-----------|------------------------|---|-----------|
| Accounts Submitted       | : | 710    | Dollars Submitted     | : | 65,133.59 | Dollars Received       | : | 18,674.86 |
| Bankruptcies             | : | 1      | Dollars in Bankruptcy | : | 101.75    | Material Returned      | : | 12,104.02 |
| Incorrect Addresses      | : | 91     | Dollars in Skips      | : | 5,911.84  | Dollars Waived         | : | 2,514.53  |
| Patron Disputes/Suspends | : | 1      | Dollars in Dispute    | : | 0.00      | Total Activated        | : | 42,391.77 |
| Accounts in Process      | : | 617    | Dollars in Process    | : | 57,418.19 | % of Dollars Activated | : | 73.33%    |
| # of Accounts Activated  | : | 441    |                       |   |           |                        |   |           |
| % of Accounts Activated  | : | 71.47% |                       |   |           |                        |   |           |

Monday, December 02, 2002

Ms. Elizabeth Minter  
Director  
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through October 2002, Unique Management processed 605 Placentia Library District accounts for collection. Of that number, 425 or 70.25% of patrons processed responded by fully or partially settling their accounts.

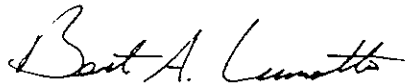
The financial result for the library has been the recovery of materials, cash, and waivers for a total value of \$32,453.53. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.33 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact any UMS customer service staff or me should you have any questions. Thank you for the opportunity to serve the Placentia Library District and its patrons.

Sincerely,



Bert A. Lumetta  
Customer Service Specialist

cc: Alice Kuo

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

The following gifts were received from November 1, 2002 through November 30, 2002.

**ADOPT A BOOK DONATIONS**

|                           |                 |
|---------------------------|-----------------|
| Dale & Colleen Bartley    | Jo Ann Nelson   |
| Elinor J. Foster          | Frances Stoller |
| Stephen & Linda Kane Ttee |                 |

**TOTAL ADOPT A BOOK DONATIONS:** \$325.00

**BOOK ENDOWMENT FUND**

|                              |                             |
|------------------------------|-----------------------------|
| Ruth Cain                    | Loretta Malys               |
| Mr. & Mrs. Frederic Cantrell | Lawrence & Patricia Mercier |
| Robert Jones                 | James & Virginia Walker     |

**TOTAL BOOK ENDOWMENT FUND** \$185.00

**GENERAL FUND DONATIONS**

Eileen A. Miles

**TOTAL GENERAL FUND DONATIONS:** \$25.00

|                                   |                        |
|-----------------------------------|------------------------|
| <b><u>TOTAL ALL DONATIONS</u></b> | <b><u>\$535.00</u></b> |
|-----------------------------------|------------------------|

Prepared By: Erin M. Fregeau





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Building Maintenance Report for October 2002  
**DATE:** December 18, 2002

**HVAC:** Routine maintenance. No service calls in November.

**Plumbing:** Replaced garbage disposal in sink in staff break room.

**Electrical:** No service calls in November.

**Locksmith:** No service calls in November. Still working on back door code computer interface issues with manufacturer

**Exterminator:** No service calls in November.

**General Contractor:** No service calls in November.

**Fire Extinguishers:** Oxygen Service Company provided at no cost to the District a 219 cubic feet helium tank for the Foundation Donor Reception and Camp Library decorations.

1887  
JAN 20 1887  
RECEIVED  
THE  
LIBRARY OF THE  
MUSEUM OF COMPARATIVE ZOOLOGY  
AND  
ANATOMY  
OF THE MASSACHUSETTS  
INSTITUTION OF TECHNOLOGY  
CAMBRIDGE, MASS.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for October 2002  
**DATE:** December 18, 2002

**RESIGNATIONS:**

None in November

**APPOINTMENTS:**

Evena Shu, MLS, Substitute Reference Librarian & Chinese language collection  
cataloger, November 17, 2002

**OPEN POSITIONS:**

Administrative Assistant, application period ends December 12, 2002.

**WORKERS' COMPENSATION LEAVE:**

None in November

10/10/2011

10/10/2011

10/10/2011

10/10/2011

10/10/2011

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10/10/2011

TO: Elizabeth Minter, Library Director  
 FROM: Jillian Rakos, Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of November 2002

*JR*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

| REGULAR             | FY02/03<br>November | FY02/03<br>YTD  | Starting | Cumulative       |
|---------------------|---------------------|-----------------|----------|------------------|
| Andrade, Linda      | 10.00               | 47.00           | Sep-95   | 682.50           |
| Backes, Theresa     | 6.00                | 14.75           | 6/98     | 295.00           |
| Bart, Lillian       | 10.00               | 48.00           | May-01   | 199.75           |
| Bass, Donna         | 0.00                | 2.00            | Jul-02   | 2.00             |
| Boelman, Marge      | 7.50                | 30.00           | Apr-01   | 111.50           |
| Botha, Jill         | 2.00                | 14.00           | Nov-01   | 30.00            |
| Clugston, Patricia  | 10.00               | 48.00           | 6/98     | 376.00           |
| Cravotta, Leo       | 0.00                | 0.00            | 5/99     | 46.50            |
| Dell, Lyla          | 17.75               | 81.75           | 8/98     | 663.50           |
| Fioroni, Pete       | 0.00                | 5.25            | 3/97     | 242.25           |
| Fitzgerald, Joan    | 3.00                | 39.25           | 10/93    | 2,059.00         |
| Frazee, Kathy       | 0.00                | 5.00            | Jul-02   | 5.00             |
| Godwin, Nita        | 8.00                | 40.00           | 2/96     | 432.75           |
| Haagan, John        | 4.25                | 27.00           | Jan-00   | 45.50            |
| Hemmerling, Barbara | 9.00                | 44.25           | 9/95     | 546.50           |
| Hochman, Sue        | 0.00                | 0.00            | 1/98     | 209.50           |
| Horrocks, Marjorie  | 2.00                | 17.50           | 10/95    | 234.00           |
| Hunsinger, Debbie   | 0.00                | 28.75           | Jul-02   | 28.75            |
| Irot, Pat           | 44.00               | 192.50          | 2/96     | 2,495.50         |
| Jertberg, Pat       | 17.00               | 70.00           | 4/98     | 765.15           |
| Jertberg, Jerry     | 0.00                | 0.00            | Jan-02   | 21.00            |
| Lord, Audrey        | 0.00                | 73.50           | Jul-00   | 293.75           |
| Mehta, Neela        | 16.00               | 65.00           | Jun-02   | 75.50            |
| Mignot, Shirley     | 0.00                | 0.00            | 9/95     | 472.00           |
| Myers, Claire       | 7.50                | 45.00           | 10/95    | 1,135.25         |
| Olson, Bob          | 6.00                | 20.00           | 9/95     | 428.00           |
| Pence, Thomas       | 4.00                | 21.00           | 1/99     | 241.00           |
| Peterson, Ruth      | 0.00                | 36.50           | Mar-02   | 188.00           |
| Rankin, Eleanore    | 32.00               | 138.50          | May-02   | 178.75           |
| Reid, Barbara       | 0.00                | 7.50            | Jul-02   | 7.50             |
| Rodriguez, Carmen   | 0.00                | 16.00           | 2/00     | 178.00           |
| Salem, Rose         | 6.00                | 35.00           | Oct-00   | 168.75           |
| Sanatar, Ginny      | 0.00                | 0.00            | Mar-02   | 14.00            |
| Sandoval, Ginny     | 6.00                | 24.00           | Aug-02   | 24.00            |
| Schlichter, Allan   | 0.00                | 21.00           | 10/93    | 882.50           |
| Schwartzkopf, Jan   | 0.00                | 18.00           | Mar-01   | 40.75            |
| Schmidt, Marie      | 13.00               | 117.00          | 4/98     | 285.00           |
| Shaw, Dixie         | 1.00                | 5.50            | 5/94     | 202.00           |
| Stoller, Frances    | 4.00                | 16.00           | May-96   | 122.00           |
| Walker, Virginia    | 2.00                | 2.00            | Mar-99   | 131.50           |
| Wymer, Betty        | 11.75               | 43.25           | 1/96     | 835.00           |
| <b>TOTAL</b>        | <b>259.75</b>       | <b>1,459.75</b> |          | <b>15,394.90</b> |

