

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE AND TIME

August 1, 2002

2:00 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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 *Stark/Wood*,

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 June 19, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

*Discussion
2:10 pm*

Discussion Voted

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

no 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

Start - SDWA & DRMA meeting

Don't Charles Mison

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

(airplane ride)

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

*Silvestre Acosta Tabla - 196 hr part week.
Volunteer Program to Bookstore is expanding.*

*Eric Ferguson
Council Don
Focus Group to
ESPA*

CLAIMS (Items 9 - 12)

Paul Sandoz

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4275, 4276, 4277, 4278, 4279 and 4280 for Fiscal Year 2001-2002 and Claims 4281, 4282, 4283, 4284, 485, 4286, 4287, 4288, 4289, 4290 and 4291 for Fiscal Year 2002-2003 forwarded by Library Director for a total of \$70,811.35; and Payrolls 4293 for \$27,735.00, 4294 for \$27,735.00 and 4295 for \$27,735.00 for a subtotal for Payrolls of \$83,205.00 forwarded by Library Trustees for Fiscal Year 2002-2003; with a combined total of Claims and Payrolls of \$154,016.35 during this report period.

11. Current Claims and Payroll (Approve)

No Current Claims and Payroll were processed for this Library Board Meeting.

12. Cash Flow Analysis for Fiscal Year 2001-2002 through June 30, 2002; Cash Flow Analysis for Fiscal Year 2002-2003 through July 18, 2002; a recommendation that no funds be transferred at this time; and a letter to the Orange County Auditor dated July 15, 2002 requesting a correction to the Fiscal Year 2001-2002 books to reflect the action that was authorized at the May 22, 1002 Library Board Meeting to transfer \$75,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse a transfer made in November 2001. (Receive & File)

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 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.

13. Financial Reports for June 2002 (Receive & File)
14. Office General Ledger & Check Registers for June 2002 (Receive & File)
15. Acquisitions Report for June 2002 (Receive & File)
16. Collection Agency Report for June 2002 (Receive & File)
17. Debit Card System Reimbursement Report for June 2002 (Receive & File)
18. Gifts Report for June 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 27)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 27 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 June 2002 (Receive & File)
20. Personnel Report for June 2002 (Receive, File, and Ratify Appointments)
21. Volunteer Report for June 2002 (Receive & File)
22. Circulation Report for June 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Legislative Alerts from the California Special Districts Association (none received from the California Library Association). (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Memo from the Orange County Local Area Formation Commission (LAFCO) containing the Final LAFCO Budget for Fiscal Year 2002-2003. (Receive & File)
27. Status Report on Staff Appreciation Dinner scheduled for Thursday, August 8, 2002 at 6:30 P.M. at the home of Sandra and Allan Stark. (Receive & File)

CONTINUING BUSINESS

28. 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

29. Adopt Operating Budget for Fiscal Year 2002-2003 and set date for Public Hearing.

Presentation: Library Director Minter

Recommendation: Adopt the Operating Budget for Fiscal Year 2002-2003; and

Authorize the publication of the Notice of Public Hearing for the August 21, 2002 Library Board Meeting at 7:30 P.M.

30. Presentation of Library Director's Annual Report.

Presentation: Library Director Minter

R + F

(Wood / Ben)

NEW BUSINESS

- 30a. Determination of a Memorial for Kimberly Hunsaker, MOM's Club of South Placentia, who helped design and paint the mural in the Story Hour Room last fall.

Presentation: Library Board President

Recommendation: Action to be determined by the Library Board of Trustees

STAFF REPORTS (Items 31 - 36)

Simon / Blum

Items 31 – 36 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.

- 31. Program Committee Report for June 2002 (Roberts)
- 32. Children's Services Report for June 2002 (Smith)
- 33. Placentia Library Literacy Services Report for June 2002 (Roberts)
- 34. Placentia Library Web Site Report for June 2002 (Frizell)
- 35. Publicity Materials Produced in June 2002. (Rakos)
- 36. Safety Committee Minutes for June 2002 (Matas)

CLOSED SESSIONS

37. Closed Session to Discuss a Personnel Matter

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

38. Closed Session to Conduct a Public Employee Performance Evaluation for the Library Director.

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

ADJOURNMENT

39. Agenda Preparation for the August Regular Meeting, which will be held on Wednesday, August 21, 2002 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 July 24, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 18, 2002.



Placentia Library Board Calendar

July 2002 - June 2003

Jul 2002						
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July

- 4 Library Closed for Independence Day
- 14 1:00 PM Friends Book Sale
- 24 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Jan 2003						
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August

- 8 6:30 PM Staff Appreciation Dinner at the home of Sandra Allan Stark
- 11 1:00 PM Friends Book Sale
- 18 IFLA Conference, Glasgow, through Aug 24
- 21 6:30 PM Library Board Meeting

Feb 2003						
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September

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

Mar 2003						
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October

- 7 7:00 PM Friends Board Meeting, Shkoler
- 12 9:00 AM Heritage Parade
- 13 1:00 PM Friends Book Sale

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November

- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 1 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 4 7:00 PM Friends Board Meeting, Stark

May 2003						
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- 11 Library Closed for Veterans Day
- 17 1:00 PM Friends Book Sale
- 20 6:30 PM Library Board Meeting
- 28 Library Closed for Thanksgiving

Jun 2003						
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Placentia Library Board Calendar

July 2002 - June 2003

Jul 2002						
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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

January

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

February

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

March

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

April

- 7 7:00 PM Friends Board Meeting, Stark
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 5 7:00 PM Friends Board Meeting, Braun
- 21 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

June

- 2 7:00 PM Friends Board Meeting, Wood

Jan 2003						
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Apr 2003						
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May 2003						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 19, 2002**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 19, 2002 at 6:32 P.M..

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustee Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Sandra Stark.

Others Present: Administrative Assistant Elisa Herrera-Thomas.

**ADOPTION OF
AGENDA**

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

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

MINUTES

Trustee Wood requested that the Minutes of the May 22, 2002 Regular Meeting be corrected on page 4 to state that the new regular Library Board meeting time is 6:30 P.M. rather than 6:00 P.M.

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the June 19, 2002 Regular Meeting as corrected.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler presented a Certificate of Appreciation to Patricia and Jerry Jertberg for providing the hardware and paint and painting the cabinets in the History Work Room.

President Shkoler reported that he, Secretary Braun and Library Director Minter attended a fund-raising picnic for Assembly Member Lynn Daucher on June 6, 2002. Senator Bob Margett was also at the picnic.

President Shkoler also reported that the woman from the MOM's Club of South Placentia who designed and painted the Story Hour Room and her husband were recently murdered in Northern California. Children's Librarian Cyrise Smith has requested that the Library Board consider a memorial for Mr. & Mrs. Hunsaker. President Shkoler requested that this been included on the July Agenda.

President Shkoler also reported that longtime Library volunteer Dixie Shaw is restricting many of her activities because of her husband's condition. He recommended that the Foundation honor Dixie & Gordon Shaw at the upcoming Donor Reception.

**TRUSTEE'S
REPORT**

Secretary Braun reported that the Foundation Annual Giving Campaign is in the final stages of processing and will be in the mail in the next week or two.

Trustee Wood reported that she attended the Independent Special Districts of Orange County (ISDOC) quarterly meeting on May 30, 2002 and participated on behalf of the District in the election of the Independent Special Districts of Orange County Selection Committee for a Special District Delegate and Alternate to the Orange County Local Area Formation Commission (LAFCO). John Withers was re-elected as a Delegate and Charley Wilson as the Alternate.

Trustee Wood also reported that she attended the Friends of Placentia Library Board of Directors Meeting on June 6, 2002. It was Eleanore Rankin's first meeting as Friends President.

Trustee Wood also reported that the Placentia Library Foundation has appointed two new Directors: Judy Roberts and Michael Ebenhoch.

**LIBRARY
DIRECTORS
REPORT**

Library Director Minter deferred her report to the Legislative Issues item.

**FRIENDS OF
PLACENTIA
LIBRARY**

No one was present to represent the Friends of Placentia Library. Library Director Minter reviewed the Minutes of the June 6, 2002 Friends Board of Director's Meeting.

**HISTORY ROOM
COMMITTEE
REPORT**

No one was present to represent the Placentia Library Placentia History Room Committee. Library Director Minter reported that the History Room Open House held on June 9, 2002 was well attended.

Minter also reported that staff is developing plans to apply for a grant for a digitization project for the Placentia History Room this November.

CLAIMS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 10 through 13.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4260, 4261, 4262, 4263, 4264 and 4266 for a total of \$20,367.56.

Current Claims and Payroll: Claims 4265, 4267, 4268, 4269, 4270, 4271 and 4272 for \$36,480.86. Payroll Claims 4273 for \$22,961.00 and 4274 for \$26,961.00 for a subtotal for Payrolls of \$53,922.00. The combined total for all Claims and Payroll claims was \$90,402.86.

FY2001-2002 Cash Flow Analysis through June 19, 2002 and recommendation that no funds be transferred.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for June 2002

Office General Ledger & Check Registers for June 2002

Acquisitions Report for June 2002

Collection Agency Report for June 2002

Debit Card System Reimbursement Report for June 2002

Gifts Report for June 2002

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

**GENERAL
CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 20-32:

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

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

Volunteer Report for June 2002 (Receive & File)

Circulation Report for June 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia

under the Joint Powers Authority for June 2002 (Receive & File)

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

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

Letter to City of Placentia Mayor Chris Lowe requesting a grant of \$45,000 from the City of Placentia Redevelopment Agency for Literacy Services. (Receive & File)

Ratification of Transmittal of Election Information to the Registrar of Voters of Orange County stating that there are two Trustee positions to appear on the November 2002 ballot and that candidates may include a statement of no more than 200 words and that the District will not pay for the candidate's statement of qualifications. (Receive & File)

Notification from the State Library of California that the State will be reimbursing only 89.7% of the District's interlibrary loan transactions for Fiscal Year 2001-2002. (Receive & File)

Families for Literacy (FFL) Grant Application for Fiscal Year 2002-2003 as submitted to the State Library of California on May 20, 2002. (Receive & File)

Memo dated May 22, 2002, from the Local Area Formation Commission (LAFCO), Orange County, and the documentation related to the nominations for the Regular and Alternate Special District Members election to Orange County LAFCO that was held on May 30, 2002. (Receive & File)

Library of California Board Actions May 29-30, 2002. (Receive & File)

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

LEGISLATIVE ISSUES

Library Director Minter reported that she attended the annual legislative seminar of the California Society of Municipal Finance Officers in Sacramento on May 30, 2002. The Executive Director of the League of California Cities and a League Lobbyist both emphasized the importance of the united front with California's independent special districts in working with the Legislature on local financing issues.

BUDGET PREVIEW

Library Director Minter reported that no action has been taken on the State Budget. There is great concern in the public library community that the Public Library Foundation Funds for Fiscal Year 2002-2003 may again be further reduced. If this happens the District's proposal to initiate Saturday services may not be feasible.

Library Director Minter reported that no new information was available on the District's revenue outlook because the property tax information is not yet available from the Orange County Assessor's Office and the State Budget has not yet been finalized.

Minter also reported that she sent a letter to the Library of California Board requesting reconsideration of its action to eliminate \$610,000 from the Transaction Based Reimbursement (TBR) Program for Fiscal Year 2002-2003. The budget impact for Placentia Library District is approximately \$12,000.

Minter also reported that the City is not going to be able to fund the \$45,000 requested for the Literacy Program because of restrictions on the use of Redevelopment Agency Funds. Mayor Lowe had indicated that he is interested in pursuing additional avenues to assist the Library.

**STAFF
APPRECIATION
DINNER**

Library Director Minter reported that the Friends of Placentia Library approved a contribution of 50% of the cost of a Staff Appreciation Dinner with at cap of \$400.

It was moved by Trustee Wood, seconded by Secretary Braun to approve a Library Board budget of up to \$400 for 50% of a Staff Appreciation Dinner, to accept Trustee Stark's invitation to host the dinner at her home and to discuss with her the dates of July 18, August 8 and August 22.

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

**FINES & FEES
SCHEDULE**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Fines and Fees Schedule for Fiscal Year 2002-2003 as presented, and to authorize the publication of the Notice of Public Hearing for the August 21, 2002 Library Board Meeting at 6:30 P.M.

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

**HOLIDAY &
PUBLIC SERVICES
CALENDAR**

The Board considered "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Years 2002 and 2003." The holiday furlough has been eliminated from the Calendar effective December 2002.

It was moved by Trustee Wood, seconded by Secretary Braun to read Resolution 02-4 by Title only.

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

It was moved by Trustee Wood, seconded by Secretary Braun to adopt Resolution 02-4 by roll call vote.

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

**PERSONNEL
ALLOCATION
SCHEDULE &
ORGANIZATION
CHART**

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003 as presented.

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

Trustee Dinsmore arrived at 7:30 P.M.

**SALARY
SCHEDULE FOR
NON EXEMPT AND
EXEMPT
PERSONNEL**

The Board considered "A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the Placentia Library District of Orange County." A 2.8% cost of living increase (COLA) based on the March 2001 to March 2002 index provided by the United States Bureau of Labor Statistics for the Los Angeles-Anaheim-Riverside areas was included for all employee classifications except for Library Page/Student Shelver.

It was moved by Secretary Braun, seconded by Trustee Wood to read Resolution 02-5 by Title only.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 02-5 by roll call vote.

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

**CONTINUING
RESOLUTION FOR
SPENDING**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to Continue the Spending Authorization of the Fiscal Year 2001-2002 Budget until August 31, 2002.

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

**LIABILITY LIMITS
FOR RISK
MANAGEMENT
INSURANCE**

It was moved by Trustee Wood, seconded by Secretary Braun to authorize renewal of the Special District Risk Management Authority (SDRMA) liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages.

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

**LIBRARY
DIRECTOR
EVALUATION**

President Shkoler led a Board discussion of the evaluation process for the Library Director. It was the consensus of the Board that the Library Director prepare an annual report and proposed goals for the next year to be included with the July Agenda. The Library Board will meet in closed session at its July meeting to prepare the evaluation and finalize the goals for the year.

STAFF REPORTS

It was moved by Trustee Stark, seconded by Secretary Braun to approve Agenda Items 43-48.

Program Committee Report for June 2002.

Children's Services Report for June 2002.

Placentia Library Literacy Services Report for June 2002.

Placentia Library Web Site Report for June 2002.

Publicity Materials produced for June 2002.

Safety Committee Minutes for June 2002.

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

**AGENDA
PREPARATION**

The July Agenda is to include consideration of a memorial for the Mr. & Mrs. Hunsaker and the Library Director's Evaluation.

**JULY MEETING
ADJOURNMENT**

The July Regular Library Board Meeting will be held on Wednesday, July 24, 2002 at 6:30 P.M. in the Library Conference Room.
The Regular Meeting of the Board of Trustees of the Placentia Library District for June 19, 2002 adjourned at 8:40 P.M.

