

# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES

November 27, 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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

*Absent* *Bean*  
*Wood*

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

Presentation: Library Director  
Recommendation: Adopt by Motion

*Stark / Dussini*

- 3. Minutes of the October 16, 2002 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*Add Ding Sarcata  
Stark / D... as correct*

- 4. Oral Communications

*None*

*At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.*

*In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.*

*In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.*

*Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).*

- 5. Board President Report

*Welcome Betty Escobedo.*

*Donee Recognition  
No report*

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

- 6. Trustee Reports

*Barbara: SDWCA - in about a week - needs  
a letter appt. - hand copy - letter -*

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

- 7. Library Director Report

*Dirina: No report.*

*Review tea ballat pencil  
in circulation*

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

*Admin Fund adv to Study - see 1*

*Donee and  
7:40 P -*

- 8. Friends of Placentia Library Board of Directors Report

*Ellie -*

*- Membership renewals  
- Admin lunch  
- Annual Meet in April 7  
\*\**

- 9. Placentia History Room Report

**CLAIMS (Items 10 - 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Stark / D...*

*Items 10 - 13 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340 and 4341 forwarded by Library Director for a total of \$24,850.03 for this report period.

- 12. Current Claims and Payroll (Approve)

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

- 13. FY2002-2003 Cash Flow Analysis through October 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

*Source's Presentation*  
FINANCIAL REPORTS (Items 14 - 18)

*Presented by  
Presentations:*

*Jevel Book for  
Chadler  
Source will meet  
pjt + assist  
with calendar.*

*Peggy / Source* - Presentation: Library Director  
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 19 - 29)

Presentation: Library Director  
Recommendation: Approve by Motion

*Peggy / Source*

*Items 19 - 29 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 19. Building Maintenance Report for October 2002 (Receive & File)
- 20. Personnel Report for October 2002 (Receive, File, and Ratify Appointments)

21. Volunteer Report for October 2002 (Receive & File)
22. Circulation Report for October 2002 (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
24. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Plan of Service and Budget Request for Fiscal Year 2002-2003 for the California Library Literacy Service Programs (CLLS) which serves the adult literacy program, as submitted on November 8, 2002 (Receive & File)
27. Submission of California State Mandated Costs Claims (Receive & File)
28. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2002-2003, as submitted on November 19, 2002 (Receive & File)
29. Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and the Grant documents and Financial Claim that were submitted to the State Library on November 18, 2002. (Receive & File)

#### CONTINUING BUSINESS

30. 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

31. Election of Officers for Independent Special Districts of Orange County (ISDOC)

Presentation: Library Director

Recommendation: Determine how the District wishes to vote in the election; and

Authorize the Library Director to prepare and mail the ballot on behalf of the Board of Trustees.

32. Presentation on recommended changes to the District's Internet Access Policy

Presentation: Technology Manager

Recommendation: Give Direction for Policy Development

*ACA lobby article.  
for Town Set week.*

33. Authorize replacement of Story Hour Room wall and door

Presentation: Library Director *Perry / Saunders.*  
Recommendation: Authorize the replacement of the folding wall/door to the Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000 to be paid by the Placentia Library Foundation; and

Authorize the Library Director to request that the Friends of Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize payment of the balance from the District General Fund.

34. Authorize replacement of Public Rest Room partitions

Presentation: Library Director *Saunders / Perry.*  
Recommendation: Authorize replacement of the Public Rest Room partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at a cost of \$3,190.00 to be paid by the General Fund.

35. Retirement Commemoration for Trustee Sandra Stark

Presentation: Library Board President *Perry / Dard.*  
Recommendation: Determine the activity and budget for the commemoration for Trustee Sandra Stark *\$300*

*Just Check Collect in Exp'n*

35a. Travel/training authorizations for Placentia Citizen of the Year Breakfast and Special District Risk Management Authority (SDRMA) Annual Meeting and Education Seminar

Presentation: Library Director  
Recommendation: Determine how many seats for the Placentia Citizen of the Year Breakfast will be needed by the Library Trustees; and

*Perry / Saunders*  
Approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant Katie Matas on Wednesday, December 11, 2002 at a cost of approximately \$300.00 to be paid by the General Fund.

STAFF REPORTS (Items 36 - 41) *Dard / Perry*

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

36. Program Committee Report for October 2002 (Roberts)

37. Children's Services Report for October 2002 (Smith)

38. Placentia Library Literacy Services Report for October 2002 (Roberts)

- 39. Placentia Library Web Site Report for October 2002 (Roberts)
- 40. Publicity Materials Produced in October 2002. (Rakos)
- 41. Safety Committee Minutes for October 2002 (Matas)

**ADJOURNMENT**

42. Agenda Preparation for the December Regular Meeting, which will be held on Wednesday, December 18, 2002 at 6:30 P.M. This meeting will include the election of Board officers and assignments for calendar year 2003.

43. Review of Action Items. LOCAL

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

44. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the November 27, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 21, 2002.

ED Minter

# Placentia Library Board Calendar

December 2002 - November 2003

Dec 2002						
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## December

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

Jun 2003						
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## 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

Jul 2003						
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## February

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

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## March

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

Sep 2003						
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## April

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

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## May

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

Nov 2003						
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## June

- 2 7:00 PM Friends Board Meeting, Wood

CONFIDENTIAL - SECURITY INFORMATION

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# Placentia Library Board Calendar

December 2002 - November 2003

Dec 2002

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Jan 2003

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May 2003

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## June

- 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

Jun 2003

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## July

- 4 Library Closed for Independence Day
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 20 6:30 PM Library Board Meeting

Jul 2003

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## August

- 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

Aug 2003

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## September

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

Sep 2003

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## October

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

Oct 2003

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## November

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THE HISTORY OF THE

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**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**October 16, 2002**

**CALL TO ORDER** President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 16, 2002 at 6:31 P.M.

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

**Members Absent:** None

**Others Present:** Public Services Manager / Literacy Coordinator Jim Roberts, Interim Administrative Assistant Erin Fregeau.

**ADOPTION OF AGENDA** It was moved by Trustee Dinsmore, 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 September 18, 2002.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the Minutes of the September 18, 2002 Regular Meeting.

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

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

**PRESIDENT'S REPORT** President Shkoler reported that he attended the Friends of Placentia Library Board of Directors' meeting on October 7, 2002. He noted that Friends President Ellie Rankin runs a good meeting.

