

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

October 16, 2002

UNUSUAL DATE

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant
2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the September 18, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Minutes of the September 30, 2002 Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

5. 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).

6. Board President Report

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

7. Trustee Reports

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

8. Library Director Report

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

9. Friends of Placentia Library Board of Directors Report

10. Placentia Library Foundation Board of Directors Report

11. Placentia History Room Report

CLAIMS (Items 12 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 – 15 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4319 and 4324 forwarded by Library Director for a subtotal of \$7,006.85; Claims 4316, 4317, 4318, 4320, 4321, 4322 and 4323 forwarded by the Trustees for a subtotal of \$34,042.99; with a combined total of \$41,049.84 for this report period.

14. Current Claims and Payroll (Approve)

Claims 4325, 4326, 4327 and 4328 for a subtotal for Claims of \$8,262.93; and Payrolls 4329 for \$27,735.00 and 4330 for \$27,735.00 for a subtotal for Payrolls of \$55,470.00; with a combined total of Claims and Payroll of \$63,732.93.

15. FY2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation to authorize transfer of \$50,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2002. (Receive & File and Approve Fund Transfer)

FINANCIAL REPORTS (Items 16 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 – 20 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.

16. Financial Reports for September 2002 (Receive & File)

17. Office General Ledger & Check Registers for September 2002 (Receive & File)

18. Acquisitions Report for September 2002 (Receive & File)

19. Collection Agency Report for September 2002 (Receive & File)

20. Gifts Report for September 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 21 – 30)

Presentation: Library Director
Recommendation: Approve by Motion

Items 21 – 30 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

21. Building Maintenance Report for September 2002 (Receive & File)
22. Personnel Report for September 2002 (Receive, File, and Ratify Appointments)
23. Volunteer Report for September 2002 (Receive & File)
24. Circulation Report for September 2002 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
26. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
27. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
28. Letter from the State Library of California reporting the Placentia Library District's estimated share of the Fiscal Year 2002-2003 Public Library Fund is \$46,376. (Receive & File)
29. Letter from the State Library of California reporting that the Families for Literacy Grant (FFL) for Fiscal Year 2002-2003 is \$12,061. (Receive & File)
30. Workers' Compensation Claim Settled. (Receive & File)

CONTINUING BUSINESS

31. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

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

NEW BUSINESS

32. California Public Notice reimbursement program and authorization to use Shields Consulting Group, Sacramento, as the contract claim preparation processor.

Presentation: Library Director
Recommendation: Authorize Placentia Library District to file reimbursement claims for the eligible State mandated programs; and

Authorize Library Board President Shkoler to sign the Agreement for Mandated Cost Claiming Services with Shields Consulting Group.

33. Approve the Addendum to State of California Purchase Card Program Master Service Agreement and Adopt Resolution to authorize the Library Director to sign the CAL-Card application

Presentation: Library Director
Recommendation: Approve the Addendum to State of California Purchase Card Program Master Service Agreement; and
Motion to read Resolution 03-01 by title only; and
Motion to adopt Resolution 03-01.

STAFF REPORTS (Items 34 - 39)

Items 34 – 39 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.

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

ADJOURNMENT

40. Agenda Preparation for the November Regular Meeting, which will be held on Wednesday, November 20, 2002 at 6:30 P.M.
41. Review of Action Items.

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

42. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the October 16, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, October 10, 2002.



Placentia Library Board Calendar

October 2002 - September 2003

Oct 2002

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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
- 16 5:30 PM Chamber Mixer at Preferred Businesses of America, 207A S. Lakeview
- 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

November

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

December

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

January

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

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

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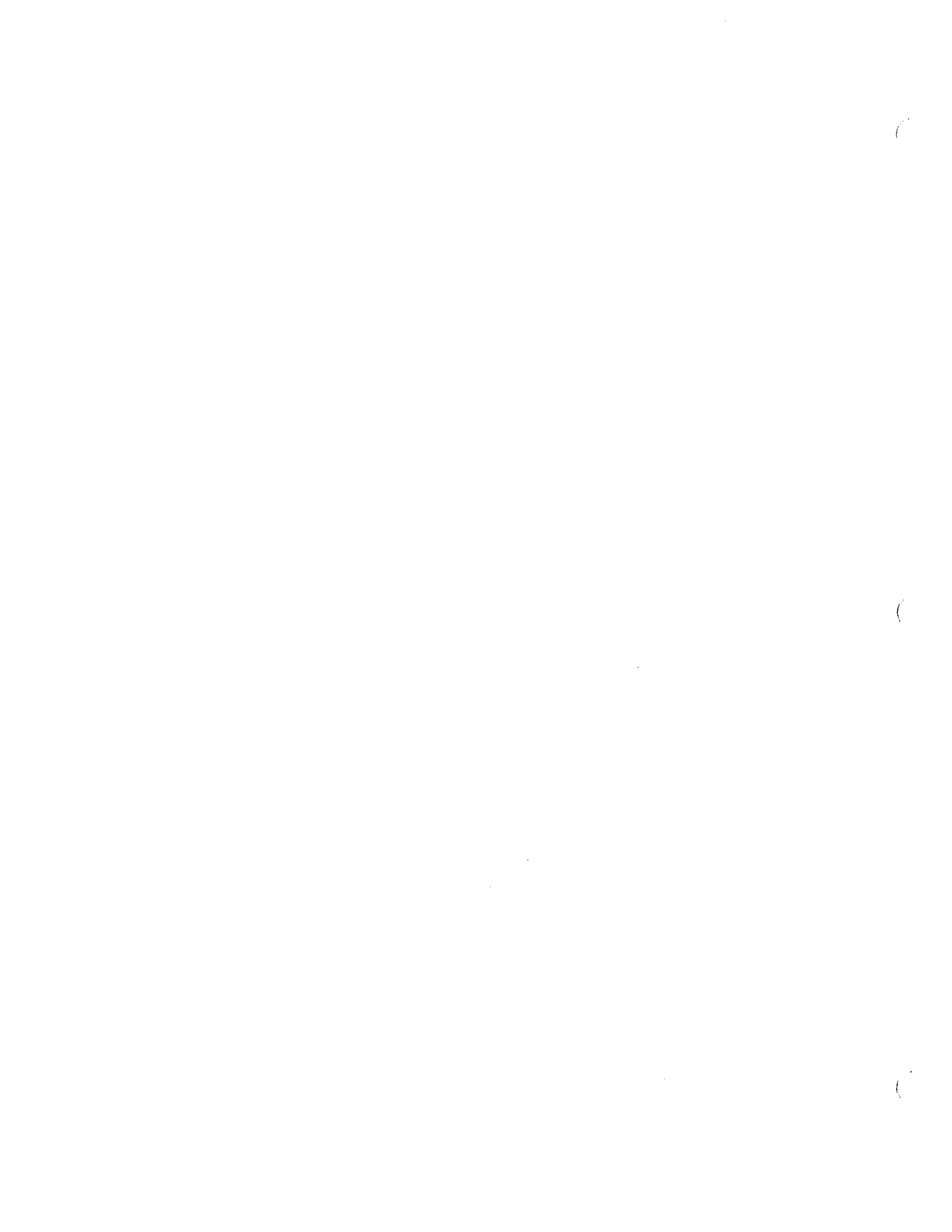
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Placentia Library Board Calendar

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March

- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

April

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

May

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

June

- 2 7:00 PM Friends Board Meeting, Wood
- 18 6:30 PM Library Board Meeting
- 19 10:40 AM American Library Association, Toronto, through June 25
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 20 6:30 PM Library Board Meeting

September

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

Apr 2003						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 18, 2002**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on September 18, 2002 at 6:38 P.M.

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

Members Absent: None

Others Present: Public Services Manager / Literacy Coordinator Jim Roberts.

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

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

MINUTES No Corrections were requested for the Minutes of August 28, 2002.

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve the Minutes of the August 28, 2002 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler did not make a report.

TRUSTEE REPORTS Trustee Stark reported that she attended a special District Worker's Compensation Authority (SDWCA) meeting on September 17, 2002. There will be more meetings and updates before the end of the year.

Trustee Dinsmore reported that she attended the Chamber mixer at the Villa DiPalma before the bard meeting. She also attended the Friends of the Placentia Library Board Meeting on September 9, 2002.

Secretary Braun reported that he and Library Director Minter attended a breakfast sponsored by Assembly Woman Lynn Dacher.

**LIBRARY
DIRECTORS
REPORT**

Library Director Minter announced to the board that the guest speaker for the Authors Luncheon on March 1, 2003, would be Lisa See.

Minter also reported that she received a call from the SDWCA claims administration saying that Elisa Herrera-Thomas' Claim was determined by them not to be job related. Discussion followed regarding Worker's Comp.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of the Placentia Library membership chair Ted Farkas reported that membership, sales, and donations for the Friends have increased.

CLAIMS

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

Nonstandard Claims: No Nonstandard Claims were presented.

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

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

A total for all claims and payroll is \$63,244.83.

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

**FINANCIAL
REPORTS**

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

Financial Reports for August 2002

Official General Ledger & Check Registers for August 2002

Acquisitions Report for August 2002

Collection Agency Report for August 2002

Gifts Report for August 2002

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 18 through 28.

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

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

Volunteer Report for August 2002 (Receive & File)

Circulation Report for August 2002 (Receive & File)

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

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

Statement of Intent to Apply and Certification of Eligibility and Funding for the Fiscal Year 2002-2003 California Library Literacy Services Matching Funds Grant as submitted to the State Library of California on September 3, 2002. (Receive and File)

Library of California Board Actions, August 14-15 2002. (Receive and File)

Biennial Review of the Placentia Library District Conflict of

Interest Code and authorize the Library Director to file a report of no amendments. (Receive and file and Authorize Library Director to File Response)

**STATE BUDGET
STATUS**

Library Director Minter reported that there is still no action taken on the State Budget

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

**DEBIT CARD
AUTHORIZATION**

Library Director Minter presented a review of the Debit Card system for the library. It was moved by Trustee Dinsmore and seconded by Trustee Stark to approve Agenda Item 30 to;

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

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

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

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

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

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

**SELECTION OF
CANDIDATE FOR
SDCA**

It was moved by Trustee Wood and seconded by Trustee Stark to hire Trustee Stark as a consultant to the Board at the end of her term for \$1 per year. This will enable Trustee Stark to retain her position at the Special District Compensation Authority.

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

**CHAMBER OF
COMMERCE
BREAKFAST**

The District seats were allocated as follows: Peggy Dinsmore, Jim Dinsmore, Al Shkoler, Jim Roberts, Gaeten Wood, Geoff Braun, Pat Irot, and Eleanor Rankin

**AUTHORIZE TO
APPLY FOR Cal
CARD**

Library Director Minter presented a review of the Cal Card Program. It was moved by Trustee Stark and seconded by Trustee Wood to authorize the Library Director to apply for a Cal Card for Placentia Library District.

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

STAFF REPORTS

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

Program Committee Report for August 2002.

Children's Services Report for August 2002.

Placentia Library Literacy Services Report for August 2002.

Publicity Materials produced for August 2002.

Safety Committee Minutes for August 2002.

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

**OCTOBER
MEETING**

The October Regular Library Board Meeting will be held on Wednesday, October 16, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for September 18, 2002 adjourned at 7:43 P.M.

Geoff Braun
Secretary
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
September 30, 2002**

CALL TO ORDER Secretary Braun called the Special Meeting of the Placentia Library District Board of Trustees to order on September 30, 2002 at 6:50 P.M.