Geoff Braun
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
July 24, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Library Trustees
July 24, 2002

	DATE	CLAIM NUMBER	AMOUNT
DIRECTOR			
FY 2001-2002	June 20, 2002	4275	5,705.00
	June 20, 2002	4276	5,237.25
	June 20, 2002	4277	1,349.76
	June 20, 2002	4278	4,883.31
	June 20, 2002	4279	53.59
	June 26, 2002	4280	800.61
	<u>Subtotal Claims Director FY 2001-2002</u>		18,029.52
DIRECTOR			
FY 2002-2003	June 26, 2002	4281	8,319.85
	June 26, 2002	4282	402.41
	July 3, 2002	4283	800.80
	July 3, 2002	4284	622.44
	July 9, 2002	4285	960.00
	July 11, 2002	4286	2,823.41
	July 18, 2002	4287	910.99
	July 18, 2002	4288	11,636.30
	July 18, 2002	4289	4,415.32
	July 18, 2002	4290	18,164.41
	July 18, 2002	4291	3,725.90
	<u>Subtotal Claims Director FY 2002-2003</u>		52,781.83
	Subtotal Claims		70,811.35
TRUSTEE			
FY 2002-2003	July 22, 2002	4293	27,735.00
Payroll	July 22, 2002	4294	27,735.00
	July 22, 2002	4295	27,735.00
	<u>Subtotal Payroll Trustee FY 2002-2003</u>		83,205.00
TOTAL CLAIMS & PAYROLL			154,016.35

Prepared by : Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

06/26/02
4280

Agenda Item 10
Page 2 of 21

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

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

pa 6/27/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N19932 Ameritas Life Insurance Corp. 5900 "O" Street P.O. Box 81889 Lincoln, NE 68501-1889	7/1/02		0300	00		163.20		
N06550A <i>N20042</i> Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	7/1/02		0300	00		130.20		
N503030I <i>N05030I</i> AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	018-297-1115-001		0700	00		72.49		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	174259		1400	00		154.90		
N21016 Peninsula Library System 25 Tower Rd. San Mateo, CA 94402-4000	N11459		2700	01		75.00		
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	5/20/02-6/19/02		2800	00		204.82		

The claims listed above (totaling \$800.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]

PROVED BY

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ATTESTED AND/OR COUNTERSIGNED BY

Page Total

800.61

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

06/20/02
4279

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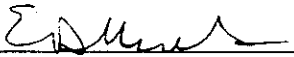
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

P

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03660 Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	6/20/02		0900	00		5.30		
			0900	07		30.34		
			1800	00		8.00		
			1803	00		9.95		
						53.59		

The claims listed above (totaling \$53.59) 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.


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LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

06/20/02
4278

Agenda Item 10
Page 4 of 21

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

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

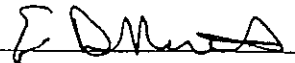
pd 6/20/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	335-253-2062 Jun 7, 2002		0700	01		350.57		
N22573 Causey Electric, Inc. 3 Vanderbilt Irvine, CA 92618-2011	11161		1400	00		1,183.00		
	11160		1400	00		310.00		
						1,493.00		
N19647 Unique Management Services, Inc. 119 East Maple Street Jeffersonville, IN 47130	2/1/02 Inv. 10662		1900	00		108.61		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Ave. Placentia, CA 92870-6198	5/23/02-6/17/02		2700	01		45.63		
N15075 Cyrise Smith c/o Placentia Library District 411 East Chapman Ave. Placentia, CA 92870-6198	6/11/02		2700	01		19.71		
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Ave. Placentia, CA 92870-6198	6/4/02-6/11/02		2700	07		14.31		
	6/3/02-6/10/02		2700	07		9.42		
						23.73		
N03643 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1493631		2400	05		600.96		
	1481937		2400	05		583.10		
						1,184.06		
Learning Express, LLC 900 Broadway, Suite 604 New York, NY 10003	20011046		2400	03		1,658.00		

ES.
4.31

The claims listed above (totaling \$4,883.31) 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.


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Page Total

4,883.31

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

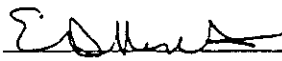
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

pd 6/26/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N00018A City of Anaheim Division of Collections 201 S. Anaheim Blvd. P.O. Box 3222 Anaheim, CA 92805	LIM008		1900	00		900.09		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12007		1900	00		127.69		
N26682 Al Shkoler 1120 Cypress Point Dr. Placentia, CA 92870	May 15-16, 2002		2700	02		321.98		

The claims listed above (totaling \$1,349.76) 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.


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ATTESTED AND/OR COUNTERSIGNED BY

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

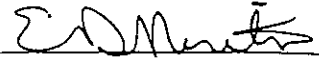
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

pd 6/24/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03645A Blue Shield of California File 55331 Los Angeles, CA 90074-5331	07/01/02-08/01/02		0300	00		4,353.45		
N05030I AT&T P.O. Box 78225 Phoenix, AZ 85062-8225	714-223-1698 6/3/02		0700	00		16.81		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	714-223-1698 6/2/02		0700	01		344.76		
	714-528-8408 6/4/02		0700	08		36.01 380.77		
N15508 Cosmoslink 3030 Saturn St., Ste. 204 Brea, CA 92821	200206-52		0700	02		19.95		
	200206-80		0700	02		15.00 34.95		
N06572 SPS Data Communications 1569 Greenwich Rd. San Dimas, CA 91773	00030230		1300	01		110.00		
N05445 Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1683	762347		1800	00		107.39		
N21533 Kelly Paper Co. 1441 E. 16th St. Los Angeles, CA 90021	217343		1800	00		53.88		
N06697 Blanning & Baker Associates, Inc. 505 N. Brand Blvd., Ste. 740 Glendale, CA 91203-3382	02-1105-2		1800	00		180.00		

The claims listed above (totaling \$5,237.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named above are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

06/20/02
4275

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

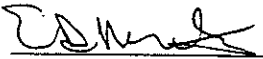
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

PA 6/28/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03849 Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198 (To reimburse District payroll account for errors in withholding for employee insurance co-payments)	7/1/01 through 6/13/02		0300	00		5,705.22		

The claims listed above (totaling \$5,705.22) 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.



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Page Total

5,705.22

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

06/26/02 Agenda Item 10
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Placentia Library District
*11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
PLEASE USE FY2002-2003 FUNDS								
N 03646 Vision Service Plan - (CA) P.O. Box 45210 San Francisco, CA 94145-5210	July 2002		0300	00		233.36		
N06556A CNA Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	7/01/02 - 8/01/02		0300	00		270.55		
N03653 Bear State 3548 Enterprise Dr. Anaheim, CA 92807	1640		1400	00		108.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	6/21/02		1800	00		243.34		
N03997 Home Depot/GECF P.O. Box 9903 Macon, GA 31297-9903	6/21/02		1000	00		20.00		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept. 3859 Chicago, IL 60674-3859	199313		2200	00		7,418.32		
N26011 Alice Kuo c/o Placentia Library District 411 East Chapman Ave. Placentia, CA 92870-6198	May/June 2002		2700	01		26.28		

The claims listed above (totaling \$8,319.85) 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.



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Page Total

8,319.85


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
PLEASE USE FY2002-2003 FUNDS								
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	6/18/02 - 6/25/02		2700	01		36.50		
N03659F Southern California Water 500 Cameron Street Placentia, CA 92870	6/21/02		2800	00		365.91		

The claims listed above (totaling \$402.41) 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.


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ATTESTED AND/OR COUNTERSIGNED BY

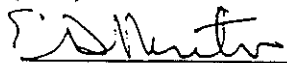
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	6/17/02 714-528-1906		0700	00		102.52		
	6/17/02 714-528-8236		0700	01		15.91		
						118.43		
N03833 Brodart Automation P.O. Box 3488 Williamsport, PA 17705	A35224		0700	05		215.50		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	A174259		1400	00		154.90		
N03648B Special T. Water Systems, Inc. 934 Washington Blvd. Whittier, CA 90606	061125		1800	00		27.50		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A35199		1800	00		108.54		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	415		1800	00		103.22		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	7/1/02		1900	00		35.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1444		1900	00		37.71		

The claims listed above (totaling \$800.80) 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.



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ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

07/03/02
4284
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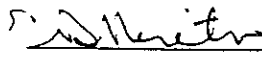
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N06671A MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Ahaneim, CA 92816	6/30/02		1900	00		157.50		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20020627		1900	00		243.60		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	6/4/02-6/11/02		1900	08		90.00		
N03660A Elizabeth D. Minter Gardenia Avenue Placentia, CA 92870-4705	5/30/02		2700	00		80.60		
	6/25/02 - 6/26/02		2700	01		27.38 107.98		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	6/26/02 - 7/1/02		2700	01		23.36		

The claims listed above (totaling 5622.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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Page Total

622.44

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

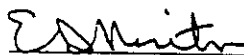
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

7/17/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor)								
The Computer Training Center 15012 Red Hill Ave., Ste. A Tustin, CA 92780	7/22/02 - 7/23/02							
	435113		2700	01		320.00		
	435122		2700	01		320.00		
	435114		2700	08		320.00		
						960.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$960.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



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ATTESTED AND/OR COUNTERSIGNED BY

Page Total

960.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

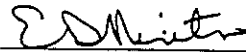
DATE 07/11/02 Agenda Item 10
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Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200207-45		0700	02		19.95		
	200207-75		1900	00		15.00		
						34.95		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	53694352		1000	00		1,332.81		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062767		1400	00		1,100.00		
N26886 Declues & Burken, LLP P.O. Box 22021 Santa Ana, CA 92702-2021	3896		1900	00		310.00		
(new employee) Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	June 2002		2700	01		45.65		

The claims listed above (totaling \$2,823.41) are approved for payment pursuant to an order entered in the Minutes of the Board 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 07.18/02
REPORT NO 4287
Agenda Item 10
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Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	7/1/02 714-528-8408		0700	08		4.17		
	7/3/02 714-223-1698		0700	01		16.66 20.83		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	7/2/02 714-223-1698		0700	01		344.74		
	7/4/02 714-524-8408		0700	08		41.45 386.19		
N01904 Amsterdam Printing & Litho P.O. Box 580 Amsterdam, NY 12010-0580	5538962		1800	00		105.20		
	5542231		1800	00		98.60 203.80		
N21533 Kelly Paper Co. 1441 E. 16th St. Los Angeles, CA 90021	196220		1800	00		64.67		
N038250 Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	7/6/02 7972310000073264 *		1800	00		18.49		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832	7/15/02		1900	08		200.00		

The claims listed above (totaling \$910.99) 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

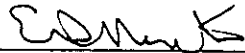
DATE 07/18/02 Agenda Item 10
REPORT NO 4288 Page 15 of 21

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N23569 Placentia Disposal P.O. Box 79036 Phoenix, AZ 85062-9036	7/1/02		1000	00		129.60		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	02-615019		1300	01		5,000.00		
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	276890		1300	00		66.92		
			1300	08		66.93		
						133.85		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	AN173376		1400	00		333.80		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55085		0700	00		8.14		
			1400	00		2,212.47		
			2800	00		3,338.44		
						5,559.05		
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	7/3/02		1600	08		105.00		
(new vendor) Volunteer Center of Orange Co. 1901 E. Fourth St., Ste. 100 Santa Ana, CA 92705			1600	08		375.00		

The claims listed above (totaling \$11,636.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

11,636.30

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

07/18/02
4289

Agenda Item 10
Page 16 of 21

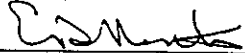
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A35259		1800	00		280.99		
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NY 08034-0550	138259		1800	00		51.88		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	297718		1800	00		425.14		
N06808 Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856			1803	00		900.00		
N03769D County of Orange P.O. Box 567 Santa Ana, CA 92702	219695		1900	00		1,000.00		
N04780B Orange County Register P.O. Box 51384 Los Angeles, CA 90051-5684	02614747001		1900	00		430.80		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12362		1900	00		206.16		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	7/5/02		1900	00		1,120.35		

The claims listed above (totaling \$4,415.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

Page Total

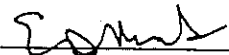
4,415.32

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09122A National Register Publishing P.O. Box 7247-0165 Philadelphia, PA 19170-0165	337063		2400	01		1,612.35		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	79636957		2400	01		20.82		
	79702618		2400	01		21.68		
	79702620		2400	01		17.63		
						60.13		
N06579 Gale Group P.O. Box 95501 Chicago, IL 60694-5501	RI 11646928		2400	03		16,201.50		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4882557P		2400	05		176.17		
	4887963P		2400	05		102.58		
						278.75		
N15072A Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	May-June 2002		2700	01		11.68		

The claims listed above (totaling \$18,164.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	5/23/02- 7/15/02		1800	00		147.34		
			1803	00		34.05		
			2700	01		335.00		
			2700	03		55.00		
						571.39		
N03660 Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Old Petty Cash Receipts 11/1/01-5/6/02		0900	08		42.95		
			0900	09		28.69		
			1800	00		49.36		
			2700	00		199.50		
			2700	01		37.00		
			2700	03		71.00		
			4000	08		2,726.01		
						3,154.51		
						3,725.90		

The claims listed above (totaling \$3,725.90) 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.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	July 22, 2002 Pay period #3 July 26, 2002 August 8, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, AUGUST 8, 2002								

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

27,735.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	July 22, 2002 Pay period #4 August 9, 2002 August 22, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, AUGUST 22, 2002								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

27,735.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	July 22, 2002 Pay period #5 August 23, 2002 September 5, 2002		0100	00		25,764.00		
	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, SEPTEMBER 5, 2002								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

27,735.00


PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
July 24, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Cash Flow Analysis
DATE: July 24, 2002

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2001-2002 is Attachment A. The Cash Flow Analysis for the General Fund for Fiscal Year 2002-2003 is Attachment B.

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment C.

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

Attachment D is a letter sent to the Orange County Auditor's General Ledger Supervisor on July 15, 2002 requesting a correction to the Fiscal Year 2001-2002 books to reflect the action that was authorized at the May 22, 1002 Library Board Meeting to transfer \$75,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse a transfer made in November 2001.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through June 30, 2002 and Fiscal Year 2002-2003 through July 18, 2002 and the letter to the Orange County Auditor of July 15, 2002.