President Shkoler met with Betty Escabosa before the Friends Meeting, and discussed her availability for the Placentia Library District Board Meetings. She said that she is in the process of rearranging her schedule and plans to attend Board Meetings soon.

**TRUSTEE REPORTS**

Trustee Stark reported that she attended the City of Placentia Heritage Day Parade held on October 12, 2002. She was impressed with the Parade, and enjoyed seeing her granddaughter march with the Girl Scouts.

Trustee Stark also reported that there are two more meetings for the Special District Workers Compensation Authority Board of Directors. Both will be held in November.

Trustee Dinsmore reported that she attended the Heritage Parade on October 12, 2002. She was very impressed with Placentia Library District's entry.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY DIRECTORS REPORT**

Library Director Minter announced that on October 6, 2002, a new Families for Literacy / Reference Librarian was hired, Tyese Wortham. Tyese is already working hard and reaching out to local schools to expand the Families for Literacy Program.

**FRIENDS OF PLACENTIA LIBRARY**

Ginny Sanatar, Friends of Placentia Library Board member, reported that November is the Friends membership campaign month. She also reported that the Author's Brunch which will be held at Alta Vista Country Club on Saturday, March 1<sup>st</sup>, 2003.. Lisa See will be the feature author. Ms. Sanatar also announced that the Friends of Placentia Library nominated Jim Roberts for the Placentia Chamber of Commerce Citizen of the Year Award.

**FOUNDATION REPORT**

Trustee Wood reported that the Foundation Donor Reception will be held Friday, November 8, 2002. The Donor Reception will have a Mardi Gras theme. The Reception will not affect the History Room meeting that morning.

**CLAIMS**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Agenda Items 12 through 15.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director and Library Trustees: Claims 4319, and 4324 for a total of \$7,006.85. Claim 4316, 4321, 4322, and 4323 forwarded by the Trustees for \$34,042.99.00; with a combined total \$41,049.85 for this report period.

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

FY 2002-2003 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 a& File and Approve Fund Transfer)

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 16 through 20.

Financial Reports for September 2002

Official General Ledger & Check Registers for September 2002

Acquisitions Report for September 2002

Collection Agency Report for September 2002

Gifts Report for September 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 21 through 30.

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

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

Volunteer Report for September 2002 (Receive & File)

Circulation Report for September 2002 (Receive & File)

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

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

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

Letter from the State Library of California reporting the Placentia Library's estimated share of the Fiscal Year 2002-2003 Public Library Fund is \$46,376. (Receive and File)

Letter from the State Library of California reporting the Families for Literacy Grant (FFL) for Fiscal Year 2002-2003 is \$12,061. (Receive & File)

Workers Compensation Claim Settled. (Receive & File)  
Biennial Review of the Placentia Library District Conflict of

**STATE BUDGET  
STATUS**

Library Director Minter reported that the Placentia Library District's Public Library Fund allocation will be \$46,000.

**CALIFORNIA PUBLIC  
NOTICE  
REIMBURSEMENT**

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.

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

**AUTHORIZATION  
TO APPLY FOR  
CalCARD**

It was moved by Trustee Wood and seconded by Trustee Stark to approve the Addendum to State of California Purchase Card Program Master Service Agreement.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-1 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to authorize Library Director Elizabeth D. Minter to apply for a CalCard on behalf of the District.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-1 by roll call vote.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood  
NOES: None  
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 September 2002.

Children's Services Report for September 2002.

Placentia Library Literacy Services Report for September 2002.

Placentia Library Web Site Report for September 2002.

Placentia Library Publicity Materials produced for September 2002.

Safety Committee Minutes for September 2002.

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

#### **NOVEMBER MEETING**

The November Regular Library Board Meeting will be held on Wednesday, November 20, 2002 at 6:30 P.M. in the Library Conference Room.

#### **ADJOURNMENT**

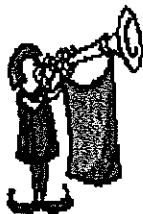
The Regular Meeting of the Board of Trustees of the Placentia Library District for October 16, 2002 adjourned at 7:43 P.M.

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Geoff Braun  
Secretary  
Library Board of Trustees







MINUTES November 4, 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, Camile Himes, Pat Irot and Renee Scott. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Gai Woods, the Trustees.

The **minutes** of the October 7 board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of \$11,212.80. **Financial Secretary**, Ginny Sanatar reported sales from the Book Store in October \$653.75. October Second Sunday Sale netted \$158.35. Wells Fargo Foundation donated \$1000 for books for the Christmas Clearing Bureau. There were no bills to be paid.

**President's Report:** 1) Trustee's meeting: Ginny Sanatar attended as our representative. She reported that it was a very well organized, professionally done meeting. She had the agenda notebook beforehand and found it very informative. 2) Citizen of the Year Nominee: The Rotary Club of Placentia nominated Jim Roberts the same evening in October that we did. Therefore we will share the honor. Elizabeth Minter has written the nomination papers. Pat Irot moved that the Friends purchase one ticket for Jim Roberts. Virginia Walker seconded this and the motion was carried. The breakfast will be Friday, December 6 at 7 AM at Alta Vista Country Club. The tickets are \$12. Elizabeth will reserve 3 tables. 3) Foundation Report: Donor's Reception Friday November 8. Eleanor encouraged each of us to meet Michael Hunn. Gai Woods thanked the Friends of the Library for their wonderful support. She spoke on behalf of the Trustee's and the Foundation. 4) Author's Luncheon Saturday, March 1, 2003 with Lisa See. 4) Annual Meeting: A possible author was suggested to Eleanor. By general consent of the board Eleanor will contact this person and report back to the board.

**Chair Reports:** 1) Membership: The mailing for The Friends of the Library membership campaign will be out mid November. 2) Sunday Book Sales-Marge Horrocks announced the following schedule for staffing the sales: November 17 Renee Scott and Eleanor Rankin, 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 Frances Stoller, April Marge Horrocks and Jill Botha. The books that are on the outside tables and unsold at the November Sunday sale will be picked up by an organization that will distribute them in Kabul, Afghanistan. 3) Silent Auction-Jill Botha reported sales of \$19 in October.

**Library Director's Report:** Elizabeth Minter announced that the Administrative Assistant position is officially open. It will not be filled until after the Christmas Holidays. Elizabeth also reported that Sandra Stark would be retiring from the Library Trustees Board. Betty Escobosa will take that vacancy. Betty will be installed the first Friday of December.

Jim Roberts reported that he has been in contact with Human Services. They will let him know the number of children, their ages and whether boys or girls. With this information the appropriate books can be ordered to fill the boxes.