|                    | FY02/03  |       |                      | FY02/03  |       |
|--------------------|----------|-------|----------------------|----------|-------|
|                    | November | YTD   |                      | November | YTD   |
| Acosta, Anthony    | 6        | 19.5  | McCarthy, Shannon    | 0.00     | 0.00  |
| Afsar, Asif        | 0        | 0     | McClung, Elder       | 0.00     | 9.25  |
| Banks, Vanessa     | 0.00     | 0.00  | Messenger, Daniel    | 0        | 1     |
| Battaglia, Emelie  | 0.00     | 0.00  | Meza, Jack           | 0.00     | 23.75 |
| Beauchamp, Elder   | 0.00     | 13.50 | Miladi, Omid         | 0.00     | 38.25 |
| Behmaran, Roxana   | 0.00     | 11.00 | Montes, Eric         | 0.00     | 0.00  |
| Boisineau, Emma    | 3.00     | 16.50 | Montes, Juan         | 12.50    | 25.25 |
| Born, Ashley       | 0.00     | 15.50 | Montiel, Edgar       | 11.00    | 11.00 |
| Camacho, Ana Lilia | 0.00     | 14.00 | Moore, Tray          | 0.00     | 3.50  |
| Clark, Anthony     | 0.00     | 14.00 | Moru, Vik            | 0.00     | 6.00  |
| Chisholm, Kaitlan  | 2.50     | 2.50  | Murray, Ryan         | 0.00     | 0.50  |
| Chiu, Jone Shawn   | 3.00     | 14.50 | Nolen, Chris         | 0.00     | 2.00  |
| Chopra, Reema      | 0.00     | 38.00 | Otto, Jessica        | 0.00     | 24.00 |
| Delgado, Jesse     | 0.00     | 25.00 | Pecot, Zipporah      | 0.00     | 0.00  |
| Dolan, Adam        | 0.00     | 5.00  | Peechaphand, Thanin  | 1.00     | 0.00  |
| Dominici, Nicholas | 15.25    | 21.25 | Piol, Nick           | 0.00     | 38.50 |
| Dougherty, Brad    | 6.00     | 38.00 | Powell, Ashley       | 0.00     | 3.00  |
| Eng, Jonathon      | 0.00     | 12.00 | R, Janes             | 0.00     | 3.50  |
| Eng, Lawrence      | 0.00     | 42.50 | Sanchez, Jackie      | 0.25     | 2.25  |
| Enomoto, Esther    | 0.00     | 0.00  | Shah, Sweny          | 4.00     | 46.75 |
| Giulietti, Alex    | 0.00     | 6.75  | Shah, Soham          | 0.00     | 3.25  |
| Guo, James         | 0.00     | 45.75 | Siciliani, Melissa   | 0.00     | 3.00  |
| Javier, Dana       | 5.00     | 12.00 | Sindi, Fred          | 0.00     | 27.00 |
| Ju, Christina      | 0.00     | 0.00  | Seufac, Elder        | 0.00     | 4.25  |
| Kim, Joseph        | 0.00     | 0.00  | Stapleton, Jeremy    | 10.00    | 26.00 |
| Guilietti, Alex    | 7.00     | 7.00  | Sy, Victoria         | 0.00     | 10.00 |
| Haag, Elisha       | 0.00     | 0.00  | Takata, Michael      | 0.00     | 13.25 |
| Haag, Jennifer     | 0.00     | 12.75 | Torres, Daniel       | 0.00     | 0.00  |
| Haag, Katie        | 0.00     | 0.00  | Tran, Michael        | 0.00     | 40.00 |
| Haag, Stephanie    | 0.00     | 12.25 | Tran, Chi            | 0.00     | 3.50  |
| Hess, Vinny        | 5.00     | 15.50 | Trejo, Ricardo       | 0.00     | 2.75  |
| Hill, Joseph       | 0.00     | 0.00  | Truex, Nick          | 0.00     | 14.50 |
| Hovendon, Corin    | 3.00     | 7.50  | Turczynskyi, Stephen | 0.00     | 0.00  |
| Hung, Yung         | 0.00     | 3.50  | Vaziri, Ali          | 0.00     | 17.00 |
| Hurtado, Armando   | 0.00     | 3.25  | Villarreal, Tania    | 0.00     | 1.50  |
| Hurtado, Cynthia   | 0.00     | 3.25  | Victores, Ryan       | 7.25     | 17.75 |
| Keezer, John       | 0.00     | 2.00  | Vu, Elizabeth        | 0.00     | 0.00  |
| Khan, Marina       | 1.25     | 10.75 | Vu, Thomas           | 0.00     | 20.25 |
| Lada, Steven       | 0.00     | 50.00 | Ward, Alan           | 0.00     | 0.00  |
| Laehnemann, David  | 16.25    | 22.25 | Wills, Gessica       | 0.00     | 3.00  |
| Le, Brian          | 0.00     | 0.00  | Wong, Winston        | 0.00     | 20.25 |
| Le, Phillip        | 0.00     | 0.00  | Wymer, Betty         | 0.00     | 6.25  |
| Lee, James         | 0.00     | 38.50 | Yu, Lilian           | 0.00     | 22.25 |
| Lucero, Branden    | 0.00     | 5.50  |                      |          |       |
| Mamer, Liz         | 0.00     | 4.50  |                      |          |       |
| Maru, Sid          | 15.25    | 15.25 |                      |          |       |