ROLL CALL **Members Present:** Secretary Geoff Braun; Trustees Peggy Dinsmore; Gaeten Wood and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: President Al Shkoler

Others Present: Jeffrey Thompson, JD, Declues & Burkett.

ADOPTION OF AGENDA It was moved by Trustee Wood, seconded by Trustee Stark to adopt the Agenda as printed.

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

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

CLOSED SESSION Pursuant to Section 54956.9 of The Brown Act a Closed Session was held at 7:00 P.M. to receive advice from the District's legal counsel regarding potential litigation.

The Closed Session ended at 7:38 P.M.

Library Director Minter reported that there was no report from the Closed Session.

OCTOBER MEETING The October Regular Library Board Meeting will be held on Wednesday, October 16, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT The Special Meeting of the Board of Trustees of the Placentia Library District for September 30, 2002 adjourned at 7:42 P.M.

Geoff Braun
Secretary
Library Board of Trustees



MINUTES October 7, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Barbara Hemmerling, Eleanor Rankin, Jill Botha, Ginny Sanatar, Marge Horrocks, Frances Stoller, Virginia Walker and Renee Scott. Jim Roberts and Jillian Rakos represented the staff and Al Skholer, the Trustees.

The **minutes** of the September 9 board meeting were approved as read. In the absence of the treasurer there was no financial report. **Financial Secretary**, Ginny Sanatar reported sales from the Book Store in September \$675.85. September Second Sunday Sale netted \$217.75. There were no bills to be paid.

President's Report: 1) Ted Farkas attended the September Trustee's meeting. 2) Ginny Sanatar will attend the October 16 Trustee's meeting. 3) Ellie reported that she followed up by telephone patrons that did not respond to this year's Foundation Donation request. Jillian said they had received good responses from these follow up calls. 4) Ellie is Chairman for the Foundation of the Donor's Reception, Friday, November 8, 6:30-8:30. It will have a Mardi Gras theme. 5) Author's Luncheon Saturday March 1 with Lisa See. 6) Ellie presented the opportunity to nominate a Citizen of the Year. Jill Botha nominated Jim Roberts. Barbara Hemmerling seconded it and the motion carried with great enthusiasm. Ellie will write the nomination papers.

Chair Reports: 1) Public Relations- Ellie praised Pat Irot's good job with publicity. It has helped our Sunday Sales success. 2) Sunday Book Sales-Marge Horrocks announced the following schedule for staffing the sales:

October 13 Marge Horrocks and Jill Botha, November 13 Renee Scott and Frances Stoller, December 8 Ginny Sanatar and Virginia Walker, January 12 Ted Farkas and Pat Irot, February 9 Barbara Hemmerling and Jan Schwartzkopf, March 10 Camille Himes and Ellie Rankin, April Marge Horrocks and Jill Botha. The books that were on the outside tables and unsold at the October Second Sunday sale will be picked up by an organization that will distribute them in Kabul, Afghanistan.

3) Jill Botha reported \$49 from the Silent Auction in September.

Library Director's report: 1) Jim reported that Wells Fargo had donated \$1000 to the Christmas Clearing Bureau's book give away. He asked the Friends to donate \$500 and to ask the Placentia Round Table to match that with \$500. Marge made a motion that the Friends donate \$500 it was seconded by Barbara Hemmerling and the motion carried. Jill Botha will coordinate the Round Table's contribution. 2) Jim reported that Tyese Wortham has been hired as the Family's for Literacy Coordinator. She will work 50% of

the time for this program and 50% for Public Services.

Announcements: State of the City Breakfast is being televised on Channel 3.

Next meeting: Monday November 7, 2002 & PM

Barbara Hemmerling, Recording Secretary

MINUTES
PLACENTIA LIBRARY FOUNDATION
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 2, 2002

CALL TO ORDER

The Regular Meeting of the Placentia Library Foundation Board of Directors was called to order on October 2, 2002 at 7:25 P.M. by President Gaeten Wood.

ROLL CALL

Members Present: President Gaeten Wood; Treasurer Geoff Braun; Directors Jean Lasley, William Dooley, Eleanor Rankin; and Library Director Elizabeth Minter.

Members Absent: Secretary M.A. McHenry, and Directors Michael Ebenhoch, Jim Fenstermaker, and Kathy Paddock.

Others Present: Library Development Director/Volunteer Coordinator Jillian Rakos.

ADOPTION OF AGENDA

It was moved by Treasurer Geoff Braun, seconded by Director Rankin to adopt the Agenda as printed.

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

MINUTES

It was moved by Director Braun, seconded by Director Rankin to approve the Minutes of the Regular Meeting of the Board of Directors of August 7, 2002 with the condition that a change be made to state that Director Dooley's comment to the condition of the investments as being "great" be changed to say, "great in the environment in which we are operating."

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

FINANCIAL REPORTS

It was moved by Director Braun, seconded by Director Rankin to receive and file the Financial Report for July and August 2002.

AYES: Wood, Braun, Dooley, Lasley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

Placentia Library Foundation Board of Directors, Agenda, October 2, 2002, Page 2 .

**PAYMENT OF
BILLS**

It was moved by Director Dooley, seconded by Director Rankin to Ratify Payment and Receive & File Payment of Bills for July, August, and September 2002.

AYES: Wood, Braun, Lasley, Dooley, Rankin
NOES: None
ABSTAIN: None
ABSENT: Fenstermaker, McHenry, Ebenhoch, Paddock

**COMMITTEE
REPORTS:**

FINANCE

It was moved by Director Dooley, seconded by Director Braun to Receive and File: IRS Form 990-EZ, CA Form 199, and CA Form RRF-1.

INVESTMENT

It was moved by Director Braun, seconded by Director Dooley to ratify fund transfers and investments since August 7, 2002.

PLANNED GIVING

Director Lasley reported that she finished work on her article on planned giving to be inserted into the next issue of the Foundation newsletter, and that she would like to see Planned Giving brochures kept stocked at the circulation desk.

**ANNUAL GIVING
CAMPAIGN**

Director Rankin reported that the follow up calls to the Annual Giving Campaign were finished and that donations were still coming in from these calls.

MAJOR GIFTS

Library Director Minter reported a list of gifts the Library has received including, a \$10,000 grant from Starbucks for literacy, two \$1,000 gifts from Wells Fargo for literacy and children's books for the Christmas Clearing Bureau, (which serves needy families), a \$5,000 grant from the Placentia-Linda Hospital by Michael Hunn, as well as a lead on a \$5,000 grant which the Library may receive from the Supervisor Cynthia Coad's office.

**DONOR
RECEPTION**

The donor reception is set for Friday, November 8, 2002 and will be a Mardi Gras theme with Michael Hunn as the host.

**AGENDA
PREPARATION**

The next Foundation Board of Directors Meeting will be held on Wednesday, January 8, 2003 at 7:00 P.M. (Annual Meeting)

Placentia Library Foundation Board of Directors, Agenda, October 2, 2002, Page 3 .

ADJOURNMENT

The Regular Meeting of the Board of Directors of the Placentia Library Foundation District for October 2, 2002 adjourned at 8:00 P.M.

M.A. McHenry, Secretary

Placentia Library Foundation
Balance Sheet
As of October 1, 2002

	Oct 1, '02
ASSETS	
Current Assets	
Checking/Savings	
Adopt-A-Book (Bank of the West)	13,554.92
Endowment Savings-(Bank West)	3,040.14
General Fund-(Bank of the West)	1,837.03
Total Checking/Savings	18,432.09
Total Current Assets	18,432.09
Other Assets	
Fair Market Value Adjustment	-8,504.46
Pershing Brokerage (BEF)	5,717.48
T.Rowe Price (Shaw Endowment)	13,205.40
Vanguard Asset Allocation (BEF)	37,969.93
Vanguard Wellington (BEF)	26,630.85
Total Other Assets	75,019.20
TOTAL ASSETS	93,451.29
LIABILITIES & EQUITY	
Equity	
Board Designated	
Designated - Direct Mail	8,000.00
Total Board Designated	8,000.00
Opening Bal Equity	-106.88
Permanently Restricted	
Lapsit Program	9,974.10
Total Permanently Restricted	9,974.10
Retained Earnings	-265.85
Temporarily Restricted	
History Room	520.13
Lapsit	2,198.34
Total Temporarily Restricted	2,718.47
Unrestricted Net Assets	78,287.27
Net Income	-5,155.82
Total Equity	93,451.29
TOTAL LIABILITIES & EQUITY	93,451.29

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Placentia History Room Report
DATE: October 16, 2002

The Placentia History Room Committee will be hosting the November 8, 2002 meeting of the Heritage Coordinating Council at the Library at 10:00 A.M.

Library Trustees and staff are invited to attend the meeting.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
October 16, 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
October 16, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	September 19, 2002	4319	4,813.26
	October 9, 2002	4324	<u>2,193.59</u>
TOTAL BY LIBRARY DIRECTOR			\$ 7,006.85
TRUSTEES	September 18, 2002	4316	\$ 9,912.40
	September 18, 2002	4317	\$ 5,557.45
	September 18, 2002	4318	\$ 910.99
	September 30, 2002	4320	\$ 1,317.62
	September 30, 2002	4321	\$ 13,853.03
	September 30, 2002	4322	\$ 1,284.83
	September 30, 2002	4323	<u>\$ 1,206.67</u>
TOTAL BY LIBRARY TRUSTEES			\$ 34,042.99
TOTAL			<u><u>41,049.84</u></u>

Prepared by Elizabeth D. Minter

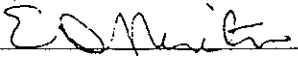
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objv/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objv/ Rev			Doc Number	SC
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	10/1/02-11/1/02		0300	00		4,353.45		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-09-1096		1400	00		201.00		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	851170		1800	00		118.73		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	98931		1800	00		140.08		

The claims listed above (totaling \$4,813.26) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY


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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
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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
(new vendor) IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21280813		1300	00		277.52		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062770		1400	00		1,100.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	063314		1800	00		27.50		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20020926		1900	00		342.96		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	100702		1900	08		300.00	02	
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/1-10/4/02		2700	07		132.10		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	09/10/02		2700	01		13.51		

The claims listed above (totaling \$2,193.59) 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 out an affirmation required by Government Code Section 3102.