**Announcements:**

Eleanor asked if anyone knew how the minutes from past years had been stored. It was noted that they are stored in a casual, but safe manner. She suggested that they should be bound and asked Pat Irot and Barbara Hemmerling to meet with her to work on completing this task.

**Next meeting:** Monday December 2, 2002 7 PM

Barbara Hemmerling, Recording Secretary

November 22, 2002

TO: BOARD OF TRUSTEES, PLACENTIA LIBRARY DISTRICT  
MEMBERS, CITY OF PLACENTIA, HISTORICAL COMMITTEE  
FROM: HISTORY ROOM VOLUNTEERS *Pat Int*

The History Room continues to be staffed on Mondays and Wednesday evenings from 6 - 9 pm. to provide patron services. We volunteers rotate assignments on Monday evenings, one of us being present accompanied by a member of the Historical Committee, also on a rotating basis. We three are there on Wednesday evenings. Patron visits vary in number; generally, the research needs of students from public schools and universities are served.

Most recently, community outreach needs have been filled, as follows:

1. Illustrations/photos to accompany the text of a children's history book of our city, written by Chris Lowe, are in discussion. Consultations with Chris are in progress in regard to photo needs. Text has been written by Chris with the assistance of an intern; we have provided some editing.
2. The 3rd grade curriculum project on local history is in its concluding stages. We have written the teacher background materials on the local history of the five cities served by PYLUSD (Anaheim, Brea, Fullerton, Placentia and Yorba Linda). We have been actively engaged in the editing process, as well as the providing background and editing for the accompanying CDROM. The first volume of this material was presented to all third grade teachers (about 350) in the district at an inservice prior to the opening of school; the second and final volume will be distributed at a third grade teacher inservice in January. A copy is available in the History Room for your review.
3. A book on Placentia street names has recently been updated by Marie Schmidt and printed by the city. It explains the history behind the names of the streets within our city. It is available in the History Room for your review.
4. Meetings have been held with the Chair of the 2003 Home Tour planned by the Historical Committee, relative to needs for information and photos - particularly for their advertising needs.

In addition,

1. A CSUF student is earning 20 hours of community service under History Room personnel supervision.



2. Placentia Round Table Night's group, as a community project, is working under our direction. They are creating acid-free files with appropriate labels for hundreds of newspaper photo negatives which were donated to us some time ago.
3. Our current two displays in the Patron Room feature historical photos of our schools and of our founders. Plans are underway to change these exhibits to feature Placentia newspapers through the years and in addition, another display of historic buildings.
4. Our Disneyland Award Project is on hold. We have learned that Dr. Hansen, CSUF, has a similar project which will develop oral histories of WWII veterans experiences. We hope to meet with a representative of that project in order to coordinate our video project of WWII veterans' memories; we feel that we can benefit mutually by working together.
5. We hosted the November meeting of the Heritage Coordinating Council of Orange County. Members are professionals from libraries, universities, agencies and historical societies. This group shares information about activities and offers each other ideas and assistance. A large number of the group requested copies of the Placentia Street Name book (which were provided) and the 3rd grade Local History Curriculum.(which we will request of the school district).
6. We are in NEED of archivist consultant services in order to move forward with computerizing our holdings. We know a person who could be provide this help, but would need approval and assistance in contracting for services..



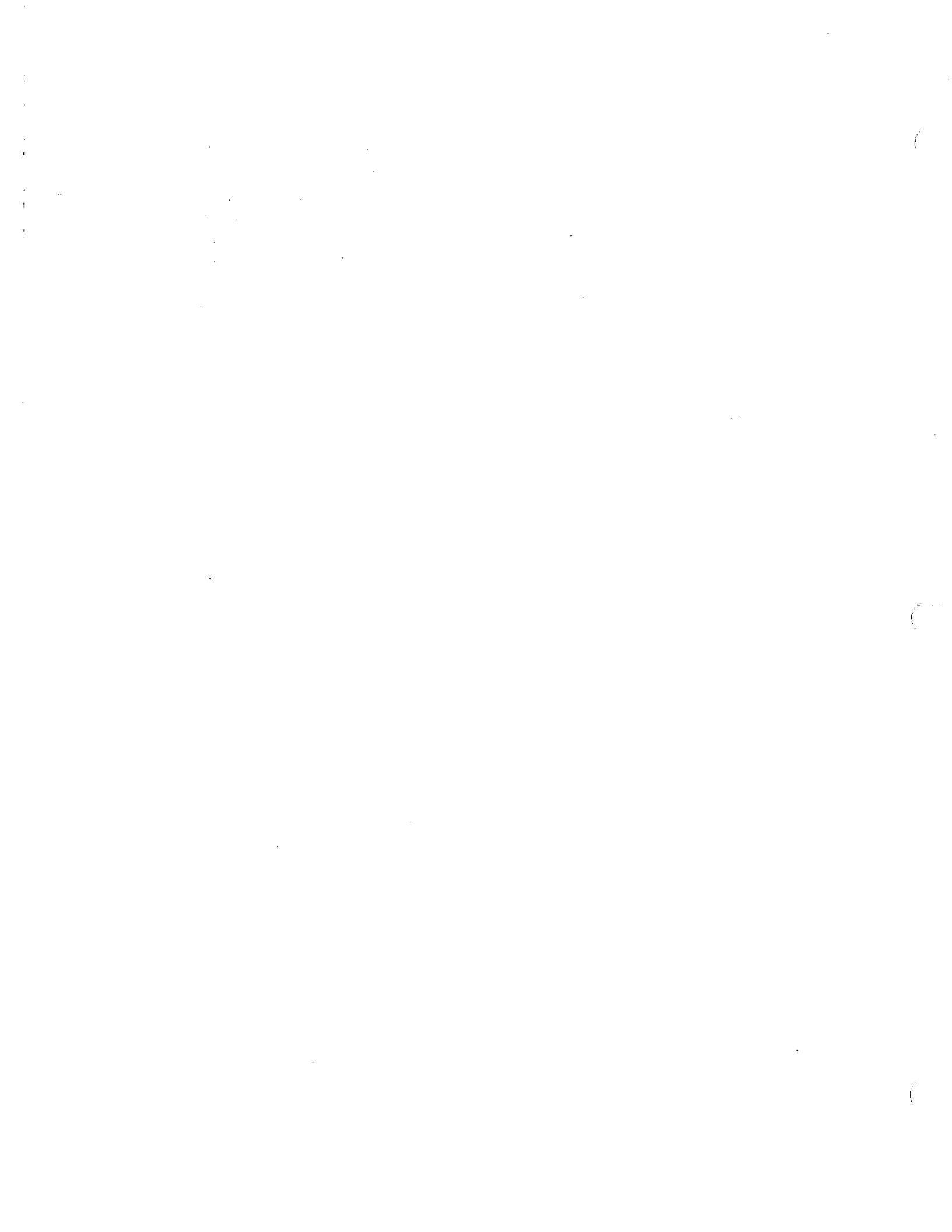
PLACENTIA LIBRARY DISTRICT

Summary of Nonstandard Claims

November 27, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elizabeth D. Minter