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			323,782.14
06/26/01	4111	Payroll #1 to transfer July 12, 2001		26,705.00	297,077.14
06/26/01	4112	Payroll #2 to transfer July 26, 2001		26,705.00	270,372.14
06/26/01	4113	General by Library Director		5,279.54	265,092.60
07/02/01	4114	General by Library Director		1,134.96	263,957.64
07/02/01	4115	General by Library Director		3,503.60	260,454.04
07/12/01	4116	General by Library Director		2,064.85	258,389.19
07/12/01	4117	General by Library Director		458.66	257,930.53
07/17/01		Reverse Interest Admin Fee Jun 2001		(42.11)	257,972.64
07/18/01	4118	General		24,254.82	233,717.82
07/18/01	4119	General		8,305.80	225,412.02
07/18/01	4120	General		1,128.82	224,283.20
07/18/01	4121	General		1,750.32	222,532.88
07/18/01	4122	General		3,102.98	219,429.90
07/18/01	4123	Payroll to wire August 9, 2001		26,705.00	192,724.90
07/18/01	4124	Payroll to wire August 23, 2001		26,705.00	166,019.90
07/19/01		Secured #8	12,031.41	30.08	178,021.23
07/19/01		Supplemental #1	1,745.23		179,766.46
07/23/01		Delinquent Supplemental	1,302.90		181,069.36
07/23/01	4125	General by Library Director		4,912.46	176,156.90
07/24/01		Teeter Secured Current Delinquent	13,876.41		190,033.31
07/24/01		Library Passport Revenue, Jul	4,314.83		194,348.14
07/24/01		Library Revenue, Jul	1,746.57		196,094.71
07/26/01		Supplemental Prior	1.59		196,096.30
07/27/01		Interest Jun		42.11	196,054.19
07/31/01		Canceled out-of-date checks, Dec.	36,449.18		232,503.37
08/02/01		Library Passport Revenue, Jul	2,683.89		235,187.26
08/02/01		Library Revenue, Jul	848.86		236,036.12
08/06/01	4126	General by Library Director		2,281.92	233,754.20
08/06/01	4127	General by Library Director		2,397.42	231,356.78
08/15/01		Supplemental 1st	1,065.31		232,422.09
08/15/01	4128	General		2,185.13	230,236.96
08/15/01	4129	General		1,861.85	228,375.11
08/15/01	4130	General		2,061.77	226,313.34
08/15/01	4131	General		3,170.61	223,142.73
08/15/01	4132	General		559.13	222,583.60
08/15/01	4133	Payroll to wire September 6, 2001		28,058.00	194,525.60
08/15/01	4134	Payroll to wire September 20, 2001		26,961.00	167,564.60
08/16/01	4135	General by Library Director		6,846.89	160,717.71
08/17/01		Library Passport Revenue, Aug	2,665.70		163,383.41
08/17/01		Library Revenue, Aug	960.77		164,344.18
08/20/01	4136	General by Library Director		8,716.09	155,628.09
08/28/01	4137	General by Library Director		1,433.99	154,194.10
08/28/01	4138	General by Library Director		4,658.72	149,535.38
08/31/01		Interest Jul	1,275.95	34.52	150,776.81
09/04/01	4139	General by Library Director		2,967.03	147,809.78
09/06/01		Library Revenue Aug	4,162.40		151,972.18
09/06/01		Library Passport Revenue Aug	1,090.05		153,062.23
09/06/01	4140	General by Library Director		3,378.51	149,683.72
7/22/02	09/16/01	4141	General	847.71	148,836.01

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/16/01	4142	General		8,637.22	140,198.79
09/16/01	4143	General		7,029.04	133,169.75
09/16/01	4144	General		3,720.34	129,449.41
09/16/01	4145	General		3,203.02	126,246.39
09/16/01	4146	General		3,796.27	122,450.12
09/16/01	4147	General		1,134.31	121,315.81
09/16/01	4148	General		900.39	120,415.42
09/16/01	4149	General		35,900.00	84,515.42
09/16/01	4150	Payroll to wire October 4, 2001		26,961.00	57,554.42
09/16/01	4151	Payroll to wire October 18, 2001		26,961.00	30,593.42
09/18/01	4152	General by Library Director		4,104.85	26,488.57
09/20/01		Unsecured 1st	51,992.00	129.98	78,350.59
09/20/01		Supplemental # 2	3,453.58		81,804.17
09/21/01		Interest Aug 01	1,035.40	29.29	82,810.28
10/01/01	4154	General by Library Director		1,310.44	81,499.84
10/01/01	4155	General by Library Director		1,983.46	79,516.38
10/04/01		State Library -- Family Literacy	5,000.00		84,516.38
10/04/01		Library Passport Revenue Sep	3,887.80		88,404.18
10/04/01		Library Revenue Sep	2,355.94		90,760.12
10/04/01		Reverse Canceled Check (Pension Fund)	(36,449.18)		54,310.94
10/17/01	4156	General		3,816.65	50,494.29
10/17/01	4157	General		3,723.42	46,770.87
10/17/01	4158	General		1,142.31	45,628.56
10/17/01	4159	General		1,661.64	43,966.92
10/17/01	4160	General		9,381.55	34,585.37
10/17/01	4161	General		3,586.00	30,999.37
10/17/01	4162	Payroll to wire November 1, 2001		26,961.00	4,038.37
10/17/01	4163	Payroll to wire November 15, 2001		26,961.00	-22,922.63
10/17/01	4164	Payroll to wire November 29, 2001		26,961.00	-49,883.63
10/17/01	4165	General by Library Director		6,646.39	-56,530.02
10/17/01	4166	General by Library Director		2,148.78	-58,678.80
10/18/01		Supplemental # 3	5,171.94		-53,506.86
10/22/01		Library Passport Revenue Oct	1,953.45		-51,553.41
10/22/01		Library Revenue Sep	1,065.10		-50,488.31
10/31/01		Interest Sep 01	711.08		-49,777.23
11/01/01		Transfer from Fund 706	75,000.00		25,222.77
11/01/01	4167	General by Library Director		5,138.78	20,083.99
11/06/01		Library Passport Revenue Oct	3,694.43		23,778.42
11/06/01		Library Revenue Oct	1,193.39		24,971.81
11/06/01		State Library -- Interlibrary Loan, 5th 2000-2001	1,139.23		26,111.04
11/12/01	4168	General by Library Director		2,269.56	23,841.48
11/12/01	4169	General by Library Director		2,024.94	21,816.54
11/20/01		Supplemental #4	2,047.72		23,864.26
11/21/01	4170	General		96.57	23,767.69
11/21/01	4171	General		2,518.07	21,249.62
11/21/01	4172	General		537.22	20,712.40
11/21/01	4173	General		9,535.71	11,176.69
11/21/01	4174	General		4,317.36	6,859.33
11/21/01	4175	General		2,175.93	4,683.40
11/21/01	4176	General		2,417.26	2,266.14

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/21/01	4177	General		13,394.00	-11,127.86
11/21/01	4178	General		1,219.30	-12,347.16
11/21/01	4179	Payroll to wire December 13, 2001		26,961.00	-39,308.16
11/21/01	4180	Payroll to wire December 27, 2001		26,961.00	-66,269.16
11/26/01		Library Passport Revenue Nov	2,399.80		-63,869.36
11/26/01		Library Revenue Nov	1,344.39		-62,524.97
11/27/01	4181	General by Library Director		8,876.54	-71,401.51
11/29/01		Secured #1	101,203.78	253.01	29,549.26
11/30/01		Interest Oct 01	299.78	11.10	29,837.94
12/05/01	4182	General by Library Director		591.63	29,246.31
12/05/01	4183	General by Library Director		774.97	28,471.34
12/06/01		Library Passport Revenue Nov	1,436.20		29,907.54
12/06/01		Library Revenue Nov	841.00		30,748.54
12/10/01		Homeowners #1	2,415.15		33,163.69
12/13/01		Secured #2	70,964.49	177.41	103,950.77
12/19/01	4184	General		45,566.69	58,384.08
12/19/01	4185	General		14,480.01	43,904.07
12/19/01	4186	General		1,544.20	42,359.87
12/19/01	4187	General		6,062.22	36,297.65
12/19/01	4188	General		676.12	35,621.53
12/19/01	4189	General		6,792.12	28,829.41
12/19/01	4190	General		6,865.82	21,963.59
12/19/01	4191	Payroll to wire January 10, 2002		26,961.00	-4,997.41
12/19/01	4192	Payroll to wire January 24, 2002		26,961.00	-31,958.41
12/20/01		Secured #3	233,791.42	584.48	201,248.53
12/20/01		Supplemental #5	3,107.09		204,355.62
12/21/01		Library Passport Revenue Dec	2,585.25		206,940.87
12/21/01		Library Revenue Dec	944.04		207,884.91
12/31/01		Interest Nov 01	216.76	8.97	208,092.70
01/07/02	4193	General by Library Director		2,677.89	205,414.81
01/07/02	4194	General by Library Director		2,833.39	202,581.42
01/15/02	4195	General		4,485.36	198,096.06
01/15/02	4196	General		8,063.58	190,032.48
01/15/02	4197	General		11,110.00	178,922.48
01/15/02	4198	General		5,571.13	173,351.35
01/15/02	4199	General		3,528.05	169,823.30
01/15/02	4200	General		472.40	169,350.90
01/15/02	4201	Payroll to wire February 7, 2002		26,961.00	142,389.90
01/15/02	4202	Payroll to wire February 21, 2002		26,961.00	115,428.90
01/15/02	4203	General by Library Director		591.77	114,837.13
01/16/02	4204	General by Library Director		3,257.92	111,579.21
01/21/02	4205	General by Library Director		2,000.00	109,579.21
01/23/02	4206	General by Library Director		16,276.04	93,303.17
01/29/02	4207	General by Library Director		1,812.77	91,490.40
01/30/02	4208	General by Library Director		1,009.14	90,481.26
01/31/02	4209	General by Library Director		775.50	89,705.76
02/11/02	4210	General by Library Director		359.59	89,346.17
01/22/02		Secured #4	160,169.98	400.42	249,115.73
01/22/02		Unsecured 2nd	1,882.62	4.71	250,993.64
01/22/02		Supplemental #6	8,453.98		259,447.62

7/22/02.

Placentia Library District
FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/30/02		Interest Dec 01	575.40	26.01	259,997.01
01/10/02		Homeowners #2	5,635.37		265,632.38
01/17/02		State Library -- Interlibrary Loan, 1st 2001-2002	3,860.33		269,492.71
01/17/02		State Library -- Project Grant	5,000.00		274,492.71
01/17/02		Library Passport Revenue Jan	3,637.40		278,130.11
01/17/02		Library Revenue Jan	1,492.15		279,622.26
02/05/02		Library Passport Revenue Jan	4,073.15		283,695.41
02/05/02		Library Revenue Jan	1,343.07		285,038.48
02/07/02		Public Utility # 1	13,196.15	32.99	298,201.64
02/20/02		SDAF # 1	4,640.00		302,841.64
02/20/02		Supplemental #7	1,380.22		304,221.86
02/20/02	4211	General		7,418.39	296,803.47
02/20/02	4212	General		7,178.04	289,625.43
02/20/02	4213	General		1,944.96	287,680.47
02/20/02	4214	General		2,307.41	285,373.06
02/20/02	4215	General		20,763.96	264,609.10
02/20/02	4216	General		15,351.37	249,257.73
02/20/02	4217	General		2,094.39	247,163.34
02/20/02	4218	General		1,266.39	245,896.95
02/20/02	4219	General		2,229.87	243,667.08
02/20/02	4220	Payroll to wire March 7, 2002		26,961.00	216,706.08
02/20/02	4221	Payroll to wire March 21, 2002		26,961.00	189,745.08
02/21/02	4222	General by Library Director		8,869.40	180,875.68
02/27/02		Interest Jan 02	745.33	34.89	181,586.12
03/20/01	4236	General by Library Director		8,046.31	173,539.81
03/05/02	4223	General by Library Director		1,606.76	171,933.05
03/05/02	4224	General by Library Director		5,773.07	166,159.98
03/07/02		State Library -- CA Literacy Campaign	19,593.00		185,752.98
03/07/02		Library Passport Revenue Feb	6,269.45		192,022.43
03/07/02		Library Revenue Feb	1,892.86		193,915.29
03/12/02		State Library -- Public Library Fund	77,328.00		271,243.29
03/12/02		State Library -- Family Literacy	5,000.00		276,243.29
03/12/02		State Library -- Interlibrary Loan, 2nd 2001-2002	2,253.69		278,496.98
03/12/02		Library Passport Revenue Mar	1,626.90		280,123.88
03/12/02		Library Revenue Mar	515.23		280,639.11
03/18/02	4235	General by Library Director		1,048.04	279,591.07
03/20/02		Secured #5	63,533.63	158.83	342,965.87
03/20/02		Supplemental #8	3,536.46		346,502.33
03/20/02	4225	General		4,131.93	342,370.40
03/20/02	4226	General		5,748.00	336,622.40
03/20/02	4227	General		40,543.95	296,078.45
03/20/02	4228	General		35,900.00	260,178.45
03/20/02	4229	General		1,721.50	258,456.95
03/20/02	4230	General		2,677.74	255,779.21
03/20/02	4231	General		10,063.62	245,715.59
03/20/02	4232	General		8,336.86	237,378.73
03/20/02	4233	Payroll to wire April 4, 2002		26,961.00	210,417.73
03/20/02	4234	Payroll to wire April 18, 2002		26,961.00	183,456.73
03/25/02	4237	General by Library Director		3,580.85	179,875.88
03/28/02		Interest Feb 02	736.51	35.76	180,576.63

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/28/02		Canceled out-of-date checks, Mar	74.53		180,651.16
04/03/02	4238	General by Library Director		1,088.86	179,562.30
04/08/02		Library Passport Revenue Mar	7,654.15		187,216.45
04/08/02		Library Revenue Mar	1,813.06		189,029.51
04/10/02		Unsecured 3rd	424.54	1.06	189,452.99
04/17/02	4239	General		3,283.44	186,169.55
04/17/02	4240	General		10,597.81	175,571.74
04/17/02	4241	General		4,669.72	170,902.02
04/17/02	4242	General		6,935.82	163,966.20
04/17/02	4243	General		3,041.72	160,924.48
04/17/02	4244	General		6,703.04	154,221.44
04/17/02	4245	Payroll to wire May 2, 2002		26,961.00	127,260.44
04/17/02	4246	Payroll to wire May 16, 2003		26,961.00	100,299.44
04/17/02	4247	Payroll to wire May 30, 2004		26,961.00	73,338.44
04/18/02		Secured #6	143,443.29	8,459.41	208,322.32
04/18/02		Supplemental #9	3,420.85		211,743.17
04/18/02		ERAF Relief	0.45		211,743.62
04/19/02		Library Passport Revenue Apr	5,958.45		217,702.07
04/19/02		Library Revenue Apr	948.89		218,650.96
04/22/02	4248	General by Library Director		1,643.36	217,007.60
04/24/02		Interest Mar 02	746.91	37.53	217,716.98
04/24/02	4249	General by Library Director		7,919.88	209,797.10
04/30/02		Interest rebate	2.65	(52.76)	209,852.51
05/01/02	4250	General by Library Director		2,255.79	207,596.72
05/09/02		Library Passport Revenue Apr	5,709.90		213,306.62
05/09/02		Homeowners	5,635.35		218,941.97
05/09/02		Library Revenue Apr	1,184.95		220,126.92
05/15/02		Supplemental #1	5,867.17		225,994.09
05/15/02		Out of Date Check	21.39		226,015.48
05/15/02	4251	General by Library Director		2,054.01	223,961.47
05/15/02	4252	General by Library Director		742.88	223,218.59
05/20/02		Secured # 7	222,110.10	555.28	444,773.41
05/22/02	4253	General		5,158.98	439,614.43
05/22/02	4254	General		2,282.50	437,331.93
05/22/02	4255	General		2,749.54	434,582.39
05/22/02	4256	General		3,334.95	431,247.44
05/22/02	4257	General		6,022.65	425,224.79
05/22/02	4258	Payroll to wire May 30, 2002		22,662.00	402,562.79
05/22/02	4259	Payroll to wire Jun 27, 2002		26,961.00	375,601.79
05/22/02	4260	General by Library Director		115.33	375,486.46
05/22/02	4252a	General		4,606.94	370,879.52
05/22/02		Transfer to Fund 706		75,000.00	295,879.52
05/23/02		Public Utility # 2	11,961.59	29.90	307,811.21
05/23/02		Interest Apr 02	619.54	31.73	308,399.02
05/29/02		Library Passport Revenue May	6,730.31		315,129.33
05/29/02		SDAF # 2	4,448.21		319,577.54
05/29/02		Library Revenue May	1,667.97		321,245.51
05/29/02	4261	General by Library Director		5,259.04	315,986.47
06/06/02	4262	General by Library Director		3,432.07	312,554.40
06/06/02	4263	General by Library Director		2,878.91	309,675.49