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

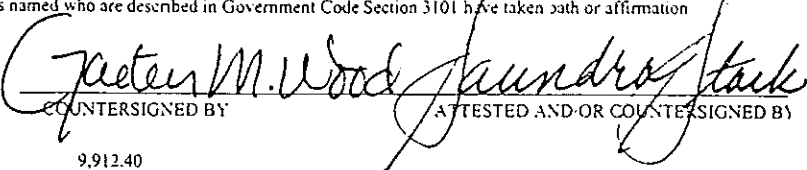
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Car	Doc Number
N19932 Amentas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/1/02-10/31/02		0300	00		627.80		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sep 2, 2002		0700	01		349.07		
	Sep 7, 2002		0700	01		350.22		
	Sep 4, 2002		0700	08		53.00		
						752.29		
N01035 N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55129		1800	00		94.60		
	55140		0700	00		8.18		
			1400	00		2,289.00		
			2800	00		5,200.62		
	Subtotal 55140					7,497.80		
	TOTAL					7,592.40		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	314574		1800	00		278.39		
	314958		1800	00		475.33		
						753.72		
N13154 Ellison Educational Equipment, Inc. 25862 Commercentre Dr. Lake Forest, CA 92630-8804	646649		1800	00		48.49		
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	8/31/02		2000	00		137.70		

The claims listed above (totaling \$9,912.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


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

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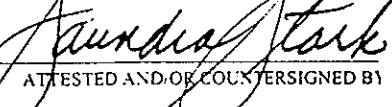
APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
(new vendor) Grove's Dictionaries, Inc. P O. Box 1213 Dept. 15066 Newark, NJ 07101-1213	2614988		2400	01		3,646.50		
N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010	226273		2400	01		263.40		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11767371		2400	01		134.59		
N06737C Facts On File General Post Office P.O. Box 26223 New York, NY 10087-6223	34327823		2400	03		1,442.92		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	4747008M		2400	05		70.04		

The claims listed above (totaling \$5,557.45) 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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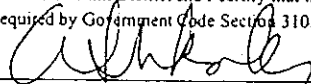

ATTESTED AND/OR COUNTERSIGNED BY

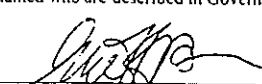
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

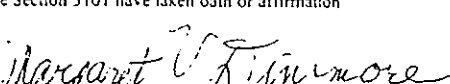
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

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
Placentia Library District Literacy Savings Account 411 E. Chapman Ave. Placentia, CA 92870-6198 To reimburse \$6,200 loaned from the Literacy Savings Acct. to County Exempt to cover copier costs on 7/17/1997 and \$1,500 loaned on 10/20/1998 for the same purpose. Inadequate revenue has been generated to repay the loan. The Board wants this to become a General Fund expense and to deposit future copier and debit card revenue to the General Fund.	9/18/02		4000	00		7,700.00		

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


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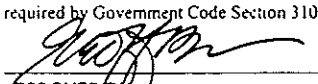
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	October 2002		0300	00		212.59		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	10/1/02-11/1/02		0300	00		113.75		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	98951		1800	00		70.04		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	9/21/02		1800	00		459.03		
			1800	07		137.92		
			1800	08		33.37		
						630.32		
N06667A Upstart W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	091702ch		1800	00		19.98		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A35367		1800	00		184.09		
N20307 S & S Worldwide, Inc. Accounts Receivable P.O. Box 516 Colchester, CT 06415-0516	4047091		1800	07		86.85		

The claims listed above (totaling \$1,317.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation, required by Government Code Section 3102.


APPROVED BY


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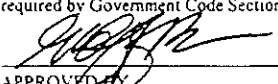
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N04780B Orange County Register P.O. Box 51384 Los Angeles, CA 90051-5684	9/15/02		1900	00		606.72		
N19647 Unrque Management Services 119 E. Maple St. Jeffersonville, IN 47130	13005		1900	00		217.21		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	210639		2200	00		7,418.32		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	5511648		2400	01		2,862.89		
N25796A BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1352064		2400	01		29.86		
	1352065					76.77		
	1352066					10.34		
	1352069					87.34		
	1352070					5.15		
	1358725					14.01		
						223.47		
(new vendor) The Penworthy Company P.O. Box 511160 Milwaukee, WI 53203-0202	189958		2400	01		1,167.26		
	189959					1,222.10		
						2,389.36		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	118031196		2400	01		135.06		

The claims listed above (totaling \$13,853.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

 
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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	Objv/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objv/ Rev				Doc Number
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10116601		2400	01		45.00		
	10116898					155.82		
						200.82		
N03643 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1524784		2400	05		523.28		
N06819A American Library Association P.O. Box 932501 Atlanta, GA 31193-2501	04635720		2400	07		63.00		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	9/24-9/26/2002		2700	00		90.85		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/16-9/24/02		2700	01		5.84		
	9/3-9/12/02					4.75		
						10.59		
N26229 Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/4-9/11/02		2700	07		13.08		
	9/11-9/30/02					14.60		
						27.68		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	9/23/02		2800	00		368.61		

The claims listed above (totaling \$1,284.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY


COUNTERSIGNED BY ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,284.83

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	Rev			Doc Number	SC
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	10/1/02-11/1/02		0300	00		252.07		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Sep 17, 2002 714-528-1906		0700	00		79.37		
	Sep 17, 2002 714-528-8236		0700	01		16.95 96.32		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200209-42		0700	02		19.95		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35557		0700	05		215.50		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	86825		1400	00		545.83		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	10/1/02		1900	00		35.00		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1773		1900	00		42.00		

The claims listed above (totaling \$1,206.67) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

 
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PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
October 16, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4325	2,475.85
	4326	3,942.29
	4327	1,241.00
	4328	<u>603.79</u>
TOTAL CURRENT CLAIMS		<u>8,262.93</u>
PAYROLL	4329	27,735.00
	4330	<u>27,735.00</u>
		<u>55,470.00</u>
	TOTAL	<u><u>63,732.93</u></u>

Prepared by: Elizabeth D. Minter

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

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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
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-10-1185		1400	00		202.33		
N25624 AFP 1101 King Street, Suite 700 Alexandria, VA 22314-2967	994410 09/16/02		1600	00		140.00		
(new vendor) BNA Books 130 Campus Drive PO Box 7814 Edison, NJ 08818	3459875		1800	00		113.22		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	326396		1800	00		151.32		
N17970 University Products, Inc. P. O. Box 101 517 Main Street Mt. Holyoke, MA 01041	736389-00		1800	00		101.82		
(new vendor) Intuit P.O. Box 513340 Los Angeles, CA 90051-3340	L37431390001 L37947380001 L37905410001		1800	00		130.86 81.34 779.96		
						992.16		
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	09/03/02		1803	00		675.00		
			1803	08		50.00		
			1803	09		50.00		
						775.00		

The claims listed above (totaling \$2,475.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District. I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

2,475.85

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	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev				Doc Number
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	Z000001ETJ		1800	08		2,170.34		
	Z000001ETH		1800	08		283.94		
	Z000001ETI		1800	08		215.79		
						2,670.07		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	09/30/02		1900	00		166.50		
N26886 Declues & Burkett, LLP P.O. Box 22021 Santa Ana, CA 92702-2021	4911		1900	00		651.00		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	110123904		2400	01		55.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U577814		2400	01		27.26		
(new vendor) Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	344574		2400	01		150.50		
(new vendor) The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	54277213		2400	01		163.80		
(new vendor) The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	P276587102		2400	01		58.16		

The claims listed above (totaling \$3,942.29) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

3,942.29

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/16/02
REPORT NO 4327

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
N25796A BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1352067		2400	01		27.71		
	1358727		2400	01		161.05		
	1360454		2400	01		79.72		
	1360455		2400	01		15.45		
	1360456		2400	01		10.98		
	1366585		2400	01		32.78		
	1366586		2400	01		13.53		
	1366587		2400	01		28.83		
	1366588		2400	01		13.63		
	1366589		2400	01		20.62		
	1366590		2400	01		20.87		
	1366591		2400	01		18.66		
	1366592		2400	01		136.66		
	1369903		2400	01		18.47		
1369904		2400	01		27.08			
					626.04			
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122 (new vendor) Oxford University Press 2001 Evans Road Cary, NC 27513	4991847p		2400	05		307.73		
	5015281p		2400	05		57.32		
	90189666		2400	07		113.51		
	90189667		2400	07		136.40		

The claims listed above (totaling \$1241.00) 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

1,241.00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12730		1900	00		116.74		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/12/02-10/8/02		1800	07		59.74		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/12/02-10/8/02		1800	00		97.89		
			2700	00		329.42		
						427.31		

The claims listed above (totaling \$603.79) 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	
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	Oct 16, 2002 Pay period # 10 Nov 1, 2002 Nov 14, 2002		0100	00		25,764.00			
Account # 2011939659 Route #121000248	FICA		0200	00		1,971.00			
PLEASE WIRE ON THURSDAY, NOVEMBER 14, 2002									

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	Oct 16, 2002 Pay period # 11 Nov 15, 2002 Nov 28, 2002		0100	00		25,764.00		
Account # 2011939659 Route #121000248	FICA		0200	00		1,971.00		
PLEASE WIRE ON THURSDAY, NOVEMBER 28, 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 BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Cash Flow Analysis
DATE: October 16, 2002

BACKGROUND:

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

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

In order to have a sufficient fund balance to cover claims presented before the property tax allocation on November 27, 2002, I am recommending that \$50,000 be transferred to Fund 707 (General Fund) from Fund 706 (Bond Redemption). This represents a total fund transfer of \$50,000 as compared with \$75,000 in Fiscal Year 2001-2002 and \$85,000 in Fiscal Year 2000-2001.

RECOMMENDATION:

1. Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through October 16, 2002.
2. Authorize transfer of \$50,000 from Fund 706 (Bond Redemption) to Fund 707, to be reversed in May 2003.

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
09/03/02		State Library ELLI Grant	76,680.00		94,524.04
09/03/02		Library Passport Revenue, Aug	3,648.69		98,172.73
09/03/02		Library Revenue, Aug	1,358.20		63,630.93
09/04/02	4309	General by Trustees		35,900.00	61,974.59
09/05/02	4310	General by Library Director		1,656.34	61,886.23
09/05/02	4311	General by Library Director		88.36	59,695.51
09/18/02	4312	General		2,190.72	59,057.26

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
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07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
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09/03/02		Library Passport Revenue, Aug	3,648.69		98,172.73
09/03/02		Library Revenue, Aug	1,358.20		63,630.93
09/04/02	4309	General by Trustees		35,900.00	61,974.59
09/05/02	4310	General by Library Director		1,656.34	61,886.23
09/05/02	4311	General by Library Director		88.36	59,695.51
09/18/02	4312	General		2,190.72	59,057.26
09/18/02	4313	General		638.25	31,322.26
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	3,587.26
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	-6,325.14
09/18/02	4316	General by Trustees		9,912.40	-11,882.59
10/9/02	09/18/02	4317	General by Trustees	5,557.45	-19,582.59

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-19,710.54
09/19/02		Unsecured 1st	51,178.40	127.95	26,654.60
09/19/02	4319	General by Library Director		4,813.26	26,654.60
09/23/02		State Library ELLI Grant	10,000.00		36,654.60
09/23/02		Library Passport Revenue, Sep	7,743.38		44,397.98
09/23/02		State Library ILL Reimbursement	4,194.49		48,592.47
09/23/02		Library Revenue, Sep	2,040.63		50,633.10
09/23/02		Interest GF Savings	9.82		50,614.02
09/26/02		Interest Aug	445.96	28.90	49,742.36
09/30/02	4320	General by Trustees		1,317.62	35,889.33
09/30/02	4321	General by Trustees		13,853.03	34,604.50
09/30/02	4322	General by Trustees		1,284.83	33,397.83
09/30/02	4323	General by Trustees		1,206.67	31,204.24
10/09/02	4324	General by Library Director		2,193.59	28,728.39
10/16/02	4325	General		2,475.85	24,786.10
10/16/02	4326	General		3,942.29	23,545.10
10/16/02	4327	General		1,241.00	22,941.31
10/16/02	4328	General		603.79	-4,793.69
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	-32,528.69
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	-32,528.69