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
November 27, 2002

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	October 17, 2002	4331	5,569.66
	October 17, 2002	4332	3,169.93
	October 22, 2002	4333	1,235.13
	October 30, 2002	4334	5,209.22
	October 30, 2002	4335	611.63
	October 30, 2002	4336	1,642.63
	November 13, 2002	4337	2,285.00
	November 14, 2002	4338	1,960.13
	November 14, 2002	4339	1,170.90
	November 14, 2002	4340	1,246.57
	November 18, 2002	4341	749.23
TOTAL BY LIBRARY DIRECTOR			<u>\$ 24,850.03</u>

Prepared by Elizabeth D. Minter

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/02  
REPORT NO 4331

Agenda Item 11  
Page 2 of 12

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

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

10/28/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N09110 Special Districts Workers' . Compensation Authority 1481 River Park Drive, Suite 110 Sacramento CA 95815-4501	10/07/02		0350	00		394.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	10/02/02 10/04/02		0700	01 08		343.77 56.78		
						400.55		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 204 Brea, CA 92821	200210-18 200210-70		0700	02 1900		39.90 15.00		
						54.90		
N09191A Oxygen Service Company 1011 W. Collins Ave. Orange, CA 92867	04408		1400	00		165.86		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55816 55182		0700 1400	00 00		8.17 1,846.20		
			1400	00		2,283.00		
						4,137.37		
N06779B 3M RSP4754 File #53056 Los Angeles, CA 90074-3056	OF07780		1300	00		133.06		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35391		1800	00		155.44		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	882550		1800	00		128.48		

The claims listed above (totaling \$5,569.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/17/02  
REPORT NO 4332

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

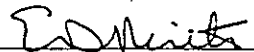
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

10/28/02

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
(new vendor) Metal Edge, Inc. 6340 Bandini Boulevard Commerce, CA 90040	40745		1800	00		256.60		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	133462		1900	00		113.33		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	18167		1900	00		2,800.00		

The claims listed above (totaling \$3,169.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 10/22/02  
REPORT NO 4333


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct.7, 2002 335-253-2062		0700	01		349.79		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	10/07/02		1900	00		673.75		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	10/15/02		1900	08		91.00	02	
(new vendor) Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	10/15/02		1900	08		60.00	02	
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	9/16 - 10/17/02 10/3 - 10/16/02		2700	01		8.76 51.83 60.59		

The claims listed above (totaling \$1,235.13) 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

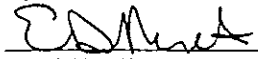
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

11/4/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	10/10/02		0300	00		516.00		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	10/22/02		0300	00		188.77		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	10/14/02		0300	00		3,998.35		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	10/17/02		0700	00		154.41		
	10/17/02		0700	01		18.05		
						172.46		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/16/02		0700	01		67.43		
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	45740		1300	08		83.85		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	882550		1800	00		128.48		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	022		1800	09		53.88		

The claims listed above (totaling \$5,209.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
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Placentia Library District  
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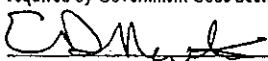
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11/4/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27248 Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/25/02		2700	01		10.95		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/22/02		2700	07		23.36		
	10/28/02		2700	07		18.62		
						41.98		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/22/02		2700	08		173.91		
(new vendor) Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/28/02		2700	09		18.62		
N01074 Sempra Rnergy Utility The Gas Company PO Box C Monterey Park, CA 91756	10/21/02		2800	00		17.82		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	10/21/02		2800	00		348.35		

The claims listed above (totaling \$611.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
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Placentia Library District  
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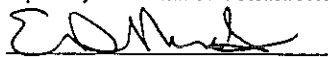
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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11/4/02

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N06779B 3M RSP4754 File #53056 Los Angeles, CA 90074-3056	OF07780 (balance from Claim 4331)		1300	00		32.97		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	10/21/02		1800	00		433.90		
			1800	07		151.23		
			1800	08		105.53		
						690.66		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0022554		2700	00		459.50		
			2700	07		459.50		
						919.00		

The claims listed above (totaling \$1,642.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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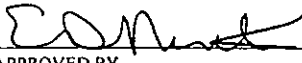
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	11/01/02		0700	08		22.20		
	09/16/02		0700	01		57.26		
						<del>79.46</del>		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35657		0700	05		215.50		
N06903 Advanced Office Services 1430 Village Way Santa Ana, CA 92705	282679		1300	08		83.85		
(new vendor) IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21310723		1300	00		277.52		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	062771		1400	00		1,100.00		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	185307		1400	00		105.75		
(vendor number not in file) Action Electric Corp. 1001 E. Washington Ave Santa Ana, CA 92701	DM-87905		1400	00		163.30		
N09112 General Binding Corp. 14430 Best Ave. Santa Fe Springs, Ca 90670	12598223		1800	00		137.36		
	12593138		1800	00		122.26		
						259.62		

The claims listed above (totaling \$2,285.00) 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



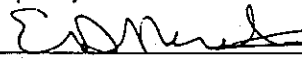
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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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
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	352505		1800	00		78.88		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90806	066083		1800	00		27.50		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	111		1800	00		53.88		
(Item Removed)								
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1154171		1800	00		119.27		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20021031		1900	00		250.60		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	18295		1900	00		1,310.00		
(new vendor) Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	11/12/02 10/29/02		1900	08		60.00 60.00	02	
						120.00		

The claims listed above (totaling \$1,960.13) 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

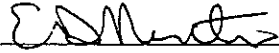
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	10/29/02		1900	08		91.00	02	
	11/12/02		1900	08		91.00		
						<b>182.00</b>		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	11/1/02		1900	08		35.00		
N03658 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	1921		1900	00		42.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10/31/02		1900	00		55.50		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	103002		1900	08		300.00	02	
N26886 Declues & Burkett, LLP P.O. Box 22021 Santa Ana, CA 92702-2021	5206		1900	00		286.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	102502		1900	08		135.20	02	
	110802		1900	08		135.20	02	
						<b>270.40</b>		