7/22/02

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
06/06/02	4264	General by Library Director		7,969.21	301,706.28
06/10/02		Homeowners	2,415.16		304,121.44
06/11/02	4266	General by Library Director		713.00	303,408.44
06/12/02		State Interlibrary Loan Reimbursement	3,197.39		306,605.83
06/12/02		Library Passport Revenue June	3,072.45		309,678.28
06/12/02		Library Revenue June	431.29		310,109.57
06/12/02		State Timber Yield	0.30		310,109.87
06/19/02	4265	General		1,321.78	308,788.09
06/19/02	4267	General		1,515.54	307,272.55
06/19/02	4268	General		3,986.38	303,286.17
06/19/02	4270	General		5,463.40	297,822.77
06/19/02	4271	General		16,523.18	281,299.59
06/19/02	4272	General		155.00	281,144.59
06/20/02		Unsecured 3rd	1,767.66		282,912.25
06/20/02		Unsecured	667.60		283,579.85
06/20/02		Supplemental # 1	558.91		284,138.76
06/20/02	4275	General by Library Director		5,705.22	278,433.54
06/20/02	4276	General by Library Director		5,237.25	273,196.29
06/20/02	4277	General by Library Director		1,349.76	271,846.53
06/20/02	4278	General by Library Director		4,883.31	266,963.22
06/20/02	4279	General by Library Director		53.59	266,909.63
06/21/02		Library Passport Revenue Adjustment	10,993.40		277,903.03
06/21/02		State Interlibrary Loan Reimbursement	2,863.00		280,766.03
06/21/02		Library Revenue June	1,843.73		282,609.76
06/21/02		GF Savings Acct. Interest	205.07		282,814.83
06/26/02		Library Passport Revenue June	2,035.65		284,850.48
06/26/02		Interest May 02	778.26		285,628.74
06/26/02		Library Revenue Adjustment	266.98		285,895.72
06/26/02	4280	General by Library Director		800.61	285,095.11
06/27/02		Interest on Unapportioned Taxes	3,632.46		288,727.57
06/27/02		Library Revenue June	1,267.86		289,995.43
06/27/02		GF Savings Acct. Interest	46.90		290,042.33
06/30/02		Reverse Transfer to Fund 706 of May 22, 2002	75,000.00		365,042.33

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

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

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



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

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www.placentialibrary.org

Board of Trustees

Geoff Braun
Margaret V. Dinsmore
Al Shkoler
Saundra M. Stark
Gaeten M. Wood

July 15, 2002

Monica Griffin, General Ledger Supervisor
Orange County Auditor
P.O. Box 567
Santa Ana, CA 92702

RE: Request for Journal Correction to Fiscal Year 2001-2002 Accounts

Dear Ms. Griffin:

At its meeting on May 22, 2002 the Placentia Library District Board of Trustees voted to transfer \$75,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) to reverse a transfer made in November 2001.

Apparently the paperwork requesting this action was not submitted to the Office of the Orange County Auditor by the District's Administrative Assistant.

I would be most appreciative if the transfer could be made before the Fiscal Year 2001-2002 books are closed.

I have enclosed a copy of my recommendation to the Library Board and a copy of the Minutes from the May 22nd meeting with the appropriate section highlighted on page 2.

Please give me a call at 714-528-1925, Ext. 203 if you have any questions.

Sincerely,

Elizabeth D. Minter
Library Director

CC: Library Board of Trustees

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 July 24, 2002

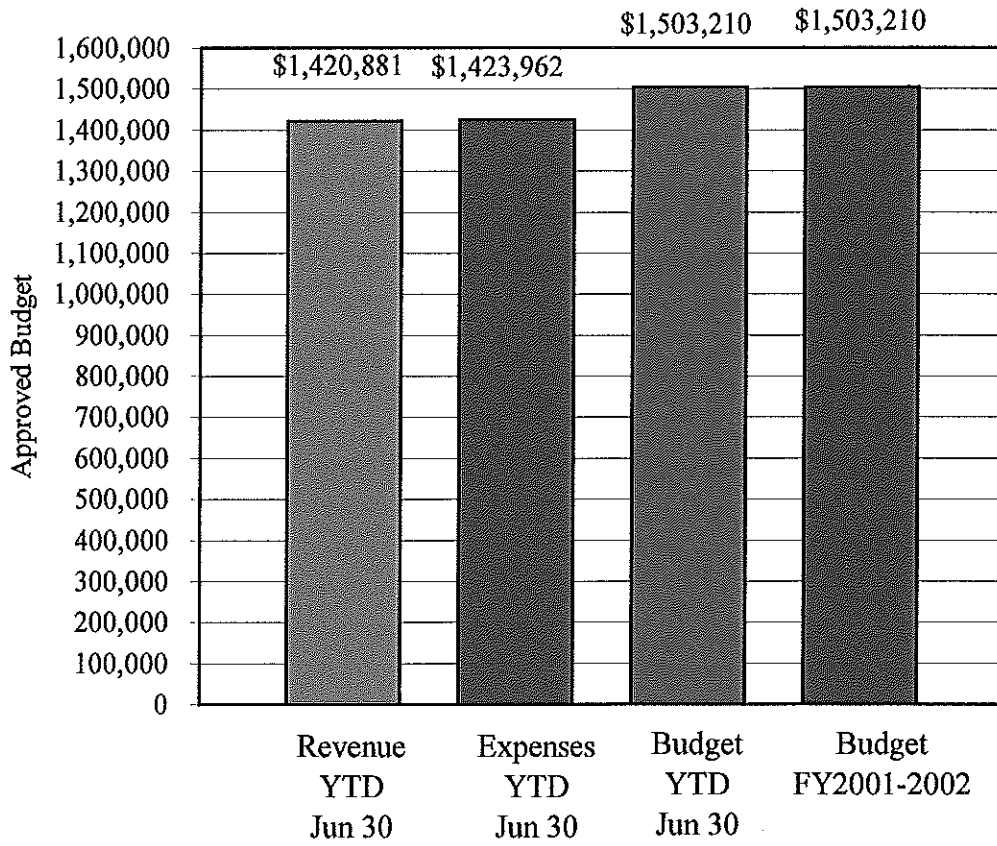
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45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

	Fiscal Year 2000-2001						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99	
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26	
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10	
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33	
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15	
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37	
31-Dec-00	88,417.19	9,198.67	56,823.25	259,208.69	8,975.31	422,623.11	163,414.42	
31-Jan-01	89,526.99	9,300.58	57,570.97	491,153.97	9,074.74	656,627.25	165,473.28	
28-Feb-01	162,088.15	9,299.59	57,564.82	379,847.44	9,073.77	617,873.77	238,026.33	
31-Mar-01	162,580.42	9,350.78	57,881.70	347,353.21	9,123.72	586,289.83	238,936.62	
30-Apr-01	110,693.74	9,401.52	58,201.45	444,151.50	9,173.91	631,622.12	187,470.62	
31-May-01	111,139.78	9,446.11	153,477.49	402,753.93	9,217.42	686,034.73	283,280.80	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
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	

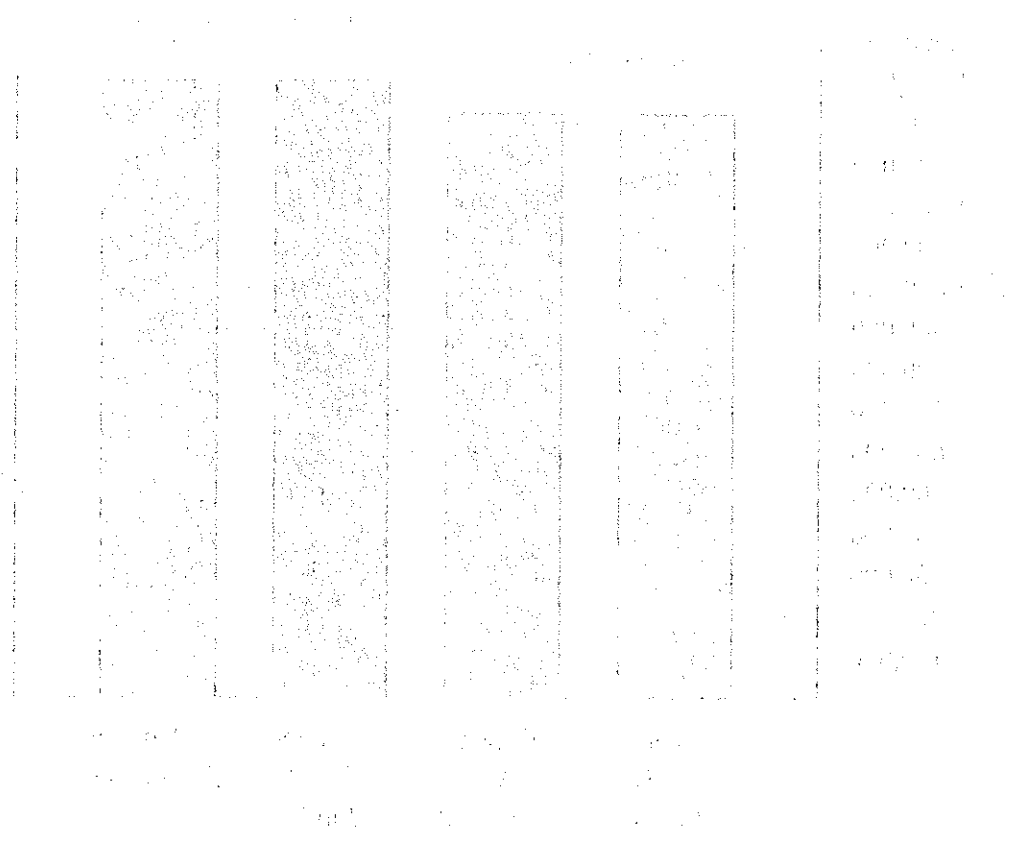
PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
6210-00	Prop. Taxes - current secured	993,584	995,216.69	921,767.20	0.00	0.00	100.16%
6210-01	Public Utility	23,000	25,157.74	23,110.69	0.00	0.00	109.38%
6210-04	Teeter Plan - current delinquent	12,500	13,876.41	12,334.14	0.00	0.00	111.01%
	TOTAL PROP. TAXES - CURRENT SECURED	1,029,084	1,034,250.84	957,212.03	0.00	0.00	100.50%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	56,066.82	55,274.15	1,767.66	4,298.41	101.94%
6230-00	Prop. Taxes - Prior Secured	12,000	12,031.41	12,028.08	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	0.00	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	12,031.41	12,028.08	0.00	0.00	100.26%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	667.60	962.16	667.60	962.16	66.76%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	9,088.21	8,555.00	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	38,063.23	31,503.82	558.91	0.00	108.75%
6280-01	Final supplemental for prior years	0	1,746.82	5,309.38	0.00	3,717.12	113.74%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	39,810.05	36,813.20	558.91	3,717.12	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,302.90	820.72	0.00	0.00	162.86%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	267.82	0.00	0.00	
	TOTAL TAXES	1,141,634	1,153,217.83	1,071,933.16	2,994.17	8,977.69	101.01%