Placentia Library District
Property Tax Apportionments
Fiscal Year 2002-2003

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

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 October 16, 2002

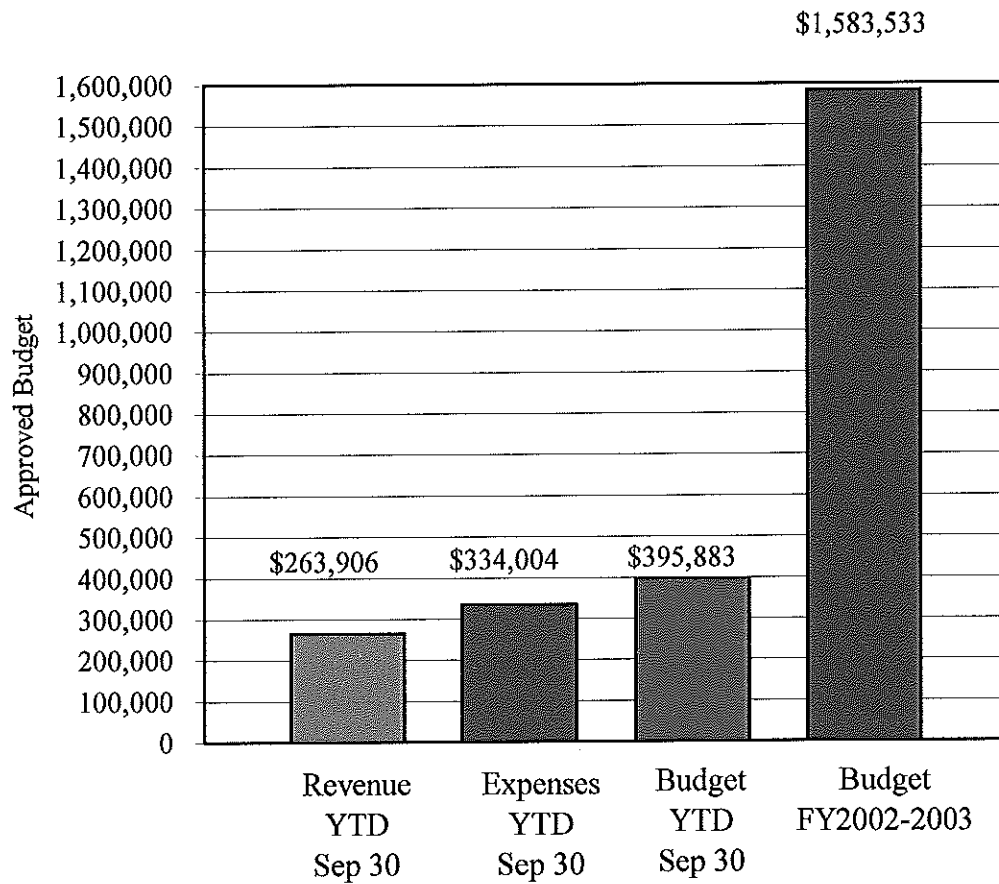
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23	
31-Aug-01	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82	
30-Sep-01	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29	
31-Oct-01						0.00	0.00	
30-Nov-01						0.00	0.00	
31-Dec-01						0.00	0.00	
31-Jan-02						0.00	0.00	
28-Feb-02						0.00	0.00	
31-Mar-02						0.00	0.00	
30-Apr-02						0.00	0.00	
31-May-02						0.00	0.00	
30-Jun-02						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2002 - 2003

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Tetter Plan - current delinquent	13,000	(60.93)	13,876.41	(60.93)	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	(60.93)	13,876.41	(60.93)	0.00	-0.01%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	51,992.00	93.06%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Tetter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	2,534.10	4,518.89	165.65	3,453.58	7.24%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURRENT	35,000	2,534.10	6,265.71	165.65	3,453.58	7.24%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6340	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	84,008.31	85,468.43	104.72	55,445.58	6.89%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	1,232.86	2,311.35	766.91	1,035.40	5.60%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	1,232.86	2,311.35	766.91	1,035.40	5.60%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	0	4,194.49	0.00	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	144,874.49	0.00	0.00	0.00	99.09%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	7,845.53	7,718.60	2,502.27	4,162.40	26.15%
7670-01	Local Revenue -- Passport	150,000	25,945.10	10,754.47	6,581.38	1,090.05	17.30%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	33,790.63	18,473.07	9,083.65	5,252.45	18.77%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	36,449.18	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	263,906.29	142,702.03	9,955.28	61,733.43	16.67%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	153,180.00	150,372.00	51,528.00	51,148.00	22.14%
0200	Retirement (Social Security & Pension Contribution)	98,103	11,682.00	11,467.00	3,942.00	3,871.00	11.91%
	Health & Life Insurance/Blue Shield CA	48,584	11,142.49	6,860.09	3,759.26	2,426.59	22.93%
	Long Term Disability/CNA	3,903	790.49	212.65	268.19	0.00	20.26%
	Life Insurance/Fortis & Protective Life	2,194	187.45	164.85	101.10	0.00	8.55%
	Vision Service Plan/VSP	2,886	437.86	700.08	204.50	0.00	15.17%
	Dental/Ameritas	6,918	1,692.70	1,657.10	627.80	233.30	24.47%
0300	Total Employee Insurance	64,484	14,250.99	9,594.77	4,960.85	2,659.89	22.10%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	0.00	0.00	24.19%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	181,845.99	171,433.77	60,430.85	57,678.89	21.00%
0700-00	Communications - Telephone	4,000	587.52	1,175.50	369.18	600.54	14.69%
0700-01	Communications - Modem/Fax	6,000	1,865.79	767.71	374.69	17.31	31.10%
0700-02	Communications - Internet/Database	2,500	390.12	722.58	350.22	0.00	15.60%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	431.00	469.81	0.00	215.00	15.96%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	95.92	57.36	53.00	0.00	19.18%
	Total Communications	15,950	3,370.35	3,192.96	1,147.09	832.85	21.13%
0900-00	Food - General Fund	100	68.06	0.00	25.11	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	0.00	0.00	
	Total Food	600	96.75	0.00	25.11	0.00	16.13%
1000-00	Household Expense	5,000	1,482.41	1,062.24	0.00	1,062.24	29.65%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	108.82	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	66.92	880.00	0.00	880.00	1.49%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,175.00	4,860.00	175.00	4,860.00	45.00%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	66.93	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	5,308.85	5,740.00	175.00	5,740.00	30.34%
	HVAC	2,500	5,169.04	201.00	1,875.04	0.00	206.76%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	6,439.52	2,938.94	4,227.05	729.26	21.47%
	Plumbing	1,800	333.86	167.61	0.00	0.00	18.55%
	Electrical	1,500	279.19	118.77	279.19	44.37	18.61%
	Cleaning Service	13,700	3,300.00	3,150.00	1,100.00	1,100.00	24.09%
	Locksmith	200	553.65	0.00	71.81	0.00	276.83%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5.33	234.96	5.33	234.96	0.11%
1400-00	Total Maintenance of Building & Grounds	58,200	16,511.57	6,811.28	7,558.42	2,108.59	28.37%
1600-00	Memberships - General Fund	3,750	0.00	52.50	0.00	17.50	0.00%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	157.50	0.00	17.50	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	480.00	210.00	0.00	35.00	10.91%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	1,492.09	4,789.97	1,015.07	898.93	14.92%
	Printing	10,000	929.74	2,794.12	327.42	2,388.54	9.30%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	259.56	1,191.52	259.56	0.00	17.30%
	Paper	1,700	153.09	573.78	0.00	86.68	9.01%
	Drinking Water Service	325	82.50	78.00	27.50	26.00	25.38%
	Other Office Supplies	8,500	2,143.85	1,445.11	454.33	464.56	25.22%
	Total Office Supply Expense - General Fund	32,025	5,060.83	10,872.50	2,083.88	3,864.71	15.80%
1800-07	ELLI Grant Supply Expense	2,611	0.00	0.00	0.00	0.00	
	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	0.00	649.30	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	32.84	615.66	0.00	615.66	0.66%
	Total Adult Literacy Office Supply Expense	5,000	32.84	1,264.96	0.00	615.66	
1800-09	Supply Expense Families for Literacy	500	0.00	419.23	0.00	0.00	
	Total Office Expense	40,136	5,093.67	12,556.69	2,083.88	4,480.37	12.69%
1803-00	Postage Expense - General Fund	5,500	1,584.05	1,511.67	650.00	714.57	28.80%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	1,584.05	1,511.67	650.00	714.57	28.29%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	105.00	70.00	35.00	35.00	25.00%
	Pension Contribution & Operating Expenses	7,500	3,055.35	1,176.38	1,935.00	0.00	40.74%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	121.71	113.13	42.00	37.71	24.15%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,035.42	93.89	0.00	29.29	11.38%
	Advertising (Including WEB Site)	2,000	475.80	0.00	15.00	0.00	23.79%
	Medical Exams	750	373.50	710.00	111.00	105.00	49.80%
	Collection Services - Accounts Receivable	2,500	206.16	626.01	0.00	174.66	8.25%
	Audit & Accounting Services	5,250	275.00	0.00	275.00	0.00	5.24%
	Payroll Preparation	3,250	553.65	723.35	231.25	203.85	17.04%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	1,510.00	1,644.76	1,200.00	0.00	8.63%
1900-00	Total Specialized Services - General Fund	87,774	7,711.59	5,157.52	3,844.25	585.51	8.79%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	7,293.04	0.00	2,752.11	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	290.00	200.00	0.00	0.00	3.05%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	201.00	129.98	156.85	129.98	1.68%
	Total Specialized Services	110,774	8,202.59	12,780.54	4,001.10	3,467.60	7.40%
2000-00	Legal Notices - General Fund	650	137.70	0.00	137.70	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	137.70	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	164.87	0.00	164.87	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	43,318.32	43,266.79	35,900.00	35,900.00	35.86%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	6,399.55	11,068.99	4,727.07	3,834.60	4.40%
2400-02	Special Department Expense - Video	0	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	26,234.42	18,204.97	10,032.92	2,144.63	
2400-04	Special Department Expense - Periodicals	0	655.34	335.80	559.34	77.20	
2400-05	Special Department Expense - Audio	0	493.69	3,692.19	214.94	3,382.76	
2400-07	Special Department Expense - ELLI Grant	5,900	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	2,282.24	0.00	2,282.24	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	34,772.36	35,584.19	15,534.27	11,721.43	22.67%
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	614.10	699.33	334.00	403.00	24.56%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,074.81	873.69	749.07	160.08	27.66%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	267.00	10.00	141.00	10.00	53.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	28.07	0.00	28.07	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	371.86	83.84	51.86	10.00	37.19%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	7.52	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	3,363.36	1,666.86	1,304.00	583.08	23.20%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
October 16, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 SEP 2002	FY2001-2002 SEP 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	20,718.14	11,162.23	5,321.46	23.02%
	Gas	5,000	40.92	362.10	21.30	0.00	0.82%
	Water	3,750	1,116.64	1,262.83	374.01	0.00	29.78%
	Total Utilities	71,750	15,658.23	22,343.07	11,557.54	5,321.46	21.82%
	TOTAL SUPPLIES & SERVICES	625,726	147,159.48	152,005.83	80,347.80	71,967.19	23.52%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	1,810.15	2,629.09	1,810.15	0.00	9.05%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	4,536.16	2,629.09	1,810.15	0.00	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	462.25	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	4,998.41	2,629.09	2,272.40	0.00	23.80%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	334,003.88	326,068.69	143,051.05	129,646.08	21.09%