The claims listed above (totaling \$1,170.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
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/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	10/25/02		1900	08		94.85	02	
	11/08/02		1900	08		94.85	02	
						189.70		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	08/20-08/26/02		2700	01		21.54		
	10/21-10-29/02		2700	01		23.73		
						45.27		
N15072A Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/16-7/25/02		2700	01		5.84		
	7/30-8/6/02		2700	01		9.86		
	9/11-10/1/02		2700	01		41.90		
						57.60		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	10/15/02		2700	09		35.00		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0022554		2700	00		459.50		
			2700	08		459.50		
						919.00		

The claims listed above (totaling \$1,246.57) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

*[Signature]*  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

CORRECTED  
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
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	11/02/02		0700	01		343.77		
	11/04/02		0700	08		50.96		
						394.73		
N050301 AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	10/01/02		0700	08		28.49		
N27429 Metal Edge, Inc. 6340 Bandini Boulevard Commerce, CA 90040	413750		1800	00		47.59		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 (SSN: 608-40-2381)	10/11/02		1900	08		94.85	02	
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	10/11/02		1900	08		135.20	02	
N27248 Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/04/02		2700	01		23.18		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/13/02		2700	09		25.19		

The claims listed above (totaling \$749.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
November 27, 2002

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4342	10,777.04
	4343	2,005.99
	4344	4,280.41
	4345	567.76
	4346	1,141.17
	4347	1,260.02
	4348	8,971.77
	4349	1,230.37
TOTAL CURRENT CLAIMS		<u>\$30,234.53</u>
PAYROLL	4350	36,866.40
	4351	28,648.14
		<u>\$65,514.54</u>
<b>TOTAL</b>		<b><u>\$95,749.07</u></b>

Prepared by: Erin M. Fregeau

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4342

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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55212		0700	00		16.35		
			1400	00		650.51		
			1400	00		1,195.57		
			1400	00		265.60		
			1400	00		107.50		
			1800	00		2,283.00		
						<b>4,518.53</b>		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	10/21/012		1300	01		5,000.00		
(new vendor) RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22223		1400	00		600.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	02-11-1349		1400	00		318.51		
N25646A AFP 1101 King Street, Suite 700 Alexandria, VA 22314-2967	10/18/02		1600	00		340.00		

The claims listed above (totaling \$10,777.04) 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

10,777.04

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4343

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
N06819B American Library Association 50 S. Huron St. Chicago, IL 60611	0231734		1600	00		235.00		
	0210042		1600	00		150.00		
	0003235		1600	00		245.00		
						<b>630.00</b>		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	10/9/02-11/19/02		1800	07		37.34		
			1800	07		49.41		
						<b>86.75</b>		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	10/9/02-11/18/02		1800	00		47.33		
			1800	07		378.57		
			1800	08		85.00		
			2700	01		400.00		
			2700	03		132.00		
						<b>1,042.90</b>		
N03912A California Special Districts Association 1215 K Street Sacramento, CA 95814	10/29/02		1800	00		95.00		
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD. 21264-4045	10/22/02		1800	00		120.00		
N21533 Kelly Paper Co. 1441 E. 16th St. Los Angeles, CA 90021	104159		1800	00		31.34		

The claims listed above (totaling \$2,005.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,005.99

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4344

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
N10221 The Chronicle Of Philanthropy PO Box 1989 Marion, OH 43306	10/30/02		1800	00		59.97		
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990000148		1800	08		1,375.52		
N19647 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	133835		1900	00		193.37		
N06914 Inside Prospects, Inc. 4475 Mission Blvd. San Diego, CA 92109	10/01/02		2400	01		1,939.50		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	11908891		2400	01		134.59		
(new vendor) Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	09/30/02		2400	01		86.27		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R608283		2400	01		153.25		
	R610272		2400	01		65.32		
	R611985		2400	01		94.81		
						313.38		
N03658 Scholastic Library Publishing PO Box 19014 Newark, NJ 07195-0014	10749952		2400	01		177.81		

The claims listed above (totaling \$4,280.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,280.41



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4345

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
N25796 BWI (Book Wholesalers, Inc.) 1847 Mercer Road Lexington, KY 40511	1372244		2400	01		35.53		
	1372245		2400	01		4.51		
	1376946		2400	01		14.61		
	1376947		2400	01		9.69		
	1376948		2400	01		79.47		
	1376949		2400	01		72.66		
	1375195		2400	01		10.31		
	1375196		2400	01		14.61		
	1381686		2400	01		59.27		
	1381687		2400	01		61.32		
	1381688		2400	01		7.08		
	1381689		2400	01		53.44		
	1381690		2400	01		7.11		
	1381691		2400	01		15.47		
	1381692		2400	01		29.67		
	1388369		2400	01		13.64		
	1388370		2400	01		9.70		
1388371		2400	01		58.08			
1388372		2400	01		11.59			
						<b>567.76</b>		

The claims listed above (totaling \$567.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4346

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
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81139524		2400	01		4.11		
	81139525		2400	01		111.27		
	81139526		2400	01		18.49		
	81211033		2400	01		101.92		
	81211035		2400	01		118.65		
	81211039		2400	01		9.62		
	81211040		2400	01		38.14		
	81211041		2400	01		45.11		
	81211042		2400	01		12.67		
	81265683		2400	01		114.87		
	81265684		2400	01		16.83		
	81295680		2400	01		28.55		
	81349634		2400	01		270.40		
	81349635		2400	01		17.24		
	81349636		2400	01		82.66		
	81349637		2400	01		17.30		
	81349638		2400	01		7.19		
	81349639		2400	01		16.54		
81363848		2400	01		31.18			
81363849		2400	01		17.97			
81363850		2400	01		60.46			
						<b>1,141.17</b>		

The claims listed above (totaling \$1,141.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4347

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	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	81363851		2400	01		63.88		
	81363852		2400	01		15.99		
	81464622		2400	01		15.68		
	81464623		2400	01		28.30		
	81464624		2400	01		16.64		
	81464625		2400	01		159.01		
	8146429		2400	01		32.74		
	81464630		2400	01		67.32		
	81464631		2400	01		15.15		
	81464632		2400	01		4.66		
	81464628		2400	01		26.32		
	81464626		2400	01		32.51		
	81464627		2400	01		37.40		
	81464628		2400	01		26.32		
					541.92			
(new vendor) Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	10/25/02		2400	01		133.10		
N03829 Baker & Taylor, Inc. PO Box 2194 Carol Stream, IL 60132-2194	0000120964		2400	01		585.00		