PLACENTIA LIBRARY DISTRICT
Fiscal Year 2001 - 2002
General Fund Cash Flow



THE EFFECT OF TEMPERATURE ON THE
 RATE OF REACTION OF
 HYDROGEN PEROXIDE WITH
 POTASSIUM IODIDE



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REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
6610-00	Interest	22,000	7,995.54	15,634.18	1,030.23	2,031.95	36.34%
6610-01	Interest - old bond fund	0	3,632.46	5,555.90	3,632.46	5,555.90	
6610-23	Interest on impounded taxes released	0	0.00	0.81	0.00	0.81	
	TOTAL INTEREST	22,000	11,628.00	21,190.89	4,662.69	7,588.66	52.85%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	16,101.03	16,244.83	2,415.16	2,436.73	99.08%
6970-00	State - ILL & Direct Loan Reimbursement	11,000	13,313.64	11,399.44	6,060.39	2,793.66	121.03%
6970-01	State - CA Foundation Funds	88,826	77,328.00	88,826.00	0.00	0.00	87.06%
6970-02	State - CA Literacy Campaign	20,000	19,593.00	18,818.00	0.00	0.00	97.97%
6970-03	State - Family Literacy	30,000	10,000.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	60,000	0.00	25,000.00	0.00	0.00	
6970-05	State - Project Grants	0	5,000.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.75	25,274.56	0.30	35.69	
	TOTAL STATE - OTHER GOVERNMENTAL	209,826	125,235.39	169,318.00	6,060.69	2,829.35	59.69%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	30,130.50	26,182.36	3,809.86	3,093.83	105.72%
7670-01	Local Revenue -- Passport	85,000	84,472.61	54,380.15	16,101.50	8,995.25	99.38%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	113,500	114,603.11	80,562.51	19,911.36	12,089.08	100.97%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	95.92	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	1,503,210	1,420,881.28	1,359,249.39	36,044.07	33,921.51	94.52%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
0100	Salaries & Wages	651,612	645,313.00	623,836.00	75,186.00	45,540.00	99.03%
0200	Retirement (Social Security & Pension Contribution)	93,517	93,990.14	84,284.18	5,697.00	3,486.00	100.51%
	Health & Life Insurance/Blue Shield CA	39,442	41,981.29	38,227.06	(1,261.14)	3,064.66	106.44%
	Long Term Disability/CNA	3,584	2,823.42	2,527.61	0.00	0.00	78.78%
	Life Insurance/Fortis & Protective Life	2,600	1,862.05	2,320.30	0.00	0.00	71.62%
	Vision Service Plan/VSP	2,898	3,008.32	2,752.13	233.36	230.74	103.82%
	Dental/Ameritas	7,278	6,055.20	7,368.90	0.00	550.00	83.20%
0300	Total Employee Insurance	55,801	55,730.28	53,196.00	(1,027.78)	3,845.40	99.87%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,600	11,364.00	6,074.00	0.00	0.00	172.18%
	TOTAL SALARIES & EMPLOYEE BENEFITS	807,530	806,397.42	767,390.18	79,855.22	52,871.40	99.86%
0700-00	Communications - Telephone	2,250	3,475.81	2,109.05	210.97	251.70	154.48%
0700-01	Communications - Modem/Fax	5,500	6,818.34	5,344.91	357.60	784.28	123.97%
0700-02	Communications - Internet/Database	3,500	1,037.13	3,232.18	34.95	52.40	29.63%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	2,225.43	3,007.19	215.50	215.00	82.42%
0700-07	Communications - ELLI Grant	0	265.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	406.05	426.01	94.17	46.39	50.76%
	Total Communications	14,750	14,227.76	14,119.34	913.19	1,349.77	96.46%
0900-00	Food - General Fund	150	1,252.50	162.02	0.00	63.56	
0900-07	Food - ELLI Grant	250	30.34	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	281.23	0.00	203.13	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	400	1,282.84	443.25	0.00	266.69	320.71%
1000-00	Household Expense	4,500	20,636.97	2,375.24	0.00	62.77	458.60%
1100-00	Insurance - Liability	5,280	5,279.54	5,068.57	0.00	0.00	99.99%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,991.00	4,117.02	0.00	0.00	39.82%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,500	5,490.00	11,713.84	0.00	23.02	43.92%
1300-07	Maintenance of Equipment - ELLI Grant	0	(5,365.95)	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	5,365.95	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	7,481.00	15,830.86	0.00	23.02	42.75%
	HVAC						
	Carpet Cleaning	2,500	2,174.17	1,703.76	0.00	0.00	86.97%
	Groundskeeping, City of Placentia	3,500	2,805.99	0.00	0.00	0.00	80.17%
	Plumbing	30,000	14,923.30	23,001.91	0.00	1,783.49	49.74%
	Electrical	1,800	4,725.09	1,798.78	0.00	0.00	262.51%
	Cleaning Service	1,500	2,151.19	1,170.23	0.00	0.00	143.41%
	Locksmith	13,700	13,050.00	11,550.00	0.00	950.00	95.26%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	286.69	209.91	0.00	24.83	143.35%
	Total Maintenance of Building & Grounds	58,200	44,697.58	65,240.13	0.00	2,848.32	76.80%
1400-00							
1600-00	Memberships - General Fund	3,750	2,771.00	3,569.00	0.00	436.00	73.89%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	425.50	355.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,150	3,196.50	3,924.00	0.00	436.00	77.02%
1700-00							
1700-07	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
	Library Supplies						
	Printing	10,000	10,754.95	8,824.31	0.00	1,678.77	107.55%
	EZ Copy - copy cards for sale to patrons	9,500	12,208.59	9,262.03	18.86	2,574.47	128.51%
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	900	3,251.89	820.92	0.00	159.00	361.32%
	Drinking Water Service	1,700	1,612.64	1,693.74	0.00	136.21	94.86%
	Other Office Supplies	325	289.00	311.00	0.00	26.00	88.92%
1800-00	Total Office Supply Expense - General Fund	8,500	13,326.74	8,639.32	1,227.02	943.08	156.79%
		30,925	41,443.81	29,551.32	1,245.88	5,517.53	134.01%
1800-07	ELLI Grant Supply Expense	1,000	15,109.07	0.00	68.05	0.00	
	Printing	3,418	2,324.77	3,303.60	0.00	2,283.00	
	Publications	0	1,729.71	631.38	0.00	93.46	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	4,200	4,378.44	2,147.79	0.00	155.51	
1800-08	Total Adult Literacy Office Supply Expense	7,618	8,432.92	6,082.77	0.00	2,531.97	110.70%
1800-09	Supply Expense Families for Literacy	3,000	607.80	512.73	0.00	512.73	
	Total Office Expense	42,543	65,593.60	36,146.82	1,313.93	8,562.23	154.18%
1803-00	Postage Expense - General Fund	4,800	5,049.46	2,437.37	595.00	277.51	105.20%
1803-01	Postage Expense - LSCA II Grant	0	535.85	250.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	42.39	0.00	0.00	0.00	42.39%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	5,627.70	2,687.37	595.00	277.51	114.85%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
	Care Resources (Employee Assistance)	420	420.00	420.00	35.00	35.00	100.00%
	Pension Contribution & Operating Expenses	7,500	3,479.12	6,558.01	0.00	0.00	46.39%
	Anaheim Consortium Automated Library System	30,000	25,218.60	43,978.14	0.00	2,583.14	84.06%
	Anaheim Consortium Computer Technical & Consulting Services	0	900.09	0.00	0.00	0.00	
	Clipping Service	475	452.52	452.52	0.00	37.71	95.27%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	6,499.13	308.98	31.73	48.71	71.42%
	Advertising (Including WEB Site)	2,000	2,349.68	786.74	0.00	0.00	117.48%
	Medical Exams	500	1,182.50	315.00	0.00	52.50	236.50%
	Collection Services - Accounts Receivable	2,500	2,154.11	2,227.69	0.00	258.35	86.16%
	Audit & Accounting Services	5,250	5,150.00	5,140.00	0.00	0.00	98.10%
	Payroll Preparation	3,000	3,069.34	2,949.05	0.00	302.70	102.31%
	Election Expenses	0	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)	9,500	25,793.61	9,328.60	562.50	0.00	271.51%
1900-00	Total Specialized Services - General Fund	70,245	76,668.70	72,464.73	629.23	3,318.11	109.14%
1900-01	Specialized Services - Partnerships for Change Grant	0	12,292.81	4,239.76	0.00	4,239.76	
1900-07	Specialized Services - ELLI Grant	13,600	5,271.19	0.00	387.44	0.00	
1900-08	Specialized Services - Adult Literacy	0	3,781.55	8,596.87	480.00	0.00	#DIV/0!
1900-09	Specialized Services - Families for Literacy	2,000	183.69	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	10,793.57	11,938.73	585.18	143.11	89.95%
	Total Specialized Services	97,845	108,991.51	97,240.09	2,081.85	7,700.98	111.39%
2000-00	Legal Notices - General Fund	550	0.00	457.92	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	550	0.00	457.92	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	101,370.22	70,195.48	0.00	0.00	83.92%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	48.00	0.00	0.00	(105.65)	
2400-01	Special Department Expense - Books	150,000	82,828.62	100,820.86	0.00	17,174.64	55.22%
2400-02	Special Department Expense - Video	0	242.12	2,544.06	0.00	1,350.65	
2400-03	Special Department Expense - Electronic	0	28,697.97	23,500.88	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	15,961.78	14,764.79	0.00	8,494.00	
2400-05	Special Department Expense - Audio	0	7,475.58	7,673.00	0.00	4,896.26	
2400-07	Special Department Expense - ELLI Grant	0	78.47	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	6,182	3,723.88	4,291.77	0.00	0.00	60.24%
2400-09	Special Department Expense - Families for Literacy	0	75.51	0.00	0.00	0.00	
	Total Special Department Expense	156,182	139,131.93	153,595.36	0.00	31,809.90	89.08%
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	1,673.23	1,045.60	0.00	234.73	66.93%
2700-01	Transportation/Travel - Meetings, Staff Local	4,000	5,983.35	3,754.72	0.00	367.36	149.58%
2700-02	Transportation/Travel - Meetings, Board Out of Town	600	1,343.60	581.56	0.00	0.00	223.93%
2700-03	Transportation/Travel - Meetings, Board Local	500	940.52	498.25	0.00	32.00	188.10%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	197.97	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy-Grant	250	1,107.54	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,123.68	1,389.55	0.00	1,013.62	112.37%
2700-09	Transportation/Travel - Meetings - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,850	12,369.89	7,269.68	0.00	1,647.71	114.01%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
July 24, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 JUN 2002	FY2000-2001 JUN 2001	FY2001-2002 % EXP BUD
2800-00	Electricity	50,000	58,118.89	37,794.79	0.00	3,255.35	116.24%
	Gas	7,000	3,001.54	5,884.02	231.18	456.06	42.88%
	Water	3,750	3,680.86	3,087.23	301.08	300.15	98.16%
	Total Utilities	60,750	64,801.29	46,766.04	532.26	4,011.56	106.67%
	TOTAL SUPPLIES & SERVICES	599,200	594,688.33	521,360.15	5,436.23	58,996.46	99.25%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,750	2,028.68	1,160.00	0.00	0.00	54.10%
4000-00	Equipment - General Fund	30,000	18,049.98	29,926.90	0.00	886.88	60.17%
4000-07	Equipment - ELLI Grant	5,142	2,797.60	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	557.59	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	1,000	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	37,142	20,847.58	30,484.49	0.00	886.88	56.13%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	37,142	20,847.58	30,484.49	0.00	886.88	56.13%
5200	PROVISION FOR CONTINGENCIES	55,588	0.00	0.00	0.00	(95,000.00)	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,503,210	1,423,962.01	1,320,394.82	85,291.45	17,754.74	94.73%

07/16/02

Placentia Library District
Balance Sheet
As of June 30, 2002

Agenda Item 14
Balance Sheet
Page 1 of 32

	<u>Jun 30, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	852.14
County Exempt - Savings	2,421.75
General Fund - Checking	1,625.34
General Fund - Savings	4,372.72
Literacy Fund - Savings	7,486.95
Payroll Checking	25,903.88
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)	<u>35,000.00</u>
Payroll Savings (Fees)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	<u>85,224.21</u>
Total Current Assets	<u>85,224.21</u>
TOTAL ASSETS	<u><u>85,224.21</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,335.32
Total Capital	70,035.89
Net Income	-10,147.00
Total Equity	<u>85,224.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>85,224.21</u></u>

Placentia Library District
 Profit & Loss by Class
 July 2001 through July 2002

07/18/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Camp Library (Friends)	-204.55	0.00	0.00	0.00	-204.55
COE Cash Register - Copy Cards	3,027.67	0.00	0.00	0.00	3,027.67
COE Children's Dept Income	4,000.00	0.00	0.00	0.00	4,000.00
COE Children's T-Shirts	118.50	15.25	0.00	0.00	133.75
COE Copy Machine Income	66.90	0.00	0.00	0.00	66.90
COE Directors Fund (Friends)	2,541.01	0.00	0.00	0.00	2,541.01
COE Friends - Summer Reading	7.00	0.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Live @ Library 2000 Grant	1,917.97	0.00	0.00	0.00	1,917.97
COE Meeting Room Income	2,121.90	0.00	0.00	0.00	2,121.90
COE Miscellaneous Income	3,576.18	0.00	0.00	0.00	3,576.18
COE Passport Chck Reimbursement	32,348.55	-642.05	0.00	0.00	31,706.50
COE Staff Appreciation Reimb	416.00	0.00	0.00	0.00	416.00
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	6,421.24	0.00	0.00	6,421.24
GF Cash Register - Audio Visual	0.00	32.80	0.00	0.00	32.80
GF Cash Register - Childrens	0.00	167.50	0.00	0.00	167.50
GF Cash Register - Fines	0.00	20,076.01	0.00	0.00	20,076.01
GF Cash Register - Lost Items	0.00	3,829.94	0.00	0.00	3,829.94
GF Cash Register - Misc.	0.00	459.20	0.00	0.00	459.20
GF Cash Register - Reserves	0.00	1,149.22	0.00	0.00	1,149.22
GF Children's	0.00	3,487.50	0.00	0.00	3,487.50
GF County Reimbursements	0.00	6,549.93	0.00	0.00	6,549.93
GF Credit Card Reimbursements	0.00	1,493.85	0.00	0.00	1,493.85
GF Debit Card Income	12.05	0.00	0.00	0.00	12.05
GF Donations to Literacy	0.00	30.00	0.00	0.00	30.00
GF Gifts Income	0.00	2,000.00	0.00	0.00	2,000.00
GF Interest Inc - Checking	7.32	0.00	0.00	0.00	7.32
GF Miscellaneous Income	0.00	776.27	0.00	15.00	791.27
GF Office Expense Reimbursement	0.00	2,698.44	0.00	0.00	2,698.44
GF Passport Revenue	166.00	86,816.70	0.00	0.00	86,982.70
GF Registration fees refund	0.00	21.88	0.00	0.00	21.88
GF Rotary	0.00	10.50	0.00	0.00	10.50
GF Special Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Grants	0.00	83,593.00	0.00	0.00	83,593.00
GF State Library Reimbursements	0.00	13,313.64	0.00	0.00	13,313.64
GF State of CA Foundation Funds	0.00	77,328.00	0.00	0.00	77,328.00
GF Transfers from County	0.00	-23,823.98	0.00	700,295.17	676,471.19
GF Typewriter Income	0.00	16.85	0.00	0.00	16.85
LIT Donations to literacy	0.00	0.00	2,000.00	0.00	2,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	1,520.36	1,520.36
PA Interest Inc - Savings	13.25	193.05	59.60	11.75	277.65
PA Wire Transfer from County	0.00	0.00	0.00	26,961.00	26,961.00
Total Income	50,205.63	291,014.74	2,059.60	728,803.28	1,072,083.25

Placentia Library District
 Profit & Loss by Class
 July 2001 through July 2002

07/18/02

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	25.00	0.00	0.00	0.00	25.00
COE Childin's Strytime (Friends)	2,587.50	0.00	0.00	0.00	2,587.50
COE Childin's Summer Rding Prgm	4,151.62	0.00	0.00	0.00	4,151.62
COE Children's Other	178.43	0.00	0.00	0.00	178.43
COE Copier Lease Payments	2,278.53	0.00	0.00	0.00	2,278.53
COE Copier Maintenance Contract	989.07	0.00	0.00	0.00	989.07
COE Credit Card Transactions	0.00	1,622.25	0.00	0.00	1,622.25
COE Friend's Director's Fund	2,063.16	0.00	0.00	0.00	2,063.16
COE Friend's Other Activities	3,369.07	0.00	0.00	0.00	3,369.07
COE Household Expense	64.50	0.00	0.00	0.00	64.50
COE Library Board Expenses	403.33	0.00	0.00	0.00	403.33
COE Life Insurance payment	612.07	0.00	0.00	0.00	612.07
COE Literacy	180.00	0.00	0.00	0.00	180.00
COE Live at the Library Expense	48.66	0.00	0.00	0.00	48.66
COE Meeting Room Upkeep Expense	40.00	0.00	0.00	0.00	40.00
COE Miscellaneous Expense	3,532.75	0.00	0.00	0.00	3,532.75
COE Office Expense	99.95	0.00	0.00	0.00	99.95
COE Passport Expenses	37,145.45	0.00	0.00	0.00	37,145.45
COE Petty Cash Exp to be reimbu	-3,096.75	0.00	0.00	0.00	-3,096.75
COE Staff Appreciation	704.00	0.00	0.00	0.00	704.00
COE Teen Council - Expense	0.00	7.35	0.00	0.00	7.35
COE Transfer to GF Savings	180.00	0.00	0.00	0.00	180.00
GF Bank Fees	234.50	0.00	0.00	302.13	536.63
GF Children's Expense	0.00	368.15	0.00	0.00	368.15
GF credit card transactions	0.00	83.85	0.00	0.00	83.85
GF Debit Card Transfers Passpo	0.00	-948.82	0.00	0.00	-948.82
GF Debit Cards	0.00	4,519.44	0.00	0.00	4,519.44
GF ELLI Grant	0.00	65.00	0.00	0.00	65.00
GF Equipment (400)	0.00	43.21	0.00	0.00	43.21
GF Food	0.00	4,724.87	0.00	0.00	4,724.87
GF Household Expenses	0.00	131.95	0.00	0.00	131.95
GF Insurance	0.00	1,157.46	0.00	0.00	1,157.46
GF Library Materials (books)	0.00	1,563.04	0.00	0.00	1,563.04
GF Literacy	0.00	51.60	0.00	0.00	51.60
GF Maintenance - Bldg	0.00	546.89	0.00	0.00	546.89
GF Memberships	0.00	498.75	0.00	0.00	498.75
GF Miscellaneous	0.00	335.00	0.00	0.00	335.00
GF Office Expense	0.00	3,753.54	0.00	0.00	3,753.54
GF Postage	0.00	1,213.52	0.00	0.00	1,213.52
GF Printing	101.75	635.44	0.00	0.00	737.19
GF Prof & Spec Services	0.00	520.97	78.00	0.00	598.97
GF Publishing	0.00	480.00	0.00	0.00	480.00
GF Refreshments	0.00	90.02	0.00	0.00	90.02
GF Registration/travel	0.00	78.81	0.00	0.00	78.81
GF Return Check Item & Fees	0.00	3,212.50	0.00	0.00	3,212.50
GF Special Dept Expense	0.00	92.45	0.00	0.00	92.45
	0.00	95.05	0.00	0.00	95.05