Placentia Library District
Balance Sheet
As of September 30, 2002

10/09/02

	<u>Sep 30, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,925.64
County Exempt - Savings	2,306.49
General Fund - Checking	8,497.77
General Fund - Savings	3,433.49
Literacy Fund - Savings	7,501.89
Payroll Checking - B of A	1,770.81
Payroll Checking - Wells Fargo	5,986.78
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	35,000.00
Payroll Savings (Fees)	2,396.78
Payroll Savings (Int CDs)	5,164.65
Total Checking/Savings	<u>73,984.30</u>
Total Current Assets	<u>73,984.30</u>
TOTAL ASSETS	<u>73,984.30</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,530.96
Total Capital	70,225.89
Net Income	-11,772.55
Total Equity	<u>73,984.30</u>
TOTAL LIABILITIES & EQUITY	<u>73,984.30</u>

Placentia Library District
Profit & Loss by Class
September 2002

10/09/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	55.40	0.00	0.00	0.00	55.40
COE Interest	0.51	0.00	0.00	0.00	0.51
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	360.00	0.00	0.00	0.00	360.00
COE Miscellaneous Income	1,680.04	0.00	0.00	0.00	1,680.04
COE Passport Chck Reimbursement	3,094.30	0.00	0.00	0.00	3,094.30
COE Test Proctoring Income	23.60	0.00	0.00	0.00	23.60
GF Cash Register - Childrens	0.00	7.00	0.00	0.00	7.00
GF Cash Register - Copy/Debit	0.00	143.20	0.00	0.00	143.20
GF Cash Register - Fines	0.00	1,686.49	0.00	0.00	1,686.49
GF Cash Register - Lost Items	0.00	58.99	0.00	0.00	58.99
GF Cash Register - Reserves	0.00	298.65	0.00	0.00	298.65
GF Interest	0.00	14.94	0.00	0.00	14.94
GF Non Government Grant	0.00	10,000.00	0.00	0.00	10,000.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	120.00	11,431.73	0.00	0.00	11,551.73
GF State Library Reimbursements	0.00	4,194.49	0.00	0.00	4,194.49
LIT Interest Inc - Savings	0.00	0.00	5.40	0.00	5.40
PA Deposit from B of A	0.00	0.00	0.00	31,535.00	31,535.00
PA Wire Transfer from County	0.00	0.00	0.00	55,470.00	55,470.00
Total Income	5,373.73	27,879.14	5.40	87,005.00	120,263.27
Expense					
COE Bank fees	10.71	0.00	0.00	0.00	10.71
COE Childn's Summer Rdnng Prgrm	700.00	0.00	0.00	0.00	700.00
COE Copier Maintenance Contract	277.52	0.00	0.00	0.00	277.52
COE Library Board Expenses	80.00	0.00	0.00	0.00	80.00
COE Passport Expenses	2,538.65	0.00	0.00	0.00	2,538.65
COE Transfer to COE Checking	1,680.04	0.00	0.00	0.00	1,680.04
COE Transfer to GF Savings	115.00	0.00	0.00	0.00	115.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Office Expense	0.00	44.03	0.00	0.00	44.03
GF Transfers to County	0.00	28,065.52	0.00	0.00	28,065.52
GF Travel Staff	0.00	329.42	0.00	0.00	329.42
GF Travel Trustees	0.00	0.00	0.00	0.00	0.00
GF Uncategorozed Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	149.32	149.32
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,876.54	1,876.54
PA Employee 125 Co-Pay	0.00	0.00	0.00	594.19	594.19
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	14,500.10	14,500.10
PA Prepaid Salaries	0.00	0.00	0.00	1,619.29	1,619.29
PA Salaries	0.00	0.00	0.00	34,262.96	34,262.96
PA Transfer to new account	0.00	0.00	0.00	31,635.00	31,635.00
Total Expense	5,401.92	28,463.97	0.00	85,461.28	119,317.17

**Placentia Library District
Profit & Loss by Class
September 2002**

10/09/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Net Income	-28.19	-574.83	5.40	1,543.72	946.10

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		4,834.57
Cleared Checks and Payments	32 Items	-1,936.18
Cleared Deposits and Other Credits	9 Items	1,168.65
Cleared Balance		4,067.04

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-1,055.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		3,012.04
New Checks and Payments	22 Items	-3,158.69
New Deposits and Other Credits	10 Items	2,172.90
Ending Account Balance		2,026.25

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
08/18/2002	3626	Passport Services	Gregory Philip Lumsdain...	County Exempt - Checking	X	-45.00
08/18/2002	3627	Passport Services	Christina Ji Youn Song, ...	County Exempt - Checking	X	-45.00
08/18/2002	3628	Passport Services	Philip Se Chun Song, do...	County Exempt - Checking	X	-45.00
08/18/2002	3630	Passport Services	Laurie Joan Green, dob 6...	County Exempt - Checking	X	-90.00
08/18/2002	3631	Passport Services	Elizabeth Barrow, dob 1...	County Exempt - Checking	X	-45.00
08/18/2002	3632	Passport Services	Yen Yen Ang 7/26/75	County Exempt - Checking	X	-45.00
08/22/2002	3637	Christopher's Flowers	Flowers for Jerry Choice	County Exempt - Checking	X	-51.18
08/22/2002	3638	Passport Services	Kevin Chao 5/11/86	County Exempt - Checking	X	-55.00
08/22/2002	3639	Passport Services	Jon-Paul Broussard 8/8/81	County Exempt - Checking	X	-55.00
08/22/2002	3640	Passport Services	Brian Matthew Marmolejo	County Exempt - Checking	X	-55.00
08/22/2002	3641	Passport Services	Tracie Leigh Thompson ...	County Exempt - Checking	X	-115.00
08/24/2002	3642	Passport Services	Cherene Marie Sanders...	County Exempt - Checking	X	-55.00
08/24/2002	3643	Passport Services	Jennifer Mei Ping Woo, ...	County Exempt - Checking	X	-55.00
08/24/2002	3644	Passport Services	Randall Siu Keung Yong...	County Exempt - Checking	X	-110.00
08/25/2002	3645	Passport Services	Gloria Marina Velasquez...	County Exempt - Checking	X	-55.00
08/26/2002	3646	Passport Services	Justin Dale Ughoc 12/9/79	County Exempt - Checking	X	-55.00
08/27/2002	3648	Passport Services	Kenny Li Knoll 1/5/73	County Exempt - Checking	X	-55.00
08/28/2002	3649	Passport Services	Todd Nathan Parker 6/28...	County Exempt - Checking	X	-55.00
08/29/2002	3650	Passport Services	Barry Kevin Sim 1/13/56	County Exempt - Checking	X	-55.00
08/30/2002	3651	Placentia Chamber of Com...	10 tickets Pancake Break...	County Exempt - Checking	X	-50.00
09/03/2002	3652	All Star Awards	Plaque: order 77274	County Exempt - Checking	X	-80.00
09/03/2002	3653	Passport Services	Mildred Sue Muzzy	County Exempt - Checking	X	-55.00
09/04/2002	3654	Passport Services	Bruce Edwin Colyer 4/26...	County Exempt - Checking	X	-110.00
09/04/2002	3655	Passport Services	Alexandria Lee Ramsey ...	County Exempt - Checking	X	-55.00
09/04/2002	3656	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	X	-5.00
09/04/2002	3657	Passport Services	Michael Robert Doherty ...	County Exempt - Checking	X	-5.00
09/05/2002	3658	Passport Services	Ulises Manuel Perez, do...	County Exempt - Checking	X	-55.00
09/07/2002	3659	Passport Services	Kristy Akemi Kumagai, ...	County Exempt - Checking	X	-40.00
09/07/2002	3660	Passport Services	Soon Young Yang, dob 1...	County Exempt - Checking	X	-115.00
09/09/2002	3661	Passport Services	Benjamin Wing-Ming Dj...	County Exempt - Checking	X	-55.00
09/09/2002	3662	Passport Services	Karen Minh Leach 2/15/70	County Exempt - Checking	X	-55.00
09/12/2002	3668	Placentia Library General ...	Correct deposit of 8/22/02	County Exempt - Checking	X	-115.00
Total Cleared Checks and Payments					32 Items	-1,936.18

Cleared Deposits and Other Credits:

08/29/2002			Deposit	County Exempt - Checking	X	2.10
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Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
09/05/2002			Deposit	County Exempt - Checking	X	60.00
09/08/2002			Deposit	County Exempt - Checking	X	108.10
09/08/2002			Deposit	County Exempt - Checking	X	40.00
09/09/2002			Deposit	County Exempt - Checking	X	60.30
09/10/2002			Deposit	County Exempt - Checking	X	2.10
09/10/2002			Deposit	County Exempt - Checking	X	850.00
09/11/2002			Deposit	County Exempt - Checking	X	1.05
09/12/2002			Deposit	County Exempt - Checking	X	45.00
Total Cleared Deposits and Other Credits					9 Items	1,168.65
Total Cleared Transactions					41 Items	-767.53

Uncleared Transactions as of 09/13/2002:

Uncleared Checks and Payments:

05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86; Ev...	County Exempt - Checking		-45.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking		-45.00
09/10/2002	3663	Passport Services	Jack Kuo Lee 4/15/77	County Exempt - Checking		-55.00
09/11/2002	3664	Passport Services	Mayra Melgar	County Exempt - Checking		-45.00
09/11/2002	3665	American Library Associat...	School Promotion Book...	County Exempt - Checking		-700.00
09/11/2002	3666	Passport Services	Rachel Morgan Shaw 6/9...	County Exempt - Checking		-55.00
09/11/2002	3667	Passport Services	Quang Thanh Dang dob ...	County Exempt - Checking		-55.00
09/12/2002	3670	Passport Services	Danny Boy Tatro 9/18/48	County Exempt - Checking		-55.00
Total Uncleared Checks and Payments					8 Items	-1,055.00

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits					0 Items	0.00
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Total Uncleared Transactions as of 09/13/2002					8 Items	-1,055.00
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New Transactions:

New Checks and Payments:

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
09/18/2002	3669	Placentia Library District - ...	Refund advance of \$1,50...	County Exempt - Checking		-1,680.04
09/14/2002	3671	Passport Services	Jinna Iman Sakkijha, dob...	County Exempt - Checking		-95.00
09/14/2002	3672	Passport Services	Steve Kou, dob 1/27/58	County Exempt - Checking		-55.00
09/18/2002	3673	Passport Services	Michael Steven Samayoa...	County Exempt - Checking		-120.00
09/16/2002	3674	Passport Services	Wiyang Wong dob 8/12/78	County Exempt - Checking		-55.00
09/16/2002	3675	Passport Services	William Arthur Reeves d...	County Exempt - Checking		-55.00
09/16/2002	3676	Passport Services	Michael Dante Santiago ...	County Exempt - Checking		-40.00
09/16/2002	3677	Passport Services	Todd Douglas Schaeffer ...	County Exempt - Checking		-115.00
09/16/2002	3678	Passport Services	Jason Carl Jeffus 7/21/54	County Exempt - Checking		-128.65
09/17/2002	3679	Passport Services	Eric Christopher Love 3/...	County Exempt - Checking		-95.00
09/18/2002	3680	Passport Services	Hai Loc Phan 7/28/53	County Exempt - Checking		-55.00
09/18/2002	3681	Passport Services	Michelle Ju-Hsuan Tang...	County Exempt - Checking		-55.00
09/18/2002	3682	Passport Services	George Alfred Sayes 2/2...	County Exempt - Checking		-55.00
09/18/2002	3683	Passport Services	Donald D. jWinn Jr. 6/16...	County Exempt - Checking		-115.00
09/21/2002	3684	Passport Services	Pamela Kay Leinen, dob ...	County Exempt - Checking		-55.00
09/21/2002	3685	Passport Services	Aaron Ross, dob 9/1/77	County Exempt - Checking		-55.00
09/21/2002	3686	Passport Services	Tara Ann Ulgasan Wee, ...	County Exempt - Checking		-55.00
09/23/2002	3687	Passport Services	Luis Rojas Jimenez, dob ...	County Exempt - Checking		-55.00
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking		-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking		-55.00
09/24/2002	3690	Passport Services	Eleanor Clare Salyer, do...	County Exempt - Checking		-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking		-55.00
Total New Checks and Payments				22 Items		-3,158.69
New Deposits and Other Credits:						
09/16/2002			Deposit	County Exempt - Checking		120.00
09/16/2002			Deposit	County Exempt - Checking		180.00
09/17/2002			Deposit	County Exempt - Checking		3.60
09/18/2002			Deposit	County Exempt - Checking		95.00
09/23/2002			Deposit	County Exempt - Checking		110.00
09/23/2002			Deposit	County Exempt - Checking		55.00
09/23/2002			Deposit	County Exempt - Checking		110.00
09/23/2002			Deposit	County Exempt - Checking		1,354.30
09/25/2002			Deposit	County Exempt - Checking		60.00
09/25/2002			Deposit	County Exempt - Checking		85.00
Total New Deposits and Other Credits				10 Items		2,172.90
Total New Transactions				32 Items		-985.79