TOTAL

82.50 561.50

TOTAL 46.00 494.25

TOTAL Library Volunteer Hours 388.25

TOTAL Literacy Volunteer Hours 510.00

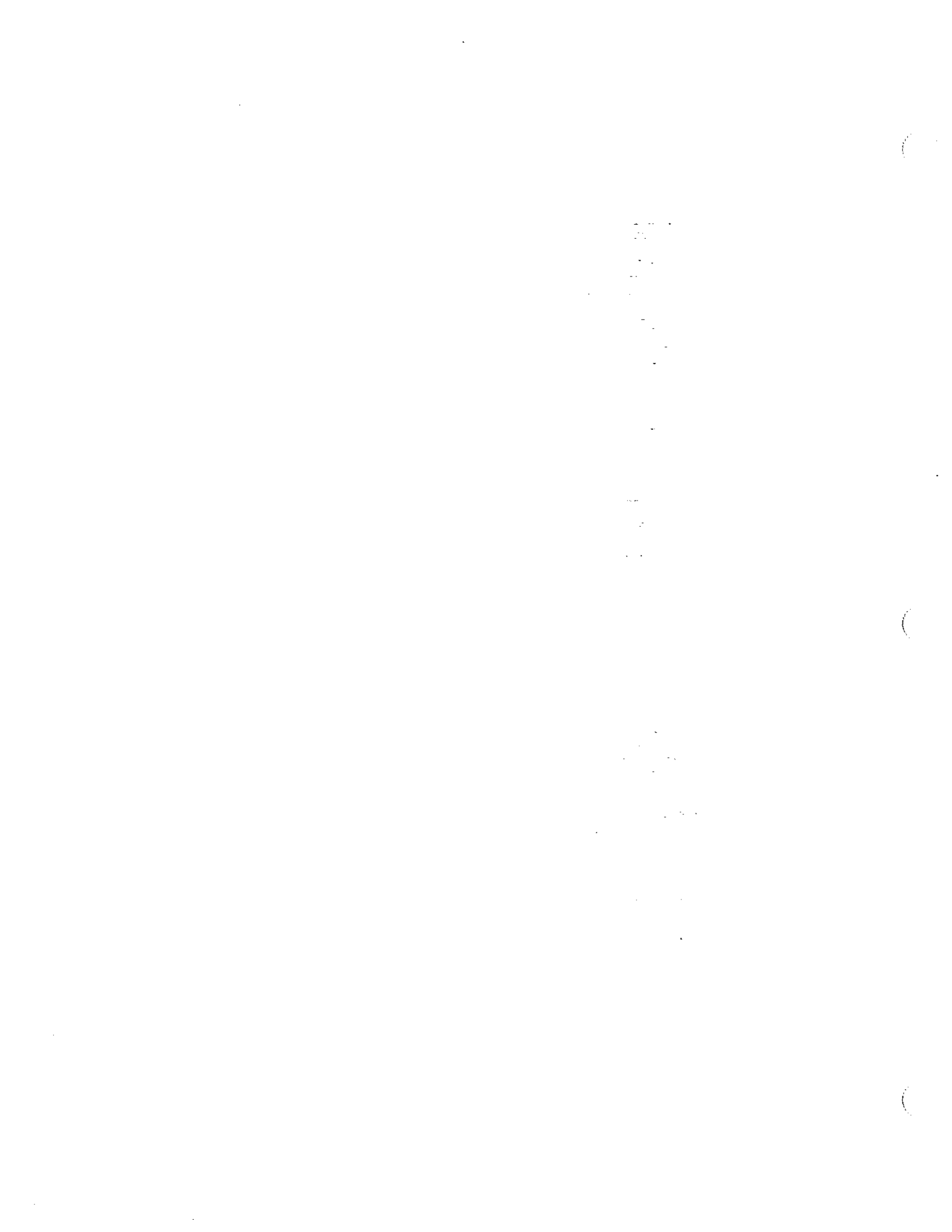
TOTAL VOLUNTEERS HOURS 898.25

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  | 64       |
| August    | 563.25                   | 834.25   | 386      | 662.00              | 847.00   | 513      |
| September | 248.00                   | 802.75   | 386      | 581.00              | 605.00   | 518      |
| October   | 385.00                   | 1029.8   | 442.5    | 614.00              | 550      | 516      |
| November  | 369.25                   | 1457.3   | 388.25   | 685.50              | 550.00   | 510      |
| December  | 205.25                   | 203.5    |          | 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<br>November | FY02/03<br>YTD | Cumulative |                       | FY02/03<br>November | FY02/03<br>YTD | Cumulative |
|--------------------------|----------------------|----------------|------------|-----------------------|---------------------|----------------|------------|
| Alcantara, Carmelita     | 6.00                 | 30.00          | 190.00     | Morales, Gabriela     | -                   | 30.00          | 58.00      |
| Anderson, Susan          | 6.00                 | 30.00          | 231.00     | Morrissey, Jean-Marie | 6.00                | 30.00          | 33.00      |
| Bayne, Linda             | 6.00                 | 30.00          | 66.00      | Moyer, Disa           | -                   | -              | 170.00     |
| Belsher, Kristin         | 6.00                 | 30.00          | 234.00     | Murray, Snell         | 6.00                | 24.00          | 24.00      |
| Bereiter, Gretchen       | 6.00                 | 30.00          | 252.00     | Murray, Edward        | 6.00                | 24.00          | 168.00     |
| Bolkovatz, Alta          | 6.00                 | 30.00          | 267.00     | Naples, David         | -                   | 6.00           | 6.00       |
| Brckett, Jim             | 6.00                 | 30.00          | 39.00      | Narcisco, Dennis      | 12.00               | 66.00          | 344.00     |
| Braun, Geoff             | 6.00                 | 27.00          | 27.00      | Nguyen, Kelly         | -                   | 6.00           | 42.00      |
| Casias, Michelle         | -                    | 6.00           | 24.00      | Norwood, Sophie       | -                   | 6.00           | 36.00      |
| Chen, April              | 6.00                 | 30.00          | 23.00      | Nozot, Helena         | -                   | 6.00           | 60.00      |
| Choi, Jason              | -                    | 12.00          | 48.00      | Oropeza, Mikela       | 6.00                | 30.00          | 60.00      |
| Coffee, Nancy            | 6.00                 | 30.00          | 289.00     | Pandya, Prema         | -                   | 6.00           | 38.00      |
| Colenso, Bill            | 6.00                 | 24.00          | 160.00     | Patel, Deepa          | 6.00                | 30.00          | 135.00     |
| Croom, Carolyn           | -                    | 6.00           | 290.00     | Patterson, John       | -                   | 3.00           | 3.00       |
| Curtis, Daniel           | 12.00                | 48.00          | 102.00     | Pelto, Ernest         | 6.00                | 30.00          | 68.00      |
| Duffie, Pat              | 12.00                | 60.00          | 410.00     | Precht, Jeanette      | 6.00                | 27.00          | 27.00      |
| Fakoufar, Reihaneh       | 6.00                 | 27.00          | 27.00      | Purcell, Lisa         | 6.00                | 30.00          | 42.00      |
| Favaro, Lee              | -                    | -              | 202.00     | Pydeski, Linda        | 6.00                | 30.00          | 60.00      |
| Fay, Sonia               | -                    | 12.00          | 50.00      | Quintana, Michele     | 6.00                | 27.00          | 27.00      |
| Fitsimons-Diaz, Chelsea  | 6.00                 | 27.00          | 27.00      | Rahmani, Razi         | 6.00                | 30.00          | 42.00      |
| Garry, Kenneth           | 6.00                 | 30.00          | 45.00      | Record, Ben           | 6.00                | 24.00          | 78.00      |
| Gast, Polly              | 12.00                | 60.00          | 1,589.00   | Risso, Edith          | -                   | -              | 240.00     |
| Gasper, Chris            | 6.00                 | 30.00          | 41.00      | Rodriguez, Carmen     | -                   | -              | 166.00     |
| Gonzalez, Polize Felipe  | 6.00                 | 30.00          | 60.00      | Roth, Howard          | -                   | -              | 180.00     |
| Gonzalez, Natasha        | 6.00                 | 27.00          | 27.00      | Sanchez, Margo        | -                   | -              | 230.00     |
| Goodman, Dale            | 30.00                | 150.00         | 2,223.00   | Schaal, Linda         | -                   | 6.00           | 18.00      |