Placentia Library District
 Profit & Loss by Class
 July 2001 through July 2002

07/18/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Transfers to County	57,606.61	203,008.95	0.00	0.00	260,615.56
GF Travel CLC Grant	0.00	532.30	0.00	0.00	532.30
GF Travel ELLJ Grant	0.00	492.44	0.00	0.00	492.44
GF Travel Literacy	0.00	641.88	0.00	0.00	641.88
GF Travel Staff	203.07	457.60	0.00	0.00	660.67
GF Travel Trustees	5.00	1,044.52	0.00	0.00	1,049.52
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	21,472.68	21,472.68
PA Employee Benefits	0.00	0.00	0.00	11,660.92	11,660.92
PA Employee Insurance	79.76	0.00	0.00	0.00	79.76
PA Employer Payroll Taxes	0.00	0.00	0.00	198,509.93	198,509.93
PA Garnishment	0.00	0.00	0.00	3,528.00	3,528.00
PA Payroll Processing Fees	0.00	0.00	0.00	0.00	0.00
PA Prepaid Salaries	0.00	0.00	0.00	12,675.49	12,675.49
PA Salaries	0.00	0.00	0.00	480,546.78	480,546.78
Total Expense	113,787.03	231,119.98	78.00	728,695.93	1,073,680.94
Net Income	-63,581.40	59,894.76	1,981.60	107.35	-1,597.69

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Agenda Item 14
COE Fund Checking
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Cleared Transactions

Previous Balance		553.38
Cleared Checks and Payments	78 Items	-6,015.84
Cleared Deposits and Other Credits	18 Items	7,622.45
Cleared Balance		2,159.99

Uncleared Transactions

Uncleared Checks and Payments	45 Items	-3,401.03
Uncleared Deposits and Other Credits	9 Items	1,664.60

New Transactions

Account Balance as of 07/10/2002 (statement closing date)		423.56
New Checks and Payments	4 Items	-565.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		-141.44

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
06/30/2002			Service Charge	County Exempt - Checking	X	-14.00
05/23/2002	3380	Passport Services	Megan Lea Sohn, dob 10...	County Exempt - Checking	X	-45.00
05/23/2002	3381	Passport Services	Peter Chun-Hua Yang, d...	County Exempt - Checking	X	-45.00
05/23/2002	3385	Passport Services	Rosa M. Ramirez, dob 1/...	County Exempt - Checking	X	-90.00
05/29/2002	3389	Passport Services	Edward Anthony Flacks ...	County Exempt - Checking	X	-45.00
05/29/2002	3390	Passport Services	Kim Edward Quick 1-23-...	County Exempt - Checking	X	-45.00
05/29/2002	3391	Passport Services	Sandy Enriquez 10-15-89	County Exempt - Checking	X	-25.00
05/29/2002	3392	Passport Services	Christine Marie Kuster 9...	County Exempt - Checking	X	-60.00
05/29/2002	3393	Passport Services	Aida Kifle 8-17-88 & Da...	County Exempt - Checking	X	-120.00
05/30/2002	3394	Passport Services	James Thomas Bostic 12-...	County Exempt - Checking	X	-93.65
05/30/2002	3395	Passport Services	Maria N. Panagakis 8-11...	County Exempt - Checking	X	-45.00
05/30/2002	3396	Passport Services	Michael Caleb Gartner 5-...	County Exempt - Checking	X	-80.00
06/01/2002	3397	Passport Services	Ynostroza, Peter Chavez ...	County Exempt - Checking	X	-45.00
06/01/2002	3400	Passport Services	Nguyen, Andy DOB: 9/...	County Exempt - Checking	X	-135.00
06/02/2002	3401	Passport Services	Jennifer Giao Nguyen, d...	County Exempt - Checking	X	-80.00
06/02/2002	3402	Passport Services	Andrew Michael Rothans...	County Exempt - Checking	X	-50.00
06/03/2002	3403	Passport Services	Huy Huu Mai, dob 5/3/8...	County Exempt - Checking	X	-70.00
06/03/2002	3404	Passport Services	Tuyen Van Tran, dob 9/2...	County Exempt - Checking	X	-45.00
06/03/2002	3405	Passport Services	Rick Alan Mingerink 4/2...	County Exempt - Checking	X	-45.00
06/03/2002	3406	Passport Services	Vincent Scott Romero D...	County Exempt - Checking	X	-45.00
06/03/2002	3407	Passport Services	Ronda Marie Timpane, d...	County Exempt - Checking	X	-80.00
06/03/2002	3408	Passport Services	Pedro Reyes, dob 1/10/60	County Exempt - Checking	X	-80.00
06/03/2002	3409	Passport Services	Michael Louis Gries, dob...	County Exempt - Checking	X	-45.00
06/04/2002	3410	Passport Services	James Randall Collins, d...	County Exempt - Checking	X	-45.00
06/04/2002	3411	Passport Services	Hugo Enage Villanueva, ...	County Exempt - Checking	X	-25.00
06/05/2002	3412	Passport Services	Joy An Chew, dob 12/18/...	County Exempt - Checking	X	-60.00
06/05/2002	3413	Passport Services	Minh Chi Du, dob 10/17/...	County Exempt - Checking	X	-80.00
06/05/2002	3415	Passport Services	Timothy Matthew Verne,...	County Exempt - Checking	X	-80.00
06/05/2002	3416	Passport Services	Susana Maria Verne, dob...	County Exempt - Checking	X	-80.00
06/05/2002	3417	Passport Services		County Exempt - Checking	X	-45.00
06/05/2002	3418	Passport Services	Johnna Rosaria Driscoll, ...	County Exempt - Checking	X	-25.00
06/05/2002	3419	Passport Services	Alfred Escobedo, dob 1/...	County Exempt - Checking	X	-80.00
06/05/2002	3420	Passport Services	Alejandra Josefina Escob...	County Exempt - Checking	X	-80.00
06/05/2002	3423	Passport Services	Shirley Joyce Hesser DO...	County Exempt - Checking	X	-80.00
06/05/2002	3424	Passport Services	Gloria Angela Espinoza ...	County Exempt - Checking	X	-80.00
06/05/2002	3425	Passport Services	Robert Eugene Madore 8...	County Exempt - Checking	X	-80.00
06/05/2002	3426	Passport Services	Song Saenam 5-4-79	County Exempt - Checking	X	-45.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
06/05/2002	3427	Passport Services	Paul Blake Hainey 9-13-71	County Exempt - Checking	X	-45.00
06/09/2002	3428	Passport Services	Hannah 3-3-90 Patrick 1-...	County Exempt - Checking	X	-95.00
06/10/2002	3429	Passport Services	Jessica 4-29-97,Alyssa 1-...	County Exempt - Checking	X	-140.00
06/10/2002	3430	Passport Services	Ariana 1-22-01,Eric Rei...	County Exempt - Checking	X	-70.00
06/10/2002	3431	Passport Services	Robert Julius Bernie 11/...	County Exempt - Checking	X	-80.00
05/31/2002	3432	Passport Services	Timothy Neil Nable 3-10...	County Exempt - Checking	X	-13.65
06/11/2002	3433	Passport Services	Hee Kyung Ahn 2-8-50,...	County Exempt - Checking	X	-90.00
06/11/2002	3434	Passport Services	Patricia Ann Weaver 6/1...	County Exempt - Checking	X	-80.00
06/11/2002	3435	Passport Services	Rafeal I Gonzalez 10/4/41	County Exempt - Checking	X	-80.00
06/11/2002	3436	Passport Services	Emmanuel Lopez DOB ...	County Exempt - Checking	X	-60.00
06/13/2002	3437	Passport Services	Jeffrey Bruno Mosich 3-...	County Exempt - Checking	X	-80.00
06/15/2002	3438	Passport Services	Lawrence Jay Evans, Jr., ...	County Exempt - Checking	X	-90.00
06/15/2002	3439	Passport Services	Laurie Elizabeth Daughe...	County Exempt - Checking	X	-90.00
06/15/2002	3440	Passport Services	Li Li Jin, dob 2/7/80	County Exempt - Checking	X	-45.00
06/17/2002	3441	Passport Services	Russell Thomas Vanderh...	County Exempt - Checking	X	-80.00
06/17/2002	3442	Passport Services	Scott Allen Van de Kree...	County Exempt - Checking	X	-80.00
06/17/2002	3443	Passport Services	George Donald Clawson,...	County Exempt - Checking	X	-45.00
06/17/2002	3444	Passport Services	Mattiah Ali Ayesh, dob 1...	County Exempt - Checking	X	-115.00
06/17/2002	3445	Passport Services	Bhanumatiben I Shah, do...	County Exempt - Checking	X	-45.00
06/18/2002	3446	Passport Services	Loren William Dupuy	County Exempt - Checking	X	-45.00
06/18/2002	3447	Passport Services	Arturo Martinez, dob 2/1...	County Exempt - Checking	X	-80.00
06/18/2002	3449	Passport Services	Juliana Samih Eid, dog 1...	County Exempt - Checking	X	-45.00
06/19/2002	3450	Harry Schlitz	SRP Performer, 6/19/02; ...	County Exempt - Checking	X	-150.00
06/26/2002	3452	Animal Magic	SRP Performer, 6/26/02; ...	County Exempt - Checking	X	-250.00
07/17/2002	3455	Wild Wonders, Inc.	SRP Performer; Inv. 3/28...	County Exempt - Checking	X	-165.00
07/24/2002	3456	LA Puppet Professionals	SRP Performer, 7/24/02; ...	County Exempt - Checking	X	-200.00
06/19/2002	3459	Omnigrafix Printing		County Exempt - Checking	X	-113.14
06/19/2002	3460	Placentia-Yorba Linda Uni...	SRP Printing: Inv. 211254	County Exempt - Checking	X	-50.00
06/19/2002	3461	Metropolitan Cooperative ...	SRP shirts: Inv. IN0000...	County Exempt - Checking	X	-352.75
06/20/2002	3462	Passport Services	John Scott Honeycutt	County Exempt - Checking	X	-80.00
06/20/2002	3463	Passport Services	Kerry Marie McPheeters,...	County Exempt - Checking	X	-45.00
06/22/2002	3464	Passport Services	Amelia Gonzalez, dab 7/...	County Exempt - Checking	X	-25.00
06/22/2002	3465	Passport Services	Remigo Macaraeg Gutier...	County Exempt - Checking	X	-45.00
06/22/2002	3466	Passport Services	Trevor H. Hulst, dob 7/5/...	County Exempt - Checking	X	-73.65
06/24/2002	3469	Passport Services	Keon Peng, dob 8/26/00	County Exempt - Checking	X	-25.00
06/24/2002	3470	Passport Services	Austin Tyler Woo, dob 3...	County Exempt - Checking	X	-25.00
06/24/2002	3471	Passport Services	Jason Robert Hilliard, do...	County Exempt - Checking	X	-90.00
06/24/2002	3472	Passport Services	Kyle Edward Kierulff, do...	County Exempt - Checking	X	-90.00
06/24/2002	3473	Passport Services	Magdalena Flores Martin...	County Exempt - Checking	X	-120.00
06/24/2002	3474	Passport Services	Mariah Natalie Cohen, d...	County Exempt - Checking	X	-120.00
06/24/2002	3475	Passport Services	Max Everett Toft 6/27/28...	County Exempt - Checking	X	-90.00
Total Cleared Checks and Payments					78 Items	-6,015.84

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Deposits and Other Credits:						
06/04/2002			Deposit	County Exempt - Checking	X	191.00
06/04/2002			Deposit	County Exempt - Checking	X	211.35
06/04/2002			Deposit	County Exempt - Checking	X	180.00
06/05/2002			Deposit	County Exempt - Checking	X	309.94
06/05/2002			Deposit	County Exempt - Checking	X	80.00
06/09/2002			Deposit	County Exempt - Checking	X	3,064.90
06/12/2002			Deposit	County Exempt - Checking	X	60.00
06/16/2002			Deposit	County Exempt - Checking	X	234.94
06/17/2002			Deposit	County Exempt - Checking	X	125.70
06/18/2002			Deposit	County Exempt - Checking	X	83.75
06/18/2002			Deposit	County Exempt - Checking	X	80.00
06/24/2002			Deposit	County Exempt - Checking	X	143.65
06/24/2002			Deposit	County Exempt - Checking	X	25.40
06/25/2002			Deposit	County Exempt - Checking	X	272.60
06/25/2002			Deposit	County Exempt - Checking	X	2,145.00
06/26/2002			Deposit	County Exempt - Checking	X	161.10
06/27/2002			Deposit	County Exempt - Checking	X	185.00
06/30/2002			Balance Adjustment	County Exempt - Checking	X	68.12
Total Cleared Deposits and Other Credits					18 Items	7,622.45

Total Cleared Transactions					96 Items	1,606.61
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Uncleared Transactions as of 07/10/2002:

Uncleared Checks and Payments:

05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86; Ev...	County Exempt - Checking		-45.00
05/21/2002	3383	Fai Ching	Reimbursement of passp...	County Exempt - Checking		-15.00
07/03/2002	3453	Sandii Castleberry Daigh	SRP Performer, 7/3/02; I...	County Exempt - Checking		-150.00
07/10/2002	3454	David Skale	SRP Performer; Inv. 2/4/...	County Exempt - Checking		-175.00
06/24/2002	3467	Passport Services	Simpson Christian, dob 1...	County Exempt - Checking		-60.00
06/24/2002	3468	Passport Services	Janes Doyle Gish, dob 5/...	County Exempt - Checking		-80.00
06/24/2002	3476	Passport Services	Cecelia Rosa Rubalcaba ...	County Exempt - Checking		-93.65
06/24/2002	3477	Passport Services	Christopher Chase Lanca...	County Exempt - Checking		-60.00
06/24/2002	3478	Passport Services	James Harold Lake, dob ...	County Exempt - Checking		-80.00
06/24/2002	3479	M. F. Blouin	176886	County Exempt - Checking		-145.57