Edw
 9/27/02

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		4,067.04
Cleared Checks and Payments	26 Items	-3,964.30
Cleared Deposits and Other Credits	10 Items	2,202.90
Cleared Balance		2,305.64

Uncleared Transactions

Uncleared Checks and Payments	9 Items	-500.00
Uncleared Deposits and Other Credits	1 Items	120.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		1,925.64
New Checks and Payments	11 Items	-560.72
New Deposits and Other Credits	6 Items	460.00
Ending Account Balance		1,824.92

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/30/2002			Service Charge	County Exempt - Checking	X	-5.61
09/10/2002	3663	Passport Services	Jack Kuo Lee 4/15/77	County Exempt - Checking	X	-55.00
09/11/2002	3664	Passport Services	Mayra Melgar	County Exempt - Checking	X	-45.00
09/11/2002	3665	American Library Associat...	School Promotion Book...	County Exempt - Checking	X	-700.00
09/11/2002	3666	Passport Services	Rachel Morgan Shaw 6/9...	County Exempt - Checking	X	-55.00
09/11/2002	3667	Passport Services	Quang Thanh Dang dob ...	County Exempt - Checking	X	-55.00
09/18/2002	3669	Placentia Library District - ...	Refund advance of \$1,50...	County Exempt - Checking	X	-1,680.04
09/12/2002	3670	Passport Services	Danny Boy Tatro 9/18/48	County Exempt - Checking	X	-55.00
09/14/2002	3671	Passport Services	Jinna Iman Sakkijha, dob...	County Exempt - Checking	X	-95.00
09/14/2002	3672	Passport Services	Steve Kou, dob 1/27/58	County Exempt - Checking	X	-55.00
09/18/2002	3673	Passport Services	Michael Steven Samayoa...	County Exempt - Checking	X	-120.00
09/16/2002	3674	Passport Services	Wiyan Wong dob 8/12/78	County Exempt - Checking	X	-55.00
09/16/2002	3675	Passport Services	William Arthur Reeves d...	County Exempt - Checking	X	-55.00
09/16/2002	3676	Passport Services	Michael Dante Santiago ...	County Exempt - Checking	X	-40.00
09/16/2002	3677	Passport Services	Todd Douglas Schaeffer ...	County Exempt - Checking	X	-115.00
09/16/2002	3678	Passport Services	Jason Carl Jeffus 7/21/54	County Exempt - Checking	X	-128.65
09/17/2002	3679	Passport Services	Eric Christopher Love 3/...	County Exempt - Checking	X	-95.00
09/18/2002	3680	Passport Services	Hai Loc Phan 7/28/53	County Exempt - Checking	X	-55.00
09/18/2002	3681	Passport Services	Michelle Ju-Hsuan Tang...	County Exempt - Checking	X	-55.00
09/18/2002	3682	Passport Services	George Alfred Sayes 2/2...	County Exempt - Checking	X	-55.00
09/18/2002	3683	Passport Services	Donald D. jWinn Jr. 8/16...	County Exempt - Checking	X	-115.00
09/21/2002	3684	Passport Services	Pamela Kay Leinen, dob ...	County Exempt - Checking	X	-55.00
09/21/2002	3685	Passport Services	Aaron Ross, dob 9/1/77	County Exempt - Checking	X	-55.00
09/21/2002	3686	Passport Services	Tara Ann Ulgasan Wee, ...	County Exempt - Checking	X	-55.00
09/23/2002	3687	Passport Services	Luis Rojas Jimenez, dob ...	County Exempt - Checking	X	-55.00
09/24/2002	3690	Passport Services	Eleanor Clare Salyer, do...	County Exempt - Checking	X	-55.00
Total Cleared Checks and Payments				26 Items		-3,964.30
Cleared Deposits and Other Credits:						
09/16/2002			Deposit	County Exempt - Checking	X	180.00
09/17/2002			Deposit	County Exempt - Checking	X	3.60
09/18/2002			Deposit	County Exempt - Checking	X	95.00
09/23/2002			Deposit	County Exempt - Checking	X	110.00
09/23/2002			Deposit	County Exempt - Checking	X	55.00
09/23/2002			Deposit	County Exempt - Checking	X	110.00
09/23/2002			Deposit	County Exempt - Checking	X	1,354.30

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
09/25/2002			Deposit	County Exempt - Checking	X	60.00
09/25/2002			Deposit	County Exempt - Checking	X	85.00
09/30/2002			Deposit	County Exempt - Checking	X	150.00
Total Cleared Deposits and Other Credits				10 Items		2,202.90
Total Cleared Transactions				36 Items		-1,761.40
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
05/11/2002	3342	Passport Services	Chrisy Choi 6/26/86; Ev...	County Exempt - Checking		-45.00
07/13/2002	3524	Passport Services	Newman, Billy Leon DO...	County Exempt - Checking		-45.00
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking		-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking		-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking		-55.00
09/28/2002	3692	Passport Services	Ethan Huai-Der Huang, ...	County Exempt - Checking		-40.00
09/30/2002	4000	Passport Services	Laura Marie Padilla 2/15...	County Exempt - Checking		-55.00
09/30/2002	4001	Passport Services	Bobby Tien-Poung Wan...	County Exempt - Checking		-95.00
09/30/2002	4002	Passport Services	Miguel Orozco 7/11/84	County Exempt - Checking		-55.00
Total Uncleared Checks and Payments				9 Items		-500.00
Uncleared Deposits and Other Credits:						
09/16/2002			Deposit	County Exempt - Checking		120.00
Total Uncleared Deposits and Other Credits				1 Items		120.00
Total Uncleared Transactions as of 09/30/2002				10 Items		-380.00

New Transactions:

New Checks and Payments:

10/01/2002	4003	Passport Services	Thahn Kekinh Tran	County Exempt - Checking		-40.00
10/01/2002	4004	Passport Services	Yassaman Zahedi 06/15/55	County Exempt - Checking		-55.00
10/02/2002	4006	Passport Services	Jeremy Martin Camponia...	County Exempt - Checking		-55.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
10/02/2002	4007	Passport Services	Kyle David Turner 11/16...	County Exempt - Checking		-55.00
10/03/2002	4008	Passport Services	Susan Kelli Gonzales, do...	County Exempt - Checking		-55.00
10/07/2002	4009	Elizabeth D Minter	Director's Fund Fall Dec...	County Exempt - Checking		-21.40
10/05/2002	4010	Passport Services	Bryan Andrew Siles, dob...	County Exempt - Checking		-40.00
10/07/2002	4011	Judy's Hallmark	Director's Fund: greeting...	County Exempt - Checking		-19.32
10/07/2002	4012	Passport Services	Stephen Alan Hislop, do...	County Exempt - Checking		-55.00
10/08/2002	4013	Passport Services	Demetrius Lamar Cook, ...	County Exempt - Checking		-55.00
10/08/2002	4014	Passport Services	David Alvin Francois 06/...	County Exempt - Checking		-110.00
Total New Checks and Payments					11 Items,	-560.72
New Deposits and Other Credits:						
10/01/2002			Deposit	County Exempt - Checking		165.00
10/01/2002			Deposit	County Exempt - Checking		110.00
10/03/2002			Deposit	County Exempt - Checking		88.20
10/07/2002			Deposit	County Exempt - Checking		40.00
10/08/2002			Deposit	County Exempt - Checking		55.00
10/09/2002			Deposit	County Exempt - Checking		1.80
Total New Deposits and Other Credits					6 Items	460.00
Total New Transactions					17 Items	-100.72

*Correct
10/9/02*

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		704.83
Cleared Checks and Payments	1 Items	-277.52
Cleared Deposits and Other Credits	5 Items	123.98
Cleared Balance		551.29

Uncleared Transactions

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

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		551.29
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	2 Items	1,710.04
Ending Account Balance		2,261.33

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/13/2002

<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:						
09/05/2002	1124	IKON	Inv. 21248512, copier m...	County Exempt - Savings	X	-277.52
Total Cleared Checks and Payments					1 Items	-277.52
Cleared Deposits and Other Credits:						
09/03/2002			Deposit	County Exempt - Savings	X	30.00
09/11/2002			Deposit	County Exempt - Savings	X	19.94
09/12/2002			Deposit	County Exempt - Savings	X	71.60
09/13/2002			Deposit	County Exempt - Savings	X	2.25
09/13/2002			Interest	County Exempt - Savings	X	0.19
Total Cleared Deposits and Other Credits					5 Items	123.98
Total Cleared Transactions					6 Items	-153.54
Uncleared Transactions as of 09/13/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/13/2002					0 Items	0.00
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings		30.00
09/19/2002			Deposit	County Exempt - Savings		1,680.04
Total New Deposits and Other Credits				2 Items		1,710.04
Total New Transactions				2 Items		1,710.04

EW
9/20/02

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		551.29
Cleared Checks and Payments	1 Items	-5.10
Cleared Deposits and Other Credits	4 Items	80.26
 Cleared Balance		 626.45

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	1,680.04

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		2,306.49
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 2,306.49

Reconciliation Report

Agenda Item 17
COE Savings - (pt. 2)
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County Exempt - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/30/2002			Service Charge	County Exempt - Savings	X	-5.10
Total Cleared Checks and Payments					1 Items	-5.10
Cleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings	X	30.00
09/25/2002			Deposit	County Exempt - Savings	X	19.94
09/30/2002			Deposit	County Exempt - Savings	X	30.00
09/30/2002			Interest	County Exempt - Savings	X	0.32
Total Cleared Deposits and Other Credits					4 Items	80.26
Total Cleared Transactions					5 Items	75.16
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings		1,680.04
Total Uncleared Deposits and Other Credits					1 Items	1,680.04
Total Uncleared Transactions as of 09/30/2002					1 Items	1,680.04
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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New Deposits and Other Credits:

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

					0 Items	0.00
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*Exempt
10/19/02*

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		8,260.60
Cleared Checks and Payments	4 Items	-541.23
Cleared Deposits and Other Credits	1 Items	1,181.85
Cleared Balance		8,901.22

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-30.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		8,871.22
New Checks and Payments	2 Items	-373.45
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		8,497.77