| Graves, David            | 6.00                 | 30.00          | 205.00     | Schultheis, William   | -                   | 6.00           | 42.00      |
| Hatch, Bill              | 6.00                 | 27.00          | 27.00      | Serafica, Christina   | -                   | 6.00           | 30.00      |
| Healey, Kathleen         | 6.00                 | 30.00          | 186.00     | Shah, Sheadeha        | 6.00                | 30.00          | 30.00      |
| Heer, Kim                | 6.00                 | 30.00          | 175.00     | Shepherd, Kathy       | 6.00                | 30.00          | 161.00     |
| Hernandez, Rosy          | -                    | -              | 340.00     | Singer, Stephanie     | 6.00                | 30.00          | 60.00      |
| Ho, Irene                | -                    | 6.00           | 36.00      | Skimizu, Ken          | 6.00                | 30.00          | 247.00     |
| Homrighausen, Scott      | 6.00                 | 30.00          | 60.00      | Soto, Nina            | 6.00                | 27.00          | 27.00      |
| Humple, Phyllis          | 6.00                 | 30.00          | 90.00      | Springston, Madlyn    | -                   | 6.00           | 66.00      |
| Hugar, Jessica           | 6.00                 | 27.00          | 27.00      | Stalnaker, Linda      | -                   | -              | 281.00     |
| Hulton, Katherine (Kale) | 6.00                 | 30             | 186.00     | Stichter, Julie       | -                   | -              | 130.00     |
| Jiminez, Daisy           | 6.00                 | 30.00          | 51.00      | Teeter, Robert        | 6.00                | 18.00          | 18.00      |
| Keller, Christina        | -                    | -              | 201.00     | Tran, Chi             | -                   | 6.00           | 9.00       |
| Kightlinger, Dana        | 6.00                 | 30.00          | 51.00      | Troumby, Pamela       | 6.00                | 30.00          | 54.00      |
| Kelly, Jerry             | 6.00                 | 30.00          | 39.00      | Truong, Christine     | 6.00                | 27.00          | 27.00      |
| Knank, Sam               | 6.00                 | 30.00          | 33.00      | Truong, Will          | 6.00                | 27.00          | 27.00      |
| Knudson, Chip            | 6.00                 | 30.00          | 45.00      | Truong, Richard       | -                   | 6.00           | 52.00      |
| Lada, Stephan            | 6.00                 | 30.00          | 60.00      | Truong, Steven        | -                   | 6.00           | 52.00      |
| Lasker, Marilyn          | 6.00                 | 30.00          | 127.00     | Turczyaszfi, Stephan  | -                   | 3.00           | 18.00      |
| Larson, Li               | -                    | 6.00           | 134.00     | Van Zee, Karin        | -                   | -              | 180.00     |
| Leslie, Sandra           | 6.00                 | 30.00          | 186.00     | Vester, Ricki         | 6.00                | 36.00          | 72.00      |
| Livezey, June            | 12.00                | 60.00          | 104.00     | Villarreal, Tanya     | 6.00                | 32.00          | 64.00      |
| Malkowicz, Edward        | 12.00                | 66.00          | 92.00      | Vu, Elizabeth         | 6.00                | 30.00          | 60.00      |
| Martinez, Diane          | -                    | 6.00           | 30.00      | Vukovick, Kathy       | 6.00                | 30.00          | 108.00     |
| Marlaro, Diane           | 24.00                | 120.00         | 292.00     | Walters, Catherine    | -                   | 6.00           | 36.00      |
| Medland, Karen           | 6.00                 | 30.00          | 104.00     | Wang, Sue             | 12.00               | -3.00          | 57.00      |
| Meza, Jack               |                      |                | 116.00     | Westfall, Carolyn     | -                   | -              | 180.00     |
| Mohr, Kelsey             | 6.00                 | 28.00          | 33.00      | Wiegman, Karin        | -                   | -              | 188.00     |
|                          |                      |                |            | Yang, Yale            | -                   | 6.00           | 18.00      |
|                          |                      |                |            | Yom, Gina             | 6.00                | 136.00         | 136.00     |
|                          |                      |                |            | Zamora, Mary          | 6.00                | 30.00          | 30.00      |
| <hr/>                    |                      |                |            | <hr/>                 |                     |                |            |
| Total                    | 324.00               | 1,642.00       | 9,973.00   | Total                 | 186.00              | 1,113.00       | 4,815.00   |