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
06/25/2002	3480	Passport Services	Fareh Salman 10/31/66	County Exempt - Checking		-80.00
06/26/2002	3481	Passport Services	Ryan Joseph Nash, dob 4...	County Exempt - Checking		-80.00
06/26/2002	3482	Passport Services	Kai-Yun Yu, dob 8/14/73	County Exempt - Checking		-80.00
06/26/2002	3483	Passport Services	German Orozco, dob 6/3/...	County Exempt - Checking		-80.00
06/26/2002	3484	Passport Services	Vito Anthony Nappi, dob...	County Exempt - Checking		-80.00
06/26/2002	3485	Passport Services	Patrick John Bedrosian, ...	County Exempt - Checking		-80.00
06/26/2002	3486	Passport Services	Thomas Daniel Anderson...	County Exempt - Checking		-80.00
06/26/2002	3487	Passport Services	Paul-Dean Martin, dob 9...	County Exempt - Checking		-45.00
06/26/2002	3488	Passport Services	Barbara Jane Windemuth...	County Exempt - Checking		-90.00
06/27/2002	3489	Passport Services	Myka Arreza Comia, dob...	County Exempt - Checking		-60.00
06/27/2002	3490	Elizabeth D Minter	CEO Director's Fund: 2 ...	County Exempt - Checking		-64.62
06/27/2002	3491	Passport Services	Anthony Jay Carney, dob...	County Exempt - Checking		-45.00
06/27/2002	3492	Passport Services	David Anthony Huerta, I...	County Exempt - Checking		-80.00
06/29/2002	3493	Passport Services	Day Van Huynh 5/25/35 ...	County Exempt - Checking		-90.00
06/30/2002	3494	Elizabeth D Minter	Director's Fund	County Exempt - Checking		-24.01
07/01/2002	3495	Passport Services	Isabel Maria Garcia-Harp...	County Exempt - Checking		-93.65
07/01/2002	3496	Passport Services	Sandy Wei Soo, dob 12/...	County Exempt - Checking		-90.00
07/02/2002	3499	Omnigrafix Printing	INV: A35200; SRP	County Exempt - Checking		-55.69
07/02/2002	3500	Passport Services	Cina Abedzadeh 4/13/82 ...	County Exempt - Checking		-90.00
07/02/2002	3501	Passport Services	Kyan Steven Behnood D...	County Exempt - Checking		-45.00
07/02/2002	3502	Passport Services	Arturo Martinez 10/20/86	County Exempt - Checking		-60.00
07/03/2002	3503	Christopher's Flowers	Herrera-Thomas; Direct...	County Exempt - Checking		-44.18
07/03/2002	3504	Passport Services	Sallie Sue Perumean, do...	County Exempt - Checking		-45.00
07/03/2002	3505	Passport Services	Bianca Isabella Jinanez ...	County Exempt - Checking		-60.00
07/04/2002	3506	Passport Services	Johnny Villalobos, Jr., d...	County Exempt - Checking		-60.00
07/04/2002	3507	Passport Services	Mansoureh Tavakol, dob...	County Exempt - Checking		-80.00
07/04/2002	3508	Passport Services	Maryam Sayar, dob 10/2...	County Exempt - Checking		-45.00
07/06/2002	3509	Passport Services	Juan Romero Rey, dob 6/...	County Exempt - Checking		-45.00
07/06/2002	3510	Passport Services	Monica Vanessa William...	County Exempt - Checking		-45.00
07/08/2002	3511	Passport Services	Cathy Juhn, dob 9/28/72	County Exempt - Checking		-45.00
07/08/2002	3512	Passport Services	Mark Anthony Tapia, do...	County Exempt - Checking		-80.00
07/09/2002	3513	S&S Worldwide	Invoices 3465040; 38365...	County Exempt - Checking		-119.66
06/30/2002	3514	Crestline	Ribbons for name badges	County Exempt - Checking		-175.00
07/09/2002	3515	Passport Services	Corey Allen Smith, DOB...	County Exempt - Checking		-80.00
07/09/2002	3516	Passport Services	Brandee Beth Bower, do...	County Exempt - Checking		-80.00
Total Uncleared Checks and Payments				45 Items		-3,401.03
Uncleared Deposits and Other Credits:						
06/30/2002			Deposit	County Exempt - Checking		90.00
07/01/2002			Deposit	County Exempt - Checking		1,000.00
07/01/2002			Deposit	County Exempt - Checking		95.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
07/02/2002			Deposit	County Exempt - Checking		84.80
07/03/2002			Deposit	County Exempt - Checking		68.00
07/05/2002			Deposit	County Exempt - Checking		230.00
07/08/2002			Deposit	County Exempt - Checking		90.00
07/09/2002			Deposit	County Exempt - Checking		3.95
07/10/2002			Deposit	County Exempt - Checking		2.85
Total Uncleared Deposits and Other Credits					9 Items	1,664.60

Total Uncleared Transactions as of 07/10/2002 **54 Items** **-1,736.43**

New Transactions:

New Checks and Payments:

07/31/2002	3457	Storytellers & Troubadours	SRP Performer 7/31/02; ...	County Exempt - Checking		-200.00
08/07/2002	3458	Randel McGee	SRP Performer 8/7/02	County Exempt - Checking		-250.00
07/24/2002	3497	LA Puppet Professionals	SRP: Performance	County Exempt - Checking		-25.00
07/24/2002	3498	Passport Services	Jennifer Michele Gogley ...	County Exempt - Checking		-90.00
Total New Checks and Payments					4 Items	-565.00

New Deposits and Other Credits:

Total New Deposits and Other Credits 0 Items 0.00

Total New Transactions **4 Items** **-565.00**

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 07/10/2002

Cleared Transactions

Previous Balance		2,322.15
Cleared Checks and Payments	2 Items	-263.25
Cleared Deposits and Other Credits	15 Items	362.85
Cleared Balance		2,421.75

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	2 Items	63.25

New Transactions

Account Balance as of 07/10/2002 (statement closing date)		2,485.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,485.00

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
06/30/2002			Service Charge	County Exempt - Savings	X	-10.00
06/19/2002	1120	IKON	Copier contract: Inv.211...	County Exempt - Savings	X	-253.25
Total Cleared Checks and Payments					2 Items	-263.25
Cleared Deposits and Other Credits:						
05/31/2002			Interest	County Exempt - Savings	X	1.45
06/05/2002			Deposit	County Exempt - Savings	X	68.45
06/05/2002			Deposit	County Exempt - Savings	X	35.00
06/09/2002			Deposit	County Exempt - Savings	X	31.00
06/10/2002			Deposit	County Exempt - Savings	X	2.75
06/11/2002			Deposit	County Exempt - Savings	X	5.25
06/12/2002			Deposit	County Exempt - Savings	X	8.05
06/16/2002			Deposit	County Exempt - Savings	X	32.60
06/19/2002			Deposit	County Exempt - Savings	X	10.6
06/20/2002			Deposit	County Exempt - Savings	X	38.25
06/23/2002			Deposit	County Exempt - Savings	X	80.00
06/24/2002			Deposit	County Exempt - Savings	X	1.90
06/27/2002			Deposit	County Exempt - Savings	X	32.90
06/28/2002			Deposit	County Exempt - Savings	X	13.10
06/30/2002			Interest	County Exempt - Savings	X	1.50
Total Cleared Deposits and Other Credits					15 Items	362.85
Total Cleared Transactions					17 Items	99.60

Uncleared Transactions as of 07/10/2002:

Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00

Uncleared Deposits and Other Credits:						
07/05/2002			Deposit	County Exempt - Savings		31.45

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 07/10/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
07/08/2002			Deposit	County Exempt - Savings		31.80
Total Uncleared Deposits and Other Credits					2 Items	63.25
Total Uncleared Transactions as of 07/10/2002					2 Items	63.25
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

Reconciliation Report

General Fund - Checking account reconciled for the period ending 07/10/2002

Cleared Transactions

Previous Balance		2,362.73
Cleared Checks and Payments	8 Items	-573.90
Cleared Deposits and Other Credits	1 Items	70.52
Cleared Balance		1,859.35

Uncleared Transactions

Uncleared Checks and Payments	6 Items	-602.50
Uncleared Deposits and Other Credits	1 Items	4,471.07

New Transactions

Account Balance as of 07/10/2002 (statement closing date)		5,727.92
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,727.92

Reconciliation Report

General Fund - Checking account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
05/31/2002			Service Charge	General Fund - Checking	X	-15.00
06/03/2002			Service Charge	General Fund - Checking	X	-15.00
04/30/2002	4479	Elizabeth D Minter	Reimbursement	General Fund - Checking	X	-132.95
05/21/2002	4484	Elisa Herrera-Thomas	Reimbursement for rental...	General Fund - Checking	X	-198.07
06/05/2002	4490	Placentia Chamber of Com...	Dinsmore, EDM, Shkole...	General Fund - Checking	X	-20.00
06/22/2002	4491	Placentia Library District	To correct deposit of 11/...	General Fund - Checking	X	-165.00
06/24/2002	4492	US Postmaster Placentia	Postage Circulation/certif...	General Fund - Checking	X	-7.88
06/27/2002	4495	Placentia Chamber of Com...	Breakfast: Minter, Dins...	General Fund - Checking	X	-20.00
Total Cleared Checks and Payments					8 Items	-573.90
Cleared Deposits and Other Credits:						
06/03/2002			Balance Adjustment	General Fund - Checking	X	70.52
Total Cleared Deposits and Other Credits					1 Items	70.52
Total Cleared Transactions					9 Items	-503.38
Uncleared Transactions as of 07/10/2002:						
Uncleared Checks and Payments:						
05/21/2002	4486	Julie Shook	reimbursement	General Fund - Checking		-17.23
05/29/2002	4488	Placentia Chamber of Com...	Chamber Breakfast-Shko...	General Fund - Checking		-30.00
06/26/2002	4494	Smart & Final	YA Grant / Food	General Fund - Checking		-96.82
06/27/2002	4496	Intuit Inc	Reorder 500 County Exe...	General Fund - Checking		-89.96
07/01/2002	4497	Buena Park Plaque & Trop...	Printing: MOM's Club P...	General Fund - Checking		-48.49
07/08/2002	4498	The Computer Training Ce...	Rakos & Perez, Quickbo...	General Fund - Checking		-320.00
Total Uncleared Checks and Payments					6 Items	-602.50
Uncleared Deposits and Other Credits:						
07/02/2002			Deposit	General Fund - Checking		4,471.07
Total Uncleared Deposits and Other Credits					1 Items	4,471.07

Reconciliation Report

General Fund - Checking account reconciled for the period ending 07/10/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>	
Total Uncleared Transactions as of 07/10/2002						7 Items	3,868.57
New Transactions:							
New Checks and Payments:							
Total New Checks and Payments						0 Items	0.00
New Deposits and Other Credits:							
Total New Deposits and Other Credits						0 Items	0.00
Total New Transactions						0 Items	0.00

Reconciliation Report

General Fund - Savings account reconciled for the period ending 07/10/2002

Cleared Transactions

Previous Balance		15,803.00
Cleared Checks and Payments	5 Items	-23,671.33
Cleared Deposits and Other Credits	41 Items	15,677.44
Cleared Balance		7,809.11

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-61,314.00
Uncleared Deposits and Other Credits	12 Items	57,831.98

New Transactions

Account Balance as of 07/10/2002 (statement closing date)		4,327.09
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,327.09

Reconciliation Report

General Fund - Savings account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
05/12/2002			Service Charge	General Fund - Savings	X	-20.00
06/28/2002			Deposit correction; chec...	General Fund - Savings	X	-45.00
05/30/2002	1118	Orange County Auditor	Revenue Transfer	General Fund - Savings	X	-6,701.13
06/19/2002	1119	Orange County Auditor		General Fund - Savings	X	-11,120.79
06/20/2002	1120	Orange County Auditor		General Fund - Savings	X	-5,784.41
Total Cleared Checks and Payments				5 Items		-23,671.33
Cleared Deposits and Other Credits:						
06/04/2002			Deposit	General Fund - Savings	X	482.00
06/04/2002			Deposit	General Fund - Savings	X	362.65
06/04/2002			Deposit	General Fund - Savings	X	510.85
06/04/2002			Deposit	General Fund - Savings	X	285.00
06/04/2002			Deposit	General Fund - Savings	X	691.00
06/05/2002			Deposit	General Fund - Savings	X	619.5
06/05/2002			Deposit	General Fund - Savings	X	319.55
06/05/2002			Deposit	General Fund - Savings	X	497.35
06/05/2002			Deposit	General Fund - Savings	X	121.40
06/09/2002			Deposit	General Fund - Savings	X	239.45
06/09/2002			Deposit	General Fund - Savings	X	418.65
06/09/2002			Deposit	General Fund - Savings	X	135.00
06/10/2002			Deposit	General Fund - Savings	X	510.00
06/10/2002			Deposit	General Fund - Savings	X	107.14
06/11/2002			Deposit	General Fund - Savings	X	1,986.80
06/12/2002			Deposit	General Fund - Savings	X	378.45
06/16/2002			Deposit	General Fund - Savings	X	93.00
06/16/2002			Deposit	General Fund - Savings	X	515.00
06/16/2002			Deposit	General Fund - Savings	X	437.00
06/17/2002			Deposit	General Fund - Savings	X	490.45
06/17/2002			Deposit	General Fund - Savings	X	31.40
06/18/2002			Deposit	General Fund - Savings	X	466.00
06/18/2002			Deposit	General Fund - Savings	X	75.90
06/18/2002			Deposit	General Fund - Savings	X	472.00
06/18/2002			Deposit	General Fund - Savings	X	210.00
06/19/2002			Deposit	General Fund - Savings	X	299.1
06/19/2002			Deposit	General Fund - Savings	X	345.00
06/20/2002			Deposit	General Fund - Savings	X	315.00

Reconciliation Report

General Fund - Savings account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
06/20/2002			Deposit	General Fund - Savings	X	147.80
06/24/2002			Deposit	General Fund - Savings	X	381.00
06/24/2002			Deposit	General Fund - Savings	X	438.00
06/24/2002			Deposit	General Fund - Savings	X	165.00
06/24/2002			Deposit	General Fund - Savings	X	315.00
06/24/2002			Deposit	General Fund - Savings	X	380.60
06/24/2002			Deposit	General Fund - Savings	X	72.48
06/25/2002			Deposit	General Fund - Savings	X	553.90
06/26/2002			Deposit	General Fund - Savings	X	552.10
06/27/2002			Deposit	General Fund - Savings	X	642.70
06/27/2002			Deposit	General Fund - Savings	X	50.00
06/28/2002			Deposit	General Fund - Savings	X	553.40
06/28/2002			Balance Adjustment	General Fund - Savings	X	10.17
Total Cleared Deposits and Other Credits					41 Items	15,677.44
Total Cleared Transactions					46 Items	-7,993.89
Uncleared Transactions as of 07/10/2002:						
Uncleared Checks and Payments:						
06/23/2002	1123	Placentia Library District	FY 2002 transfer adjustm...	General Fund - Savings		-1,314.76
06/26/2002	1124	Orange County Auditor	Local \$266.98 / Passport ...	General Fund - Savings		-2,302.63
07/03/2002	1126	Orange County Auditor	State \$54,000.00; Local ...	General Fund - Savings		-57,606.61
05/02/2002	3321	Passport Services	Raymond Alegre Gutauc...	General Fund - Savings		-45.00
05/02/2002	3322	Passport Services	Heather Althea Heintz do...	General Fund - Savings		-45.00
Total Uncleared Checks and Payments					5 Items	-61,314.00
Uncleared Deposits and Other Credits:						
06/30/2002			Deposit	General Fund - Savings		226.00
06/30/2002			Deposit	General Fund - Savings		45.00
07/01/2002			Deposit	General Fund - Savings		556.20
07/02/2002			Deposit	General Fund - Savings		54,000.00
07/02/2002			Deposit	General Fund - Savings		6.21
07/02/2002			Deposit	General Fund - Savings		630.40
07/03/2002			Deposit	General Fund - Savings		389.60
07/05/2002			Deposit	General Fund - Savings		304.60
07/07/2002			Deposit	General Fund - Savings		332.00

Reconciliation Report

General Fund - Savings account reconciled for the period ending 07/10/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
07/08/2002			Deposit	General Fund - Savings		437.17
07/09/2002			Deposit	General Fund - Savings		537.10
07/10/2002			Deposit	General Fund - Savings		367.70
Total Uncleared Deposits and Other Credits					12 Items	57,831.98
Total Uncleared Transactions as of 07/10/2002					17 Items	-3,482.02
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 07/10/2002

Cleared Transactions

Previous Balance		7,482.34
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	4.61
 Cleared Balance		 7,486.95

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 07/10/2002 (statement closing date)		7,486.95
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 7,486.95