The claims listed above (totaling \$1,260.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4348

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
(new vendor) The Paragon Agency PO Box 1281 Orange, CA 92856	05709		2400	01		48.39		
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	55015433		2400	01		208.73		
(new vendor) TumbleBooks Inc. 429 Melrose Ave. Toronto, ON MSM 1Z8 Canada	17		2400	03		300.00		
N0911A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	0234758		2400	04		7,005.47		
N03832 Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	50745664P		2400	05		243.08		
N03643 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1582849		2400	05		270.17		
	1598936		2400	05		116.15		
						<b>386.32</b>		
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	90211735		2400	08		22.48		
(new vendor) LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	Po6329		2400	09		757.30		

The claims listed above (totaling \$8,971.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4349

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Obj/ Rev			Doc Number	SC
(new vendor) County of Orange Tax Collector PO Box 1980 Santa Ana, CA 92702-1980	A0944885		3700	00		1,230.37		

The claims listed above (totaling \$1230.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4350

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	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/20/02 Pay period # 12 Nov 29, 2002 Dec 12, 2002		0100	00		34,247.00		
Account # 2011939659 Route #121000248	FICA		0200	00		2,619.40		
<b>PLEASE WIRE ON THURSDAY, DECEMBER 12, 2002</b>								

The claims listed above (totaling \$36,866.40) are approved for payment pursuant to an or ler 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

36,866.40

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/27/02  
REPORT NO 4351

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	11/20/02 Pay period # 12 Dec 13, 2002 Dec 26, 2002		0100	00		28,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
<b>PLEASE WIRE ON THURSDAY, DECEMBER 26, 2002</b>								

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

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

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

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

Page Total

28,648.14





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** November 27, 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.

Approximately 10% of the property tax allocation for this Fiscal Year (\$90,000) was scheduled to be deposited in the District's account earlier today.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through November 27, 2002.



Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		112,617.52
08/05/02	4297	General by Library Director		1,270.22	111,347.30
08/06/02	4298	General by Library Director		1,682.01	109,665.29
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		116,246.67
08/13/02		Library Revenue, Jul/Aug	2,502.27		118,748.94
08/14/02		Supplemental 1st Actual	165.65		118,248.90
08/14/02	4299	General by Library Director		665.69	117,583.21
08/20/02	4300	General by Library Director		5,171.55	112,411.66
08/26/02		Interest Jul	766.91	44.15	100,577.11
08/28/02	4301	General		12,601.46	87,975.65
08/28/02	4302	General		9,746.58	78,229.07
08/28/02	4303	General		1,713.87	76,515.20
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	48,780.20
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	21,045.20
08/30/02	4306	General by Library Director		1,513.25	19,531.95
08/30/02	4307	General by Library Director		1,264.53	18,267.42
08/30/02	4308	General by Library Director		423.38	17,844.04
09/03/02		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
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
11/20/02	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	33,397.83
10/07/02		Library Passport Revenue, Sep	3,372.00		36,769.83
10/07/02		Library Revenue, Sep	693.35		37,463.18
10/07/02		Interest GF Savings	11.85		35,281.44
10/09/02	4324	General by Library Director		2,193.59	35,281.44
10/16/02		Transfer from Fund 706	50,000.00		85,281.44
10/16/02		Supplemental 2nd Actual	984.36		83,789.95
10/16/02	4325	General		2,475.85	79,847.66
10/16/02	4326	General		3,942.29	78,606.66
10/16/02	4327	General		1,241.00	78,002.87
10/16/02	4328	General		603.79	50,267.87
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	22,532.87
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	16,963.21
10/17/02	4331	General by Trustees		5,569.66	13,793.28
10/17/02	4332	General by Trustees		3,169.93	13,793.28
10/21/02		Library Passport Revenue, Oct	5,282.29		19,075.57
10/21/02		Library Revenue, Oct	1,514.91		20,590.48
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		21,590.48
10/21/02		Interest GF Savings	3.09		20,358.44
10/22/02	4333	General by Library Director		1,235.13	15,149.22
10/30/02	4334	General by Library Director		5,209.22	14,537.59
10/30/02	4335	General by Library Director		611.63	12,894.96
10/30/02	4336	General by Library Director		1,642.63	12,864.90
10/31/02		Interest Sep	533.07	30.06	11,112.97
11/13/02	4337	General by Library Director		2,285.00	9,152.84
11/14/02	4338	General by Library Director		1,960.13	7,981.94
11/14/02	4339	General by Library Director		1,170.90	6,735.37
11/14/02	4340	General by Library Director		1,246.57	5,986.14
11/18/02	4341	General by Library Director		749.23	-4,790.90
11/27/02	4342	General		10,777.04	-6,796.89
11/27/02	4343	General		2,005.99	-11,077.30
11/27/02	4344	General		4,280.41	-11,645.06
11/27/02	4345	General		567.76	-12,786.23
11/27/02	4346	General		1,141.17	-14,046.25
11/27/02	4347	General		1,260.02	-23,018.02
11/27/02	4348	General		8,971.77	-24,248.39
11/27/02	4349	General		1,230.37	-61,114.79
11/20/02	11/27/02	4350	Payroll to wire December 7, 2002	36,866.40	-89,762.93

Placentia Library District  
FY2002-2003 General Fund Cash Flow

<u>DATE</u>	<u>CLAIM #</u>	<u>DESCRIPTION</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	-89,762.93