Placentia Library District  
Circulation Report  
December 18, 2002

|  | FY02-03 YTD    | FY01-02 YTD    | % Change<br>FY02 TO FY03 | FY02-03<br>November | FY01-02<br>November |
|--|----------------|----------------|--------------------------|---------------------|---------------------|
| 1st Time Checkouts                     | 61,929         | 63,253         | -2.09%                   | 9,944               | 11,387              |
| Phone Renewals                         | 7,328          | 8,412          | -12.89%                  | 1,445               | 1,863               |
| In-Building Renewals                   | 1,475          | 2,171          | -32.06%                  | 332                 | 382                 |
| Total Renewals                         | 8,803          | 10,583         | -16.82%                  | 1,777               | 2,245               |
| <b>TOTAL CHECKOUTS</b>                 | <b>70,732</b>  | <b>73,836</b>  | <b>-4.20%</b>            | <b>12,455</b>       | <b>13,632</b>       |
| On-Time Checkins                       | 53,183         | 60,171         | -11.61%                  | 11,387              | 10,488              |
| Late Checkins                          | 4,889          | 11,345         | -56.91%                  | 1,296               | 2,622               |
| <b>TOTAL CHECKINS</b>                  | <b>58,072</b>  | <b>71,516</b>  | <b>-18.80%</b>           | <b>12,683</b>       | <b>13,110</b>       |
| Holdings Placed                        | 2,446          | 1,378          | 77.50%                   | 254                 | 238                 |
| Holdings Cancelled                     | 274            | 289            | -5.19%                   | 4                   | 37                  |
| Holdings Filled                        | 2,020          | 1,182          | 70.90%                   | 108                 | 230                 |
| Holdings Expired                       | 48             | 25             | 92.00%                   | 10                  | 2                   |
| Patrons Registered                     | 1,003          | 1,564          | -35.87%                  | 439                 | 269                 |
| Titles Added                           | 2,216          | 4,064          | -45.47%                  | 847                 | 836                 |
| Volumes Added                          | 3,223          | 6,249          | -48.42%                  | 1,846               | 1,246               |
| <b>CIRCULATION BY TYPE OF MATERIAL</b> |                |                |                          |                     |                     |
| Adult Print                            | 26,952         | 31,079         | -13.28%                  | 9,851               | 5,949               |
| Juvenile Print                         | 35,529         | 34,492         | 3.01%                    | 7,169               | 6,102               |
| Total Print                            | 62,481         | 65,571         | -4.71%                   | 17,020              | 12,051              |
| Audio                                  | 4,066          | 3,020          | 34.64%                   | 1,541               | 586                 |
| Visual                                 | 4,159          | 5,190          | -19.87%                  | 1,807               | 958                 |
| Equipment                              | 0              | 0              | 0.00%                    | 0                   | 0                   |
| Total Audio Visual                     | 8,225          | 8,210          | 0.18%                    | 3,348               | 1,544               |
| <b>TOTAL CIRCULATION</b>               | <b>70,706</b>  | <b>73,781</b>  | <b>-4.17%</b>            | <b>20,368</b>       | <b>13,595</b>       |
| Placentia Circulation                  | 30,132         | 44,484         | -32.26%                  | 10,303              | 7,977               |
| %Placentia Circulation                 | 42.62%         | 60.29%         | -29.32%                  | 50.58%              | 58.68%              |
| Anaheim/Yorba Linda Circulation        | 17,825         | 12,720         | 40.13%                   | 2,154               | 2,538               |
| %Anaheim/Yorba Linda Circulation       | 25%            | 17.24%         | 46.23%                   | 11%                 | 18.67%              |
| <b>TYPES OF ACTIVE BORROWERS</b>       |                |                |                          |                     |                     |
| Adult                                  | 26,104         | 47,226         | -44.73%                  | 7,752               | 8,622               |
| Young Adult                            | 1,364          | 1,656          | -17.63%                  | 344                 | 325                 |
| Juvenile                               | 9,188          | 15,598         | -41.10%                  | 3,014               | 2,922               |
| New Borrower                           | 2,307          | 6,336          | -63.59%                  | 1,133               | 1,109               |
| Non Resident                           | 4,132          | 0              |                          | 1,102               | 0                   |
| Other (staff)                          | 250            | 0              |                          | 206                 | 0                   |
| <b>TOTAL ACTIVE BORROWERS</b>          | <b>43,345</b>  | <b>70,816</b>  | <b>-38.79%</b>           | <b>13,551</b>       | <b>13,048</b>       |
| <b>TOTAL REGISTERED BORROWERS</b>      | <b>34,821</b>  | <b>17,560</b>  | <b>98.30%</b>            | <b>16,475</b>       | <b>16,818</b>       |
| <b>ATTENDANCE</b>                      | <b>113,371</b> | <b>142,962</b> | <b>-20.70%</b>           | <b>44,286</b>       | <b>30,779</b>       |
| Adult Reference-In Building            | 2,802          | 5,683          | -50.70%                  | 804                 | 1,274               |
| Adult Reference-Telephone              | 409            | 977            | -58.14%                  | 129                 | 315                 |
| Children's Reference-In Building       | 2,832          | 4,124          | -31.33%                  | 447                 | 490                 |
| Children's Reference-Telephone         | 916            | 167            | 448.50%                  | 32                  | 45                  |
| Total Adult Reference                  | 3,952          | 6,660          | -40.66%                  | 933                 | 1,589               |
| Total Children's Reference             | 1,803          | 4,291          | -57.98%                  | 479                 | 535                 |
| Total in Building Reference            | 4,383          | 9,807          | -55.31%                  |                     | 1,764               |
| Total Telephone Reference              | 1,415          | 1,144          | 23.69%                   | 1,251               | 360                 |
| <b>TOTAL REFERENCE</b>                 | <b>5,708</b>   | <b>10,951</b>  | <b>-47.88%</b>           | <b>161</b>          | <b>2,124</b>        |



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

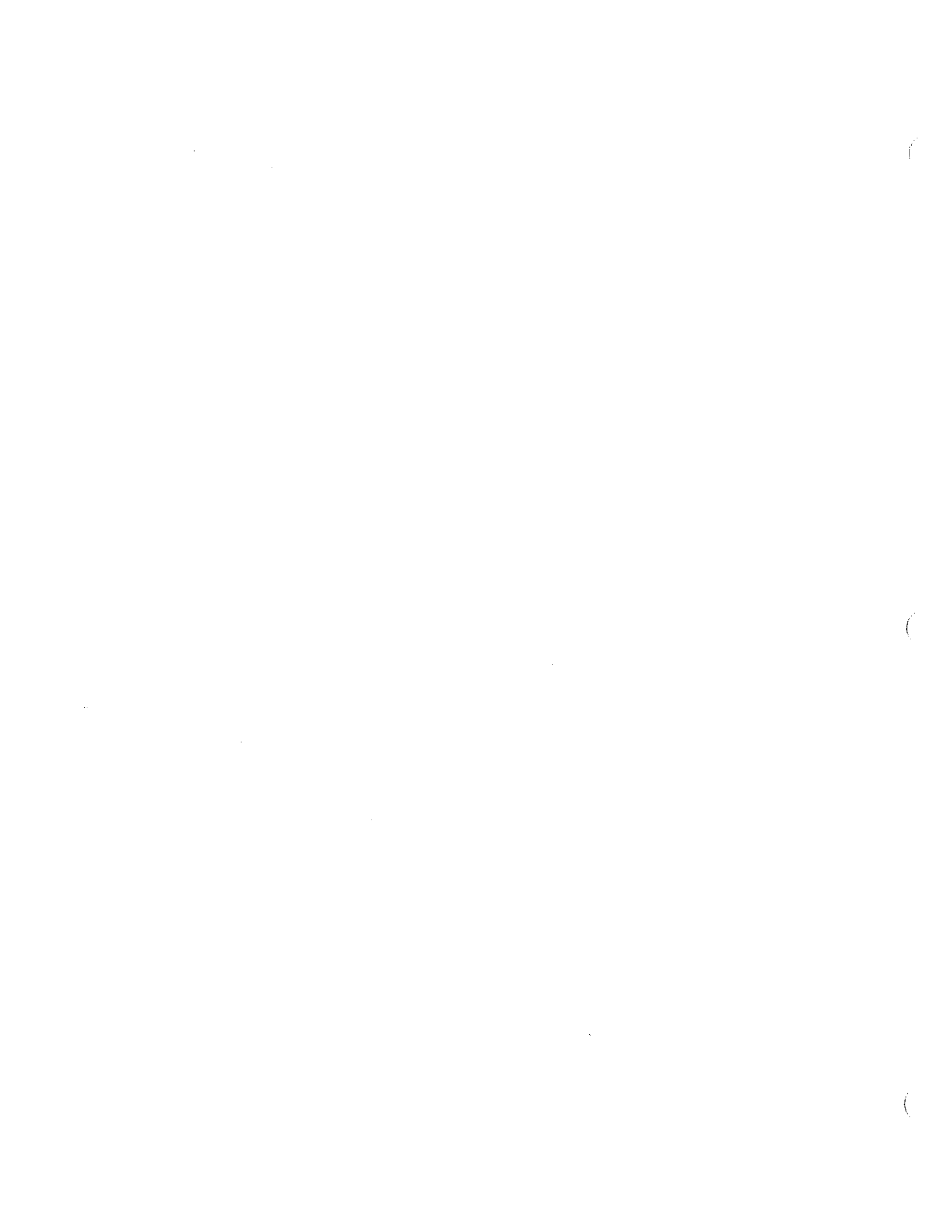
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority  
**DATE:** December 18, 2002

The invoice from the City of Placentia was not received in time to be included with the December Board Book.