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
Total Cleared Checks and Payments						0.00
						0 Items
Cleared Deposits and Other Credits:						
06/30/2002			Interest	Literacy Fund - Savings	X	4.61
Total Cleared Deposits and Other Credits						4.61
						1 Items
Total Cleared Transactions						4.61
						1 Items
Uncleared Transactions as of 07/10/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments						0.00
						0 Items
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits						0.00
						0 Items
Total Uncleared Transactions as of 07/10/2002						0.00
						0 Items
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments						0.00
						0 Items
New Deposits and Other Credits:						
Total New Deposits and Other Credits						0.00
						0 Items

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 07/10/2002

<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

Reconciliation Report

Payroll Checking account reconciled for the period ending 07/09/2002

Cleared Transactions

Previous Balance		27,693.53
Cleared Checks and Payments	2 Items	-437.17
Cleared Deposits and Other Credits	1 Items	0.00
 Cleared Balance		 27,256.36

Uncleared Transactions

Uncleared Checks and Payments	26 Items	-20,234.95
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 07/09/2002 (statement closing date)		7,021.41
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 7,021.41

Reconciliation Report

Payroll Checking account reconciled for the period ending 07/09/2002

<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:						
06/30/2002			Service Charge	Payroll Checking	X	-45.17
06/19/2002	2491	Katherine L. Roberts		Payroll Checking	X	-392.00
Total Cleared Checks and Payments					2 Items	-437.17
Cleared Deposits and Other Credits:						
05/21/2002			VOID: VOID:	Payroll Checking	X	
Total Cleared Deposits and Other Credits					1 Items	0.00
Total Cleared Transactions					3 Items	-437.17
Uncleared Transactions as of 07/09/2002:						
Uncleared Checks and Payments:						
07/03/2002		Paychex		Payroll Checking		-13,529.01
07/03/2002	0679	Nationwide Retirement Sol...	Replace payroll check 25...	Payroll Checking		-1,063.27
07/03/2002	0680	Orange County Auditor	Replace payroll check 2...	Payroll Checking		-249.42
02/14/2001	1556	Manuel Perez		Payroll Checking		-271.14
06/05/2002	2434	Jerry S. Choice		Payroll Checking		-215.60
06/05/2002	2445	Rebecca Messenger		Payroll Checking		-99.12
06/05/2002	2451	Joshua Robbins		Payroll Checking		-81.04
06/19/2002	2463	Jerry S. Choice		Payroll Checking		-215.60
06/19/2002	2474	Rebecca Messenger		Payroll Checking		-110.17
06/19/2002	2477	Barbara Phillips		Payroll Checking		-108.37
06/19/2002	2480	Joshua Robbins		Payroll Checking		-124.46
07/03/2002	2493	Jerry S. Choice		Payroll Checking		-113.47
07/03/2002	2494	Frank Frizell		Payroll Checking		-1,022.85
07/03/2002	2495	Esther P. Guzman		Payroll Checking		-248.35
07/03/2002	2496	Joyce G. Hampton		Payroll Checking		-297.44
07/03/2002	2497	Margarita Hernandez		Payroll Checking		-164.22
07/03/2002	2498	Elisa Herrera-Thomas		Payroll Checking		-668.63
07/03/2002	2499	Phyllis Humple		Payroll Checking		-55.01
07/03/2002	2504	Rebecca Messenger		Payroll Checking		-93.50

Reconciliation Report

Payroll Checking account reconciled for the period ending 07/09/2002

Date	No.	Payee	Memo	Account	C	Amount
07/03/2002	2507	Barbara Phillips		Payroll Checking		-332.90
07/03/2002	2508	Beatrice V. Quintanar		Payroll Checking		-226.38
07/03/2002	2510	Joshua Robbins		Payroll Checking		-124.46
07/03/2002	2515	Edward Strysik		Payroll Checking		-281.62
07/03/2002	2519	Placentia Library District - ...		Payroll Checking		-19.94
07/03/2002	2520	Katherine L. Roberts		Payroll Checking		-392.00
04/28/1999	4420	Hai Vuu		Payroll Checking		-126.98
Total Uncleared Checks and Payments					26 Items	-20,234.95
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 07/09/2002					26 Items	-20,234.95
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

EDM
7/9/02

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 07/10/2002

Cleared Transactions

Previous Balance		2,386.71
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	10.07
Cleared Balance		2,396.78

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 07/10/2002 (statement closing date)		2,396.78
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,396.78

Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 07/10/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
06/28/2002				Payroll Savings (Fees)	X	3.03
06/28/2002			Balance Adjustment	Payroll Savings (Fees)	X	7.04
Total Cleared Deposits and Other Credits					2 Items	10.07
Total Cleared Transactions					2 Items	10.07
Uncleared Transactions as of 07/10/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 07/10/2002					0 Items	0.00
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00

Reconciliation Report

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Payroll Fund Savings (B of A)
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Payroll Savings (Fees) account reconciled for the period ending 07/10/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
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Total New Transactions

0 Items

0.00

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 07/16/2002

Cleared Transactions

Previous Balance		4,551.44
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	21 Items	257.50
Cleared Balance		4,808.94

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	355.71

New Transactions

Account Balance as of 07/16/2002 (statement closing date)		5,164.65
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,164.65

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 07/16/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
04/23/2002			387-007028-5	Payroll Savings (Int CDs)	X	5.98
04/23/2002			387-007027-7	Payroll Savings (Int CDs)	X	5.98
04/23/2002			387-007029-3	Payroll Savings (Int CDs)	X	11.98
04/23/2002			387-007026-9	Payroll Savings (Int CDs)	X	11.98
04/23/2002			387-007031-9	Payroll Savings (Int CDs)	X	23.95
04/23/2002			387-007030-1	Payroll Savings (Int CDs)	X	23.95
04/30/2002			387-007032-7	Payroll Savings (Int CDs)	X	2.82
05/23/2002			387-007028-5	Payroll Savings (Int CDs)	X	5.80
05/23/2002			387-007027-7	Payroll Savings (Int CDs)	X	5.80
05/23/2002			387-007-029-3	Payroll Savings (Int CDs)	X	11.59
05/23/2002			387-007026-9	Payroll Savings (Int CDs)	X	11.59
05/23/2002			387-007031-9	Payroll Savings (Int CDs)	X	23.18
05/23/2002			387-007030-1	Payroll Savings (Int CDs)	X	23.18
05/31/2002			387-007032-7	Payroll Savings (Int CDs)	X	2.97
06/24/2002			387-007028-5	Payroll Savings (Int CDs)	X	5.99
06/24/2002			387-007027-7	Payroll Savings (Int CDs)	X	5.99
06/24/2002			387-007029-3	Payroll Savings (Int CDs)	X	11.97
06/24/2002			387-007026-9	Payroll Savings (Int CDs)	X	11.97
06/24/2002			387-007031-9	Payroll Savings (Int CDs)	X	23.95
06/24/2002			387-007030-1	Payroll Savings (Int CDs)	X	23.95
06/30/2002			387-007032-7	Payroll Savings (Int CDs)	X	2.93
Total Cleared Deposits and Other Credits					21 Items	257.50
Total Cleared Transactions					21 Items	257.50
Uncleared Transactions as of 07/16/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 07/16/2002

<u>Date</u>	<u>No.</u>	<u>Payee</u>	<u>Memo</u>	<u>Account</u>	<u>C</u>	<u>Amount</u>
Uncleared Deposits and Other Credits:						
01/23/2002			difference in interest fro...	Payroll Savings (Int CDs)		355.71
Total Uncleared Deposits and Other Credits					1 Items	355.71
Total Uncleared Transactions as of 07/16/2002					1 Items	355.71
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*EDM
7/16/02*

ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF JUNE 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	8,794.94	544	485	1,915.30	135	135	10,710.24	679	620	1,582.44	93	95	12,292.68	772	713
Adult Circulating Non-Fiction	20,391.75	1,186	1,120	9,649.62	369	366	30,041.37	1,555	1,486	3,375.55	222	222	33,416.92	1,777	1,708
Adult Reference	16,430.41	209	135	835.32	13	13	17,265.73	222	148	1,166.84	38	36	18,432.57	260	184
Adult Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Collections	30,982.97	9	9	0.00	0	0	30,982.97	9	9	0.00	0	0	30,982.97	9	9
Total Adult Non-Fiction	67,805.13	1,404	1,264	10,484.94	382	379	78,290.07	1,786	1,643	4,542.39	260	258	82,832.46	2,046	1,901
TOTAL ADULT PRINT MATERIALS	76,600.07	1,948	1,948	12,400.24	517	514	89,000.31	2,465	2,263	6,124.83	353	351	95,125.14	2,818	2,614
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	350.00	23	23	350.00	23	23
Adult Audio Books	5,592.27	105	103	0.00	0	0	5,592.27	105	103	124.85	3	3	5,717.12	108	106
Total Adult Audio	5,592.27	105	103	0.00	0	0	5,592.27	105	103	474.85	26	26	6,067.12	131	129
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	2	2	0.00	2	2
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	89.95	6	6	89.95	6	6
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	5,592.27	105	103	0.00	0	0	5,592.27	105	103	564.80	32	32	6,157.07	137	135
TOTAL ADULT MATERIALS	82,192.34	2,053	2,051	12,400.24	517	514	94,592.58	2,570	2,366	6,689.63	385	383	101,282.21	2,955	2,749
Juvenile Fiction	13,778.63	1,032	866	1,249.95	78	75	15,028.58	1,110	941	1,177.10	120	120	16,205.68	1,230	1,061
Juvenile Circulating Non-Fiction	11,000.90	762	713	4,205.20	217	211	15,205.10	979	924	1,006.30	82	76	16,212.40	1,061	1,000
Juvenile Reference	9,832.25	214	139	36.05	2	2	9,868.30	216	141	137.95	6	3	10,006.25	222	144
Juvenile Print Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Collections	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	20,833.15	976	852	4,241.25	219	213	25,074.40	1,195	1,065	1,144.25	88	79	26,218.65	1,283	1,144
TOTAL JUVENILE PRINT MATERIALS	34,611.78	2,008	1,718	5,491.20	297	288	40,102.98	2,305	2,006	2,321.35	308	199	42,424.33	2,513	2,205
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	600.96	22	22	1,090.95	42	42	1,691.91	65	65	0.00	0	0	1,691.91	65	65
Total Juvenile Audio	600.96	22	22	1,090.95	42	42	1,691.91	65	65	0.00	0	0	1,691.91	65	65
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	50.00	4	4	50.00	3	3
Juvenile Video Entertainment	16.99	1	1	0.00	0	0	16.99	1	1	80.00	7	7	96.99	7	7
Total Juvenile Video	16.99	1	1	0.00	0	0	16.99	1	1	130.00	11	11	146.99	10	10
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	617.95	23	23	1,090.95	42	42	1,708.90	66	66	130.00	11	11	1,838.90	75	75
TOTAL JUVENILE MATERIALS	35,229.73	2,031	1,741	6,582.15	339	330	41,811.88	2,371	2,072	2,451.35	219	210	44,263.23	2,588	2,280
Total Fiction	22,573.57	1,576	1,351	3,165.25	213	210	25,738.82	1,789	1,561	2,759.54	213	213	28,498.36	2,002	1,774
Total Non-Fiction	88,638.28	2,380	2,116	14,726.19	601	592	103,364.47	2,981	2,708	5,686.64	348	337	109,051.11	3,329	3,045
Total Audio	6,193.23	127	125	1,090.95	42	42	7,284.18	170	168	474.85	26	26	7,759.03	196	194
Total Video	16.99	1	1	0.00	0	0	16.99	1	1	219.95	17	17	236.94	16	16
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	117,422.07	4,084	3,593	18,982.39	856	844	136,404.66	4,941	4,438	9,140.98	604	593	145,545.44	5,543	5,029

ACQUISITIONS REPORT FOR THE MONTH OF JUNE 2002
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	289.50	21	955.68	89	1,245.18	110	277.65	16	1,522.83	126
Adult Circulating Non-Fiction	95.82	6	1,403.14	65	1,498.96	71	486.00	27	1,984.96	98
Adult Reference	1,124.36	12	0.00	0	1,124.36	12	349.95	9	1,474.31	21
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	1,658.00	1	0.00	0	1,658.00	1	0.00	0	1,658.00	1
Total Adult Non-Fiction	2,878.18	19	1,403.14	65	4,281.32	84	835.95	36	5,117.27	120
TOTAL ADULT PRINT MATERIALS	3,167.68	40	2,338.82	154	5,526.50	194	1,113.60	52	6,640.10	246
Adult Audio/Music	0.00	0	0.00	0	0.00	0	350.00	23	350.00	23
Adult Audio Books	583.10	12	0.00	0	583.10	12	124.85	3	707.95	15
Total Adult Audio	583.10	12	0.00	0	583.10	12	474.85	26	1,057.95	38
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	2	0.00	2
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	2	0.00	2
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	583.10	12	0.00	0	583.10	12	474.85	28	1,057.95	40
TOTAL ADULT MATERIALS	3,750.78	52	2,338.82	154	6,109.60	206	1,588.45	80	7,698.05	286
Juvenile Fiction	43.97	6	48.01	4	91.98	10	111.00	17	202.98	27
Juvenile Circulating Non-Fiction	0.00	0	108.58	5	108.58	5	17.00	3	125.58	8
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	108.58	5	108.58	5	17.00	3	125.58	8
TOTAL JUVENILE PRINT MATERIALS	43.97	6	156.59	9	200.56	15	128.00	20	328.56	35
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	600.96	22	134.53	5	735.49	27	0.00	0	735.49	27
Total Juvenile Audio	600.96	22	134.53	5	735.49	27	0.00	0	735.49	27
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	10.00	1	10.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	10.00	1	10.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	20.00	2	20.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	600.96	22	134.53	5	735.49	27	30.00	2	755.49	27
TOTAL JUVENILE MATERIALS	644.93	28	291.12	14	936.05	42	148.00	22	1,084.05	62
Total Fiction	333.47	27	1,003.69	93	1,337.16	120	388.65	33	1,725.81	153
Total Non-Fiction	2,878.18	19	1,511.72	70	4,389.90	89	852.95	39	5,242.85	128
Total Audio	1,184.06	34	134.53	5	1,318.59	39	474.85	26	1,793.44	65
Total Video	0.00	0	0.00	0	0.00	0	20.00	4	20.00	2
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	4,395.71	80	2,649.94	168	7,045.65	248	1,236.45	102	8,782.10	348

OUTSTANDING ORDERS AS OF JUNE 30, 2002

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$7,266.24	\$1,215.40	\$8,501.64

TO: Elizabeth D. Minter, Library Director
 FROM: Alice Kuo, Circulation Supervisor 
 DATE: July 24, 2002
 SUBJECT: Unique Management Services, Inc. Report for Month of March

This report was received from Unique Management on July 8, 2002.
 Attachment A is enclosed.
 A summary of the current status is as follows:

FY 2001-02	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	15	73	8	466.47	1
August	18	79	4	306.80	2
September	20	94	3	305.45	1
October	7	71	15	1,025.32	2
November	17	62	6	437.79	1
December	7	57	2	143.32	1
January	16	61	3	192.30	1
February	28	59	2	453.20	1
March	6	49	5	409.13	1
April	14	55	3	239.05	0
May	12	51	5	406.44	0
June	16	56	3	658.61	0
TOTAL YTD	176	767	59	5,043.88	11