Reconciliation Report

Agenda Item 17
GF Checking - (pt.1)
Page 22 of 52

General Fund - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/04/2002		United California Bank	EFT Ucb service charge	General Fund - Checking	X	-15.00
05/21/2002	4486	Julie Shook	reimbursement	General Fund - Checking	X	-17.23
08/21/2002	4517	CSDA	Conference registration f...	General Fund - Checking	X	-334.00
08/30/2002	4519	Placentia Chamber of Com...	Table for State of City m...	General Fund - Checking	X	-175.00
Total Cleared Checks and Payments					4 Items	-541.23
Cleared Deposits and Other Credits:						
08/31/2002			Deposit	General Fund - Checking	X	1,181.85
Total Cleared Deposits and Other Credits					1 Items	1,181.85
Total Cleared Transactions					5 Items	640.62
Uncleared Transactions as of 09/13/2002:						
Uncleared Checks and Payments:						
08/15/2002	4514	Derek Rakos	Drapery Installation: 47...	General Fund - Checking		-30.00
Total Uncleared Checks and Payments					1 Items	-30.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/13/2002					1 Items	-30.00
New Transactions:						
New Checks and Payments:						
09/18/2002	4520	Westin Horton Plaza	Minter, Sep 24 & 25, Co...	General Fund - Checking		-329.42

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount	
09/16/2002	4521	M. F. Blouin	Prepay Order # D01931	General Fund - Checking		-44.03	
Total New Checks and Payments					2 Items	-373.45	
New Deposits and Other Credits:							
Total New Deposits and Other Credits					0 Items	0.00	
Total New Transactions						2 Items	-373.45

Edm
9/20/02

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		8,901.22
Cleared Checks and Payments	2 Items	-373.45
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		8,527.77

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-30.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		8,497.77
New Checks and Payments	2 Items	-53.86
New Deposits and Other Credits	1 Items	638.25
Ending Account Balance		9,082.16

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/18/2002	4520	Westin Horton Plaza	Minter, Sep 24 & 25, Co...	General Fund - Checking	X	-329.42
09/16/2002	4521	M. F. Blouin	Prepay Order # D01931	General Fund - Checking	X	-44.03
Total Cleared Checks and Payments					2 Items	-373.45
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
Total Cleared Transactions					2 Items	-373.45
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
08/15/2002	4514	Derek Rakos	Drapery Installation: 47...	General Fund - Checking		-30.00
Total Uncleared Checks and Payments					1 Items	-30.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/30/2002					1 Items	-30.00
New Transactions:						
New Checks and Payments:						
10/01/2002	4600	M. F. Blouin	Balance due Invoice 184...	General Fund - Checking		-28.06
10/07/2002	4602	Mary Strazdas	Office Supplies	General Fund - Checking		-25.80
Total New Checks and Payments					2 Items	-53.86

Reconciliation Report

General Fund - Checking account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
10/03/2002			Deposit	General Fund - Checking		638.25
Total New Deposits and Other Credits					1 Items	638.25
Total New Transactions					3 Items	584.39

ESM
10/9/02

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance		84,715.21
Cleared Checks and Payments	1 Items	-81,686.89
Cleared Deposits and Other Credits	15 Items	11,692.50
Cleared Balance		14,720.82

Uncleared Transactions

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

New Transactions

Account Balance as of 09/13/2002 (statement closing date)		14,720.82
New Checks and Payments	1 Items	-23,988.32
New Deposits and Other Credits	8 Items	12,054.50
Ending Account Balance		2,787.00

Reconciliation Report

Agenda Item 17
GF Savings – (pt.1)
Page 30 of 52

General Fund - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
08/29/2002	1130	Orange County Auditor	ELLI Grant 76,680.00; L...	General Fund - Savings	X	-81,686.89
Total Cleared Checks and Payments				1 Items		-81,686.89
Cleared Deposits and Other Credits:						
08/29/2002			Deposit	General Fund - Savings	X	261.55
08/31/2002			Deposit	General Fund - Savings	X	330.00
09/04/2002			Deposit	General Fund - Savings	X	643.95
09/05/2002			Deposit	General Fund - Savings	X	468.30
09/08/2002			Deposit	General Fund - Savings	X	476.50
09/08/2002			Deposit	General Fund - Savings	X	541.00
09/09/2002			Deposit	General Fund - Savings	X	514.40
09/10/2002			Deposit	General Fund - Savings	X	627.65
09/10/2002			Deposit	General Fund - Savings	X	4,194.49
09/11/2002			Deposit	General Fund - Savings	X	468.30
09/12/2002			Deposit	General Fund - Savings	X	2,294.11
09/12/2002			Deposit	General Fund - Savings	X	300.90
09/12/2002			Deposit	General Fund - Savings	X	115.00
09/13/2002			Deposit	General Fund - Savings	X	444.40
09/13/2002			Interest	General Fund - Savings	X	11.85
Total Cleared Deposits and Other Credits				15 Items		11,692.50
Total Cleared Transactions				16 Items		-69,994.39
Uncleared Transactions as of 09/13/2002:						
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

Reconciliation Report

Agenda Item 17
GF Savings - (pt.1)
Page 31 of 52

General Fund - Savings account reconciled for the period ending 09/13/2002

Date	No.	Payee	Memo	Account	C	Amount
Total Uncleared Transactions as of 09/13/2002					0 Items	0.00
 New Transactions:						
 New Checks and Payments:						
09/18/2002		Cash (Bank of the West Ca...	Cashier's Check for Tran...	General Fund - Savings		-23,988.32
Total New Checks and Payments					1 Items	-23,988.32
 New Deposits and Other Credits:						
09/14/2002			Deposit	General Fund - Savings		360.00
09/15/2002			Deposit	General Fund - Savings		4.55
09/16/2002			Deposit	General Fund - Savings		833.80
09/17/2002			Deposit	General Fund - Savings		290.00
09/17/2002			Deposit	General Fund - Savings		5.10
09/18/2002			Deposit	General Fund - Savings		10,000.00
09/18/2002			Deposit	General Fund - Savings		291.00
09/19/2002			Deposit	General Fund - Savings		270.05
Total New Deposits and Other Credits					8 Items	12,054.50
 Total New Transactions					9 Items	-11,933.82

20M
9/20/02

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		14,720.82
Cleared Checks and Payments	1 Items	-23,988.32
Cleared Deposits and Other Credits	16 Items	15,847.79
Cleared Balance		6,580.29

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-4,077.20
Uncleared Deposits and Other Credits	2 Items	930.40

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		3,433.49
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	3,615.58
Ending Account Balance		7,049.07

Reconciliation Report

Agenda Item 17
GF Savings – (pt.2)
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General Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/18/2002		Cash (Bank of the West Ca...	Cashier's Check for Tran...	General Fund - Savings	X	-23,988.32
Total Cleared Checks and Payments					1 Items	-23,988.32
Cleared Deposits and Other Credits:						
09/14/2002			Deposit	General Fund - Savings	X	360.00
09/15/2002			Deposit	General Fund - Savings	X	4.55
09/16/2002			Deposit	General Fund - Savings	X	833.80
09/17/2002			Deposit	General Fund - Savings	X	290.00
09/17/2002			Deposit	General Fund - Savings	X	5.10
09/18/2002			Deposit	General Fund - Savings	X	10,000.00
09/18/2002			Deposit	General Fund - Savings	X	291.00
09/19/2002			Deposit	General Fund - Savings	X	270.05
09/23/2002			Deposit	General Fund - Savings	X	168.00
09/23/2002			Deposit	General Fund - Savings	X	576.00
09/23/2002			Deposit	General Fund - Savings	X	712.30
09/23/2002			Deposit	General Fund - Savings	X	741.45
09/25/2002			Deposit	General Fund - Savings	X	424.05
09/25/2002			Deposit	General Fund - Savings	X	463.45
09/30/2002			Deposit	General Fund - Savings	X	704.95
09/30/2002			Interest	General Fund - Savings	X	3.09
Total Cleared Deposits and Other Credits					16 Items	15,847.79
Total Cleared Transactions					17 Items	-8,140.53

Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:

09/30/2002	1200	Orange County Auditor	Revenue Transfer 9/13/0...	General Fund - Savings		-4,077.20
Total Uncleared Checks and Payments					1 Items	-4,077.20

Uncleared Deposits and Other Credits:

Reconciliation Report

General Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
09/26/2002			Deposit	General Fund - Savings		300.40
09/28/2002			Deposit	General Fund - Savings		630.00
Total Uncleared Deposits and Other Credits					2 Items	930.40
Total Uncleared Transactions as of 09/30/2002					3 Items	-3,146.80
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
10/01/2002			Deposit	General Fund - Savings		582.70
10/01/2002			Deposit	General Fund - Savings		568.65
10/03/2002			Deposit	General Fund - Savings		323.80
10/07/2002			Deposit	General Fund - Savings		415.30
10/07/2002			Deposit	General Fund - Savings		391.00
10/07/2002			Deposit	General Fund - Savings		562.68
10/08/2002			Deposit	General Fund - Savings		542.13
10/09/2002			Deposit	General Fund - Savings		229.32
Total New Deposits and Other Credits					8 Items	3,615.58
Total New Transactions					8 Items	3,615.58

EDM
10/9/05

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/13/2002

Cleared Transactions

Previous Balance			7,496.49
Cleared Checks and Payments	0 Items		0.00
Cleared Deposits and Other Credits	1 Items		2.01
Cleared Balance			7,498.50

Uncleared Transactions

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

New Transactions

Account Balance as of 09/13/2002 (statement closing date)			7,498.50
New Checks and Payments	0 Items		0.00
New Deposits and Other Credits	0 Items		0.00
Ending Account Balance			7,498.50

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/13/2002

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:						
09/13/2002			Interest	Literacy Fund - Savings	X	2.01
Total Cleared Deposits and Other Credits						2.01
						1 Items
Total Cleared Transactions						2.01
						1 Items
Uncleared Transactions as of 09/13/2002:						
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 09/13/2002						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

Agenda Item 17
Literacy Fund - (pt.1)
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Literacy Fund - Savings account reconciled for the period ending 09/13/2002

<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

EW
9/21/02

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		7,498.50
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	3.39
Cleared Balance		7,501.89

Uncleared Transactions

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

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		7,501.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,501.89

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 09/30/2002

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:						
09/30/2002			Interest	Literacy Fund - Savings	X	3.39
Total Cleared Deposits and Other Credits					1 Items	3.39
Total Cleared Transactions					1 Items	3.39
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/30/2002					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

Literacy Fund - Savings account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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Total New Transactions				0	Items	0.00
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EDM
10/7/02

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		7,410.51
Cleared Checks and Payments	25 Items	-60,511.90
Cleared Deposits and Other Credits	2 Items	55,470.00
Cleared Balance		2,368.61

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-1,586.07
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		782.54
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		782.54