This report will be included with the January Board Book.



November 22, 2002

To: Members, Library of California Board

From: Diana Paque, Director  
Library of California

Subject: Library of California Board Actions November 19, 2002

**Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

**Library of California Board Mission and Vision Statements:**

*Mission Statement:* The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.

*Vision Statement:* The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

The following actions were taken at the Library of California Board meeting in Sacramento on November 19, 2002. Board members present were: Fong, President; Gaines; Harris; Kallenberg; Lowenthal; Purucker; and Steinhauser.

**Adoption of Agenda**

1. It was moved, seconded (Gaines/Harris) and carried unanimously that the Library of California Board adopts the agenda of the November 19, 2002 meeting as submitted.

**Approval of Minutes**

2. It was moved, seconded (Harris/Purucker) and carried unanimously that the draft minutes of the August 15, 2002 Library of California Board meeting were approved as submitted.

## **Board Actions, November 19, 2002**

### **Consent Calendar**

3. It was moved, seconded (Harris/Purucker) and carried unanimously that the Library of California Board approves the Consent Calendar included with the agenda of November 19, 2002 as printed.
4. By consent, the Library of California Board approves the four requests for network affiliation for the potential members listed in Table A, with member services to begin immediately. (See Attachment A)

### **Resolutions**

5. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that on behalf of the Library of California Board, that Board President Fong create resolutions for presentation to the Board at the February 2003 meeting in recognition of the fine service to the citizens of California by Jim Kirks, Judith Segel and Liz Gibson.

### **Election of Library of California Board Officers for 2003**

6. It was moved, seconded (Harris/Lowenthal) and carried unanimously that the Library of California Board elects John Kallenberg as President, by acclamation, for the year 2003.
7. It was moved, seconded (Lowenthal/Purucker) and carried unanimously that the Library of California Board elects Fred Gaines as Vice-President, by acclamation, for the year 2003.

### **Budget and Planning**

8. It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that the Library of California Board adopts the revised 2002/03 CLSA Budget as displayed in the chart entitled "Recommended 2002/03 CLSA Baseline Budget by Program with \$100,000 Statewide Data Base Reduction and Balance Across the Board" and that the aforementioned chart be included in the minutes of this meeting and that no other actions with respect to the 2002/03 CLSA Local Assistance Budget be taken at this time. (See Attachment B)
9. It was moved, seconded (Gaines/Harris) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate the remaining \$10,000 in Library of California local assistance funds to the seven regional library networks, to be divided equally among them, and that these funds be specified for use for direct services to member libraries and their patrons.

Attached also is the Library of California Board meeting schedule and a calendar of meetings, events, and deadlines for 2002-2003. (See Attachment C)

To: [eminter@placentiallibrary.org](mailto:eminter@placentiallibrary.org)  
Subject: CSDA Legislative Update



## GOVERNOR CALLS SPECIAL SESSION

### EXPERTS PREDICT STATE BUDGET DEFICIT TO HIT \$21 BILLION OVER THE NEXT 19 MONTHS

With predictions that over the next 19 months the state's budget deficit will be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst, Governor Davis announced a Special Session of the Legislature will begin December 9.

A news release from the Governor's Office stated that he convened a meeting of the "Big Five", the Governor, the Legislative leaders from the Senate and the Assembly to discuss the California budget. "The problem is serious enough that it requires immediate action," Governor Davis said. "Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation."

The special session will be called to enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined. The Governor also announced that he would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open.

The word is that "everything" is on the table including education funding; public safety funding; Vehicle License Fee (VLF); taxes/fees; removing ERAF exemption for multi-county districts; and, more property tax revenues from local governments.

The **Leave Our Community Assets Local (LOCAL) Coalition** spearheaded by CSDA, the League of California Cities and the California State Association of Counties (CSAC) has already started to lay out the plans to continue the call to protect local services during this budget crisis. LOCAL was extremely effective in its collaborative activities during the last budget deliberations – speaking with one voice for all local governments – cities, counties and special districts.

**CSDA WILL NEED ALL MEMBER DISTRICTS TO SUPPORT AND PARTICIPATE IN LOCAL COALITION EFFORTS AND CSDA ACTIVITIES OVER THE NEXT NINE MONTHS AS WE STRIVE TO PROTECT LOCAL REVENUES THAT PROVIDE VITAL LOCAL SERVICES.**

**Forward one or two contacts from your district who will act as a liaison between your agency and CSDA throughout the state budget discussions. It is imperative that special districts join with cities and counties on an equal platform to protect all of our ability to advocate for, and protect, local services.**

Forward your district contacts to Geoffrey Neill ([gneill@csda.net](mailto:gneill@csda.net)) immediately.

Thank you.

To: eminter@placentiallibrary.org  
Subject: LOCAL Action Alert

CSDA Legislative

## **ACTION ALERT!!**

### ***Governor Davis Calls Special Session in December to Deal with State Budget Shortfall***

**Your Help Is Needed Once Again to Protect Funding for Local Services.  
Call, Write or Email Your Senators, Assembly Members and Governor Davis  
Before December 9<sup>th</sup>!**

Governor Davis has called the newly elected legislature into a rare special session beginning December 9<sup>th</sup> to immediately cover \$5 billion of an estimated \$21 billion to potentially \$30 billion budget deficit over the next 19 months. The Governor intends to propose program cuts and other measures to reduce the state shortfall by \$5 billion before the end of this year.

**Local services and funding for local programs remain at risk.** The special session presents an opportunity for LOCAL to make an *immediate* impact and strongly advocate for the protection of local services. We need the help of all LOCAL coalition partners to protect critical funding sources and to remind state lawmakers that any cuts or reductions that jeopardize local services will have a real and lasting impact on THEIR constituents.

Thanks to you and hundreds of other organizations and individuals who participated in LOCAL last year, we were able to raise the awareness of the importance of local services and put a REAL face on the impacts of state budget decisions. Your help truly did make a difference. We need to sustain the momentum of LOCAL to ensure continued protection of our local services during the special session and into next year's budget process.

### **Below are simple action steps you can take right away, to help protect funding for essential local services:**

- ✓ Using the attached talking points and fact sheet as a template, call, write or email your State Senator and Assembly member today. Remember, many districts have newly elected representatives so it is imperative we reach these members early and encourage them to protect funding for local services.
- ✓ REMEMBER TO LOCALIZE YOUR MESSAGES TO DEMONSTRATE REAL, LOCAL SERVICES THAT COULD BE AT RISK FROM STATE BUDGET DECISIONS.
- ✓ To find your State Senator and Assembly member by zip code, please visit <http://www.leginfo.ca.gov/yourleg.html>. \*\*Please note that this site is in the process of being updated to list newly elected members. Until it is completely updated, it may give you the name of the previous Senator or Assembly member. You should call the Sacramento office number listed for your Senator and Assembly member to ensure you are addressing the newly elected official if there has been a change.\*\*
- ✓ If your organization represents multiple Senate and Assembly districts, please call, write or email *all* of them
- ✓ Send a copy of your communication (or place an additional phone call) to Governor Gray Davis in his Sacramento Office.  
**Governor Gray Davis**  
State Capitol Building  
Sacramento, CA 95814  
Phone: 916-445-2841  
Fax: 916-445-4633  
[governor@governor.ca.gov](mailto:governor@governor.ca.gov)
- ✓ Email a copy of your communication to [bcastillo@bickerassociates.com](mailto:bcastillo@bickerassociates.com) for our files.
- ✓ Many of you will be seeing State Legislators over the Holiday Season at community events and gatherings. Take the opportunity whenever and wherever possible to remind legislators that their constituents are counting on them to protect local services during these challenging budget times.
- ✓ Lastly, given the rarity of the special session, the magnitude of the budget deficit, and the accelerated time schedule, we may be calling on LOCAL coalition partners to attend meetings in Sacramento or in district



offices during the months of December and January. If you are interested in traveling to Sacramento or in attending a district meeting in your area, please email Brandon Castillo at [bcastillo@bickerassociates.com](mailto:bcastillo@bickerassociates.com). Thank you, again, for your continued support. We will continue to keep you informed throughout the special session. Please call Brandon Castillo @ 916.443.0872 with any questions or for additional resources.



[2003 LOC.pdf](#)



[2003 LOCAL Priority Talking Points.pdf](#)

## LOCAL COALITION 2003 INTERNAL TALKING POINTS

### General Talking Points:

- State lawmakers can and should avoid putting vital local services at risk to solve state budget problems. Police and fire protection. Emergency medical response. Trauma and hospital care. Public health services. Programs for seniors. Roads, water systems and public transportation. These are just a few of the vital local services – services California residents rely on every day – provided by cities, counties and special districts in California that should not be jeopardized to balance the state budget.
- Given the magnitude of the State Budget deficit, a combination of spending cuts and revenue enhancements will likely be required to balance the budget. LOCAL and its 300+ organizational members stand ready to work with the State to ensure that cuts to high priority programs are avoided and to support needed revenue enhancements – so long as they protect high-priority local services.
  - LOCAL supports the reinstatement of the VLF to previous levels as an alternative to cutting funding for essential local services. *The VLF is a constitutionally guaranteed mandate of the people to fund essential services like police, fire and health and emergency care.* Reinstating this critical funding source will help protect local services, uphold the will of the people, and help reduce the state budget deficit by at least \$4 billion per year. LOCAL only supports returning the VLF to previous levels if it means preserving this critical funding source for local services.
  - LOCAL also recognizes that various spending cuts will be necessary. LOCAL will work with the state to ensure the unavoidable cuts that are made do not jeopardize essential local services.
- The LOCAL coalition will also continue to offer solutions, based on our local government experiences dealing with limited resources, for balancing the budget.
- It is important that lawmakers realize that local services and local revenues are also down from the slowed economy. As a result, local services are also stretched thin – at a time when population and demands for services are soaring.
- In addition, local governments and local services are already playing a considerable role in the budget solution. The last time the state faced a budget shortfall of this magnitude in the early 1990's, state lawmakers raided locally controlled revenues to fill the gap. Since that time, billions and billions of dollars have been diverted from local governments to fund state obligations. The amount being diverted from local control and local services keeps growing each year and now amounts to approximately \$5 billion a mually.

## **RESPONSES TO QUESTIONS:**

*Is it realistic to think the state will balance its second annual \$20+ Billion deficit without reducing local government funding?*

The bottom line: LOCAL believes the state can and should balance the budget without jeopardizing essential local services. It's a simple equation: for every dollar in cost the State shifts or reduces from local revenue to solve state budget problems, a dollar will have to be cut from our local services.

Given the magnitude of the budget deficit, LOCAL recognizes that spending cuts will be required and will work with the State to identify and ensure high priority programs (like essential local services) are not sacrificed.

*Why does the LOCAL Coalition support an increase in the VLF?*

Given the magnitude of this budget deficit and the alternatives, returning the VLF to previous levels is necessary to preserve an important revenue stream that funds our local services. It is important to note that when the VLF rebate was originally authorized, the legislation included language specifically providing that the fee would return to higher levels whenever "insufficient moneys are available" in the General Fund. Certainly, that day has arrived and increasing the VLF is consistent with existing law.

Most important, the VLF is a valuable funding source -- authorized by the voters of California -- that funds a good portion of essential local services such as police and fire protection, health and emergency services, senior services and many others. LOCAL supports a return of VLF to previous levels so long as those funds remain available to fund these local services. AT the same time, returning VLF to previous levels will reduce the burden on the state budget by more than \$4 billion annually.

*What programs and services do you propose the state cut instead of taking from local government?*

We realize that a second annual \$20+ billion state budget deficit will require spending cuts, but our local services have been sacrificed enough. LOCAL will work with state lawmakers in an attempt to ensure that cuts are not made to essential local services.

Just as local governments have been forced to do over the past decade as funds have been reduced, the state must prioritize its spending. Over the past ten years, funding for spending on state general funded programs on a per capita basis has increased by approx 21% -- in excess of inflation. During the same time, per capita, inflation adjusted general fund spending by cities, counties and special districts has remained relatively flat... about a 1% increase. Moreover, in

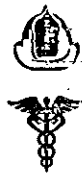
the past decade, tens of billions of dollars of local revenues have been shifted to fund state obligations – now totaling nearly \$5 billion annually.

State lawmakers must recognize that any budget decisions that further reduce local revenues has a direct impact on our local services that constituents depend on every day. Services like police, fire, emergency medical and trauma care, health programs, senior services and many more.

***What programs will local governments be forced to cut if the state takes or reduces significant amounts of local revenues?***

It is difficult to predict how each city, county or special district will be forced to deal with any significant cut to local revenues. But it's really economics 101: for every dollar the state takes or reduces from local revenues, a dollar will have to be cut from local services. One only needs to look at recent news accounts to get an idea of the types of local services that are put at risk by state budget decisions. Many cities, counties and special districts have been forced to make cuts to health and welfare programs, public safety programs and services, library and park services, in the past year alone. Many of these cuts were required, in part, as the result of state budget decisions that impacted local revenues.

Consider that, on average: 65% of city discretionary budgets go to fund police, fire and emergency medical services; more than half of county discretionary budgets go to fund law enforcement, emergency medical and public health programs and services; and nearly 90% of special district budgets go to fund police and fire, flood control, transit and transportation, parks and water projects. It's easy to see how state budget decisions could have a direct and lasting impact on vital local services that we all rely on every day.