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/10/2002		Paychex	Direct Deposit checks for...	Payroll Checking - B of A	X	-14,630.49
09/11/2002		Paychex	Payroll Taxes for 9/11/02	Payroll Checking - B of A	X	-7,736.99
09/25/2002			Service Charge	Payroll Checking - B of A	X	-139.32
09/03/2002	0689	Frank Frizell	Final Paycheck	Payroll Checking - B of A	X	-1,619.29
09/05/2002	690	Wells Fargo Bank	Transfer to new account	Payroll Checking - B of A	X	-100.00
09/12/2002	0691	Shannon McCartney	5 hours, payroll 5	Payroll Checking - B of A	X	-31.17
09/18/2002	0692	Wells Fargo Bank	Transfer to new payroll c...	Payroll Checking - B of A	X	-3,800.00
09/28/2002	693	Cash	Transfer to Wells Fargo ...	Payroll Checking - B of A	X	-27,735.00
08/28/2002	2621	Irani Bhattacharya		Payroll Checking - B of A	X	-140.03
08/28/2002	2623	Dorothy J. Cummings		Payroll Checking - B of A	X	-381.74
08/28/2002	2634	Barbara Phillips		Payroll Checking - B of A	X	-306.44
09/11/2002	2649	Dorothy J. Cummings	Payroll	Payroll Checking - B of A	X	-494.24
09/11/2002	2652	Esther P. Guzman	Payroll	Payroll Checking - B of A	X	-255.63
09/11/2002	2653	Joyce G. Hampton	Payroll	Payroll Checking - B of A	X	-319.18
09/11/2002	2654	Margarita Hernandez	Payroll	Payroll Checking - B of A	X	-20.56
09/11/2002	2656	Phyllis E. Humple	Payroll	Payroll Checking - B of A	X	-440.50
09/11/2002	2659	Shannon McCartney	Payroll	Payroll Checking - B of A	X	-6.23
09/11/2002	2663	Barbara Phillips	Payroll	Payroll Checking - B of A	X	-158.62
09/11/2002	2666	Joshua Robbins	Payroll	Payroll Checking - B of A	X	-130.67
09/11/2002	2671	Edward Strysik	Payroll	Payroll Checking - B of A	X	-264.23
09/11/2002	2673	Yesenia Gomez	Payroll	Payroll Checking - B of A	X	-121.18
09/11/2002	2675	Orange County Auditor	Payroll	Payroll Checking - B of A	X	-305.18
09/11/2002	2676	Placentia Library District - ...	Payroll	Payroll Checking - B of A	X	-19.94
09/11/2002	2677	Katherine L. Roberts	Payroll	Payroll Checking - B of A	X	-392.00
09/11/2002	2678	Nationwide Retirement Sol...	Payroll	Payroll Checking - B of A	X	-963.27
Total Cleared Checks and Payments					25 Items	-60,511.90
Cleared Deposits and Other Credits:						
09/05/2002			Deposit	Payroll Checking - B of A	X	27,735.00
09/19/2002			Deposit	Payroll Checking - B of A	X	27,735.00
Total Cleared Deposits and Other Credits					2 Items	55,470.00
Total Cleared Transactions					27 Items	-5,041.90

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Uncleared Transactions as of 09/30/2002:						
Uncleared Checks and Payments:						
08/14/2002	2620	Nationwide Retirement Sol...	Void: Replaced by Chec...	Payroll Checking - B of A		-988.27
08/28/2002	2631	Rebecca Messenger		Payroll Checking - B of A		-115.67
08/28/2002	2633	Beatrice V. Quintanar		Payroll Checking - B of A		-352.76
09/11/2002	2655	Elisa Herrera-Thomas	Payroll	Payroll Checking - B of A		-129.37
Total Uncleared Checks and Payments					4 Items	-1,586.07
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/30/2002					4 Items	-1,586.07
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

ESM
10/7/02

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Cleared Transactions

Previous Balance		100.00
Cleared Checks and Payments	10 Items	-22,878.03
Cleared Deposits and Other Credits	2 Items	31,535.00
Cleared Balance		8,756.97

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-2,770.19
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 09/30/2002 (statement closing date)		5,986.78
New Checks and Payments	1 Items	-8,626.38
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		-2,639.60

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
09/24/2002		Paychex		Payroll Checking - Wells F...	X	-14,801.99
09/25/2002		Paychex		Payroll Checking - Wells F...	X	-6,763.11
09/27/2002			Service Charge	Payroll Checking - Wells F...	X	-10.00
09/25/2002	2679	Irani Bhattacharya		Payroll Checking - Wells F...	X	-40.12
09/25/2002	2680	Dorothy J. Cummings		Payroll Checking - Wells F...	X	-163.87
09/25/2002	2683	Esther P. Guzman		Payroll Checking - Wells F...	X	-255.63
09/25/2002	2684	Joyce G. Hampton		Payroll Checking - Wells F...	X	-319.18
09/25/2002	2685	Margarita Hernandez		Payroll Checking - Wells F...	X	-213.01
09/25/2002	2701	Edward Strysik		Payroll Checking - Wells F...	X	-291.18
09/25/2002	2706	Placentia Library District - ...		Payroll Checking - Wells F...	X	-19.94
Total Cleared Checks and Payments				10 Items		-22,878.03
Cleared Deposits and Other Credits:						
09/23/2002		Wells Fargo Bank	Deposit	Payroll Checking - Wells F...	X	27,735.00
09/28/2002			Deposit	Payroll Checking - Wells F...	X	3,800.00
Total Cleared Deposits and Other Credits				2 Items		31,535.00
Total Cleared Transactions				12 Items		8,656.97

Uncleared Transactions as of 09/30/2002:

Uncleared Checks and Payments:						
09/25/2002	2686	Pnyllis E. Humple		Payroll Checking - Wells F...		-162.34
09/25/2002	2691	John Patterson		Payroll Checking - Wells F...		-107.72
09/25/2002	2693	Barbara Phillips		Payroll Checking - Wells F...		-221.62
09/25/2002	2694	Beatrice V. Quintanar		Payroll Checking - Wells F...		-501.75
09/25/2002	2696	Joshua Robbins		Payroll Checking - Wells F...		-182.48
09/25/2002	2705	Orange County Auditor		Payroll Checking - Wells F...		-289.11
09/25/2002	2707	Katherine L. Roberts		Payroll Checking - Wells F...		-392.00
09/25/2002	2708	Nationwide Retirement Sol...		Payroll Checking - Wells F...		-913.27
Total Uncleared Checks and Payments				8 Items		-2,770.11

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
Total Uncleared Transactions as of 09/30/2002					8 Items	-2,770.19
New Transactions:						
New Checks and Payments:						
10/04/2002	2000	Elisa Herrera-Thomas	Final Paycheck including...	Payroll Checking - Wells F...		-8,626.38
Total New Checks and Payments					1 Items	-8,626.38
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					1 Items	-8,626.38

EC
 10/5/02

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF SEPTEMBER, 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	38.45	2	1,450.41	61	1,488.86	63	816.69	35	2,305.55	98
Adult Circulating Non-Fiction	102.81	4	2,084.99	85	2,137.80	89	1,423.99	64	3,561.79	153
Adult Reference	1,459.35	15	332.95	3	1,792.30	18	1,017.90	23	2,810.20	46
Adult Print Continuations	96.00	1	0.00	0	96.00	1	0.00	0	96.00	1
Adult Electronic Continuations	16,201.50	1	0.00	0	16,201.50	1	0.00	0	16,201.50	1
Total Adult Non-Fiction	17,859.66	21	2,367.94	88	20,227.60	109	2,441.89	92	22,669.49	201
TOTAL ADULT PRINT MATERIALS	17,898.11	23	3,818.35	149	21,716.46	172	3,258.58	127	24,975.04	299
Adult Audio/Music	0.00	0	0.00	0	0.00	0	70.00	5	70.00	5
Adult Audio Books	1,086.15	15	0.00	0	1,086.15	15	0.00	0	1,086.15	15
Total Adult Audio	1,086.15	15	0.00	0	1,086.15	15	70.00	5	1,156.15	20
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,086.15	15	0.00	0	1,086.15	15	70.00	5	1,156.15	20
TOTAL ADULT MATERIALS	18,984.26	38	3,818.35	149	22,802.61	187	3,328.58	132	26,131.19	319
Juvenile Fiction	1,991.78	167	1,462.39	197	3,454.17	364	123.76	14	3,577.93	378
Juvenile Circulating Non-Fiction	1,142.17	61	830.65	55	1,972.82	116	95.95	11	2,068.77	127
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	1,142.17	61	830.65	55	1,972.82	116	95.95	11	2,068.77	127
TOTAL JUVENILE PRINT MATERIALS	3,133.95	228	2,293.04	252	5,426.99	480	219.71	25	5,646.70	505
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	299.11	12	4,574.35	99	4,873.46	111	0.00	0	4,873.46	111
Total Juvenile Audio	299.11	12	4,574.35	99	4,873.46	111	0.00	0	4,873.46	111
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	299.11	12	4,574.35	99	4,873.46	111	0.00	0	4,873.46	111
TOTAL JUVENILE MATERIALS	3,433.06	240	6,867.39	351	10,300.45	591	219.71	25	10,520.16	616
Total Fiction	2,030.23	169	2,912.80	258	4,943.03	427	940.45	49	5,883.48	476
Total Non-Fiction	19,001.83	82	3,198.59	143	22,200.42	225	2,537.84	103	24,738.26	328
Total Audio	1,385.26	27	4,574.35	99	5,959.61	126	70.00	5	6,029.61	131
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	22,417.32	278	10,685.74	500	33,103.06	778	3,548.29	157	36,651.35	935

ACQUISITIONS REPORT FOR THE MONTH OF SEPTEMBER 2002

Prepared by Julius Shook, Technical Services Manager

GENERAL FUND	ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
	0.00	0	0	518.30	23	21	432.25	18	18	940.55	41	39
Adult Fiction	21.74	1	1	764.74	34	20	564.65	23	23	1,351.13	58	44
Adult Circulating Non-Fiction	147.00	1	1	332.95	3	3	75.00	4	4	554.95	8	8
Adult Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	168.74	2	2	1,097.69	37	23	639.65	27	27	1,906.08	66	52
Total Adult Non-Fiction												
TOTAL ADULT PRINT MATERIALS	168.74	2	2	1,615.99	60	44	1,071.90	45	45	2,856.63	107	91
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	662.50	11	11	0.00	0	0	0.00	0	0	662.50	11	11
Total Adult Audio	662.50	11	11	0.00	0	0	0.00	0	0	662.50	11	11
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	662.50	11	11	0.00	0	0	0.00	0	0	662.50	11	11
TOTAL ADULT MATERIALS	831.24	13	13	1,615.99	60	44	1,071.90	45	45	3,519.13	118	102
Juvenile Fiction	1,858.38	156	142	198.36	40	40	39.95	3	3	2,096.69	199	185
Juvenile Circulating Non-Fiction	1,142.17	61	61	0.00	0	0	56.00	8	8	1,198.17	69	69
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,142.17	61	61	0.00	0	0	56.00	8	8	1,198.17	69	69
TOTAL JUVENILE PRINT MATERIALS	3,000.55	217	203	198.36	40	40	95.95	11	11	3,294.86	268	254
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	98.00	3	3	0.00	0	0	98.00	3	3
Total Juvenile Audio	0.00	0	0	98.00	3	3	0.00	0	0	98.00	3	3
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	98.00	3	3	0.00	0	0	98.00	3	3
TOTAL JUVENILE MATERIALS	3,000.55	217	203	296.36	43	43	95.95	11	11	3,392.86	271	257
Total Fiction	1,858.38	156	142	716.66	63	61	472.20	21	21	3,047.24	240	224
Total Non-Fiction	1,310.91	63	63	1,097.69	37	23	695.65	35	35	3,104.25	135	121
Total Audio	662.50	11	11	98.00	3	3	760.50	14	14	760.50	14	14
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	3,831.79	230	216	1,912.35	103	87	1,167.85	56	56	6,911.99	389	359

OUTSTANDING ORDERS AS OF SEPTEMBER 30, 2002

General Fund	Amount	Adopt-A-Book	TOTAL
\$5,816.83	\$5,415.98	\$11,292.81	