**LEAVE OUR COMMUNITY ASSETS LOCAL**  
*Coalition to Protecting Funding for Police, Fire, Health  
 and other Essential LOCAL Services*

www.calocal.org

## 2003 STATEMENT OF PRINCIPLES

*Leave our Community Assets Local (LOCAL)* has united around the growing imperative to protect our local services. The *LOCAL Coalition* will again be actively involved in this year's state budget process to ensure that funding for essential local services is not compromised. Following are some key principles that will guide the coalition in 2003:

### 1. Essential Local Services Should Not Be Sacrificed to Solve State Budget Problems.

Police and fire protection. Emergency medical services. Hospital trauma care. Public health services. Road repair and maintenance. Clean drinking water. Parks. Libraries. Senior Services. These are just a few of the important local services that are provided by local governments in California. Sacrifices will be necessary to help close the State Budget gap, but essential local services should be protected from further cuts or reductions. The coalition believes the State should balance its budget...

- ✓ Without taking or cutting sources of revenue that fund essential local services.
- ✓ Without imposing more of the financial responsibility on cities, counties or special districts for the cost of programs jointly funded by the state and local governments. Cuts in certain joint programs may be necessary, but the State should avoid shifting revenues or the responsibility for providing services from one local government to another.
- ✓ Without mandating additional programs or services on local governments without reimbursing them for the costs.

### 2. Local Governments and Local Revenues Are Already Part of the State Budget Solution.

Already, large portions of taxes paid by local residents are used to fund state-controlled programs. Only a small portion of these revenues is left under local control to fund essential services such as fire, police and health services. And since 1992, the last time the State incurred a major budget deficit, billions of these local tax dollars have been diverted from local governments to the State – now totaling approx. \$5 Billion annually. As a result, local services are stretched thin at a time when population and demands for services are soaring and local revenues are also down from a slowing economy. Our local services cannot and should not withstand further cuts. The LOCAL coalition will continue to be an active partner with the State to seek budget solutions that do not further erode funding from local services.

### 3. Revenue Enhancements and Spending Cuts Will Be Required – Both Should Place Emphasis on the Protection of Local Services.

Given the magnitude of the State Budget deficit, a combination of spending cuts and revenue enhancements will likely be required to balance the budget. LOCAL and its 300+ members stand ready to work with the State to ensure that cuts to high priority programs are avoided and to support the revenue enhancements needed to protect high-priority programs.

- ✓ LOCAL will support reasonable revenue enhancements as an alternative to cutting funding for essential local services. In particular, LOCAL supports returning the Vehicle License Fee (VLF) to previous levels, as was guaranteed in law when the VLF was originally reduced.
- ✓ When forced to make difficult and unavoidable spending cuts, LOCAL encourages State Lawmakers to spare high-priority programs. LOCAL encourages the state to work with those that provide and those that depend on local services before making any cuts or reductions that could jeopardize the local services that all California residents rely on.

**December 6, 2002**

**To:** Library of California Board  
Public Library Directors  
CLSA System Administrators  
Library of California Network Administrators

**FROM:** Diana Paque  
Bureau Chief, Library Development Services

**SUBJECT: Governor's Mid-Year Spending Reduction Proposal**

This afternoon, the Department of Finance issued the Governor's Mid-Year Spending Reduction Proposal to be addressed by the Legislature in their special session beginning next week. All proposed reductions are subject to the approval of the Legislature before becoming effective. The California State Library was listed to take the following cuts:

**State Operations:** \$1.059 million with no reduction in positions

**California Civil Liberties Public Education Grants:** a 50% reduction of \$500 thousand

**Public Library Foundation (PLF):** a \$15.8 million reduction to \$15.7 million.

No reductions are currently proposed for CLSA, Library of California, or California Library Literacy Services.

According to Cameron Robertson, Deputy State Librarian, we were both surprised and disappointed at the magnitude of the reduction to PLF. He explained the reductions to State Operations as follows:

\$1 million – shift of State Library functions and positions from State funds to federal funds

\$13,000 – savings from previous year funds

\$46,000 - reductions in other state operations categories.

Should you want to read the entire document, it is now available on the DOF website at: [www.dof.ca.gov/HTML/BUD\\_DOCS/midyr02.pdf](http://www.dof.ca.gov/HTML/BUD_DOCS/midyr02.pdf).

# PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92670-0100

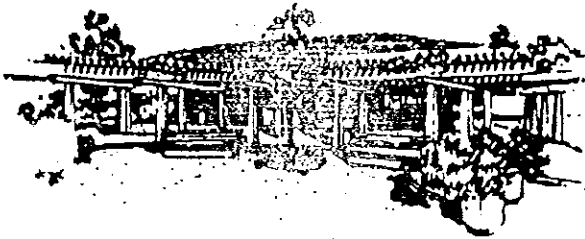
Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org



Board of Trustees

December 4, 2002

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

Special District Workers' Compensation Authority  
1481 River Park Drive, Suite 110  
Sacramento, CA 95815-4501

RE: Appointment of SDWCA Board of Directors Representative for Placentia Library District

At its meeting on September 18, 2002 the Placentia Library District Board of Trustees took the following action:

It was moved by Trustee Wood and seconded by Trustee Stark to hire Trustee Stark as a consultant to the Board at the end of her term for \$1.00 per year. This will enable Trustee Stark to retain her position at the Special District Workers Compensation Authority.

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

Please contact me if you have any questions about this appointment.

Yours truly,

Elizabeth D. Minter  
Library Director





## APPOINTMENT OF DISTRICT OFFICERS IN LIEU OF ELECTION

This is to certify that one person, but not more than one, has been nominated for each elective office of Trustee of the PLACENTIA LIBRARY DISTRICT whose terms expire on the first Friday in December, 2002, and that a petition has not been filed pursuant to California Elections Code Section 10515, on the 83rd day prior to the date set for the election requesting that an election be held. The election would have been held on November 5, 2002.

Request is therefore made, pursuant to Section 10515 of the California Elections Code, that the Board of Supervisors of Orange County, at a regular or special meeting held prior to the Monday before the first Friday in December, 2002, appoint to such offices the persons who have been nominated.

The following listed candidates have filed nomination papers for the offices of Director, Full Term – 4 years.

Betty Escobosa  
2034 Brittany Place  
Placentia, California 92870

Al Shkoler  
1120 Cypress Point Drive  
Placentia, California 92870

Dated this 18th day of October, 2002.



A handwritten signature in cursive script that reads "Rosalyn Lever".

ROSALYN LEVER  
Registrar of Voters  
Orange County



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget

**DATE:** December 18, 2002

**BACKGROUND**

Library Director Minter will report on current information about the impact of the State Budget reductions on the Library's budget.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Election of Board Officers  
**DATE:** December 18, 2002

**BACKGROUND:**

The following positions need to be elected:

President (Incumbent is Shkoler, 4 years)

Secretary (Incumbent is Braun, 2 years)

**RECOMMENDATION:**

Elect a Library Board President and a Library Board Secretary for 2003.