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%

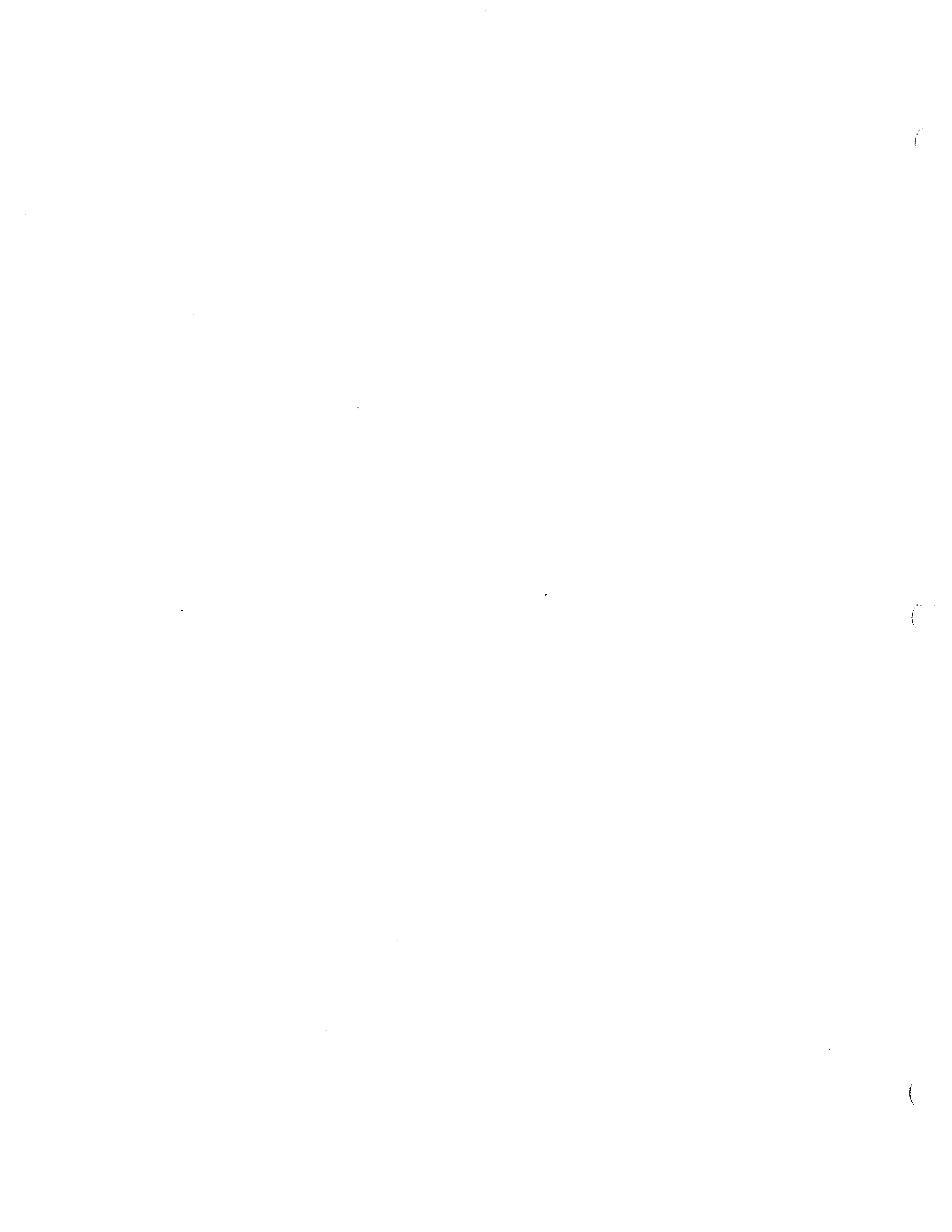




**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 November 27, 2002

	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23	
31-Aug-01	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82	
30-Sep-01	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29	
31-Oct-01	117,520.37	9,940.82	158,982.06	151,028.27	8,700.10	446,171.62	295,143.35	
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	

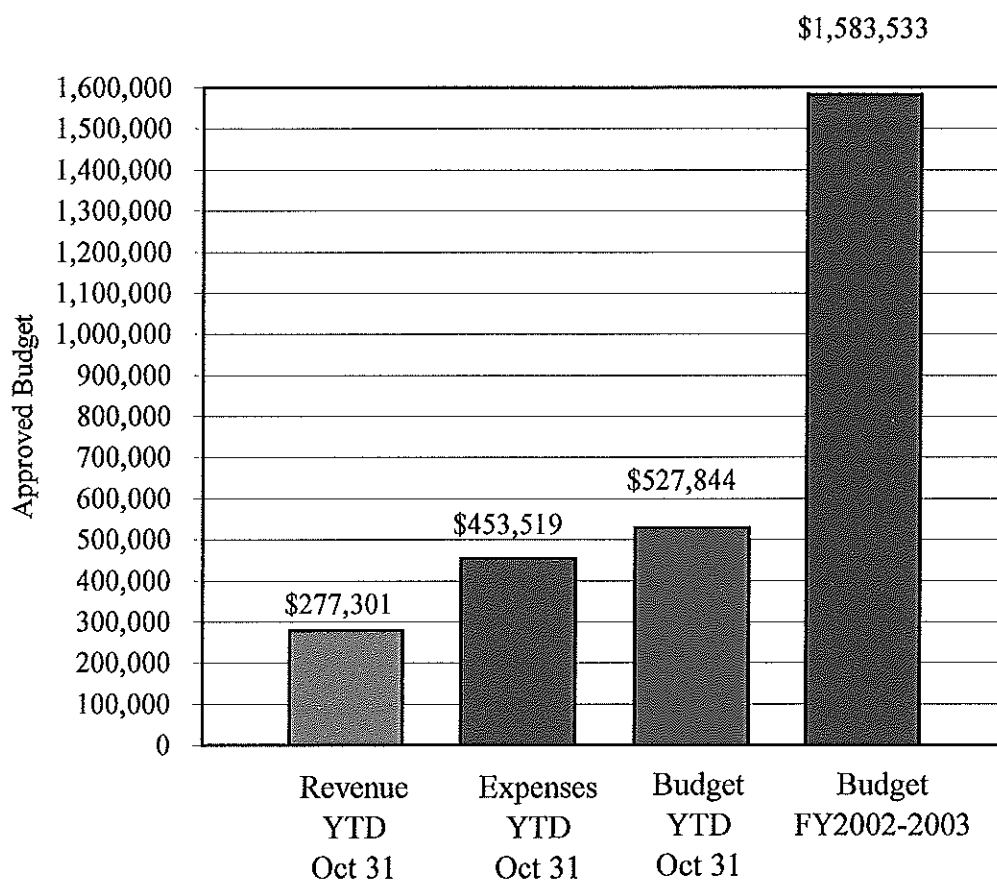
	Fiscal Year 2001-2002						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33	
31-Jul-01	112,716.71	9,534.45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



# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2002 - 2003

### General Fund Cash Flow



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PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	0.00	0.00	0.00	0.00	0.00%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	(60.93)	13,876.41	0.00	0.00	-0.01%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	0.00	93.06%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	3,518.46	9,690.83	984.36	5,171.94	10.05%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	35,000	3,518.46	11,437.65	984.36	5,171.94	10.05%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	84,992.67	90,640.37	984.36	5,171.94	6.97%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	1,780.87	3,022.43	548.01	711.08	8.09%
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	1,780.87	3,022.43	548.01	711.08	8.09%
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	5,000.00	0.00	5,000.00	
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	5,000.00	0.00	5,000.00	99.09%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	10,053.79	11,139.64	2,208.26	3,421.04	33.51%
7670-01	Local Revenue -- Passport	150,000	34,599.39	16,595.72	8,654.29	5,841.25	23.07%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	1,000.00	0.00	
	TOTAL LOCAL REVENUE	180,000	45,653.18	27,735.36	11,862.55	9,262.29	25.36%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	(36,449.18)	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	277,301.21	126,398.16	13,394.92	(16,303.87)	17.51%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	230,472.00	200,496.00	77,292.00	50,124.00	33.31%
0200	Retirement (Social Security & Pension Contribution)	98,103	17,595.00	15,265.00	5,913.00	3,798.00	17.94%
	Health & Life Insurance/Blue Shield CA	48,584	10,564.47	6,019.33	(578.02)	(840.76)	21.74%
	Long Term Disability/CNA	3,903	1,042.56	212.65	252.07	0.00	26.71%
	Life Insurance/Fortis & Protective Life	2,194	301.20	209.80	113.75	44.95	13.73%
	Vision Service Plan/VSP	2,886	650.45	908.08	212.59	208.00	22.54%
	Dental/Ameritas	6,918	1,692.70	2,200.40	0.00	543.30	24.47%
0300	Total Employee Insurance	64,484	14,251.38	9,550.26	0.39	(44.51)	22.10%
0310	Unemployment Insurance	0	394.00	0.00	394.00	0.00	
0350	Workers Compensation - General	11,300	2,733.00	0.00	0.00	0.00	24.19%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>865,807</b>	<b>265,445.38</b>	<b>225,311.26</b>	<b>83,599.39</b>	<b>53,877.49</b>	<b>30.66%</b>
0700-00	Communications - Telephone	4,000	692.01	1,317.83	104.49	142.33	17.30%
0700-01	Communications - Modem/Fax	6,000	2,209.56	1,548.97	343.77	781.26	36.83%
0700-02	Communications - Internet/Database	2,500	449.97	787.53	59.85	64.95	18.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	469.81	215.50	0.00	23.94%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	152.70	108.29	56.78	50.93	30.54%
	Total Communications	15,950	4,150.74	4,232.43	780.39	1,039.47	26.02%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	28.69	0.00	0.00	0.00	
	Total Food	600	96.75	0.00	0.00	0.00	16.13%
1000-00	Household Expense	5,000	1,482.41	1,217.83	0.00	155.59	29.65%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	344.44	1,821.00	277.52	941.00	7.65%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	5,308.06	4,860.00	133.06	0.00	46.16%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	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	5,719.43	6,681.00	410.58	941.00	32.68%
	HVAC						
	Carpet Cleaning	2,500	5,371.37	474.15	202.33	273.15	214.85%
	Groundskeeping, City of Placentia	3,500	430.98	0.00	0.00	0.00	12.31%
	Plumbing	30,000	10,568.72	3,696.96	4,129.20	758.02	35.23%
	Electrical	1,800	333.86	167.61	0.00	0.00	18.55%
	Cleaning Service	1,500	279.19	211.76	0.00	92.99	18.61%
	Locksmith	13,700	4,400.00	4,250.00	1,100.00	1,100.00	32.12%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	1,099.48	131.41	545.83	131.41	549.74%
1400-00	Total Maintenance of Building & Grounds	58,200	22,654.79	9,166.85	6,143.22	2,355.57	38.93%
	Memberships - General Fund						
1600-00	Memberships - General Fund	3,750	140.00	52.50	140.00	0.00	3.73%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	175.50	0.00	18.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	620.00	228.00	140.00	18.00	14.09%
	Miscellaneous Expense - General Fund						
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)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
	Library Supplies	10,000	2,091.65	5,742.06	599.56	952.09	20.92%
	Printing	10,000	2,389.91	2,877.97	1,460.17	83.85	23.90%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	372.78	1,191.52	113.22	0.00	24.85%
	Paper	1,700	153.09	720.52	0.00	146.74	9.01%
	Drinking Water Service	325	110.00	104.00	27.50	26.00	33.85%
	Other Office Supplies	8,500	2,700.77	3,517.16	556.92	2,072.05	31.77%
1800-00	Total Office Supply Expense - General Fund	32,025	7,818.20	14,153.23	2,757.37	3,280.73	24.41%
1800-07	ELLI Grant Supply Expense	2,611	284.51	0.00	284.51	0.00	
	Printing	1,500	0.00	0.00	0.00	0.00	
	Publications	0	2,670.07	649.30	2,670.07	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	66.21	3,648.48	33.37	3,032.82	
1800-08	Total Adult Literacy Office Supply Expense	5,000	2,736.28	4,297.78	2,703.44	3,032.82	54.73%
1800-09	Supply Expense Families for Literacy	500	0.00	419.23	0.00	0.00	
	Total Office Expense	40,136	10,838.99	18,870.24	5,745.32	6,313.55	27.01%
1803-00	Postage Expense - General Fund	5,500	2,259.05	2,377.24	675.00	865.57	41.07%
1803-01	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	0.00	50.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	50.00	0.00	
	Total Postage Expense	5,600	2,359.05	2,377.24	775.00	865.57	42.13%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	140.00	105.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,500	3,055.35	1,176.38	0.00	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	163.71	150.84	42.00	37.71	32.48%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	1,065.48	115.33	30.06	21.44	11.71%
	Advertising (Including WEB Site)	2,000	1,097.52	0.00	621.72	0.00	54.88%
	Medical Exams	750	540.00	815.00	166.50	105.00	72.00%
	Collection Services - Accounts Receivable	2,500	653.44	806.09	447.28	180.08	26.14%
	Audit & Accounting Services	5,250	3,075.00	4,650.00	2,800.00	4,650.00	58.57%
	Payroll Preparation	3,250	896.61	1,158.50	342.96	435.15	27.59%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	2,161.00	1,644.76	651.00	0.00	12.35%
1900-00	Total Specialized Services - General Fund	87,774	12,848.11	10,621.90	5,136.52	5,464.38	14.64%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	9,676.24	0.00	2,383.20	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	590.00	200.00	300.00	0.00	6.21%
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	0.00	0.00	1.68%
	Total Specialized Services	110,774	13,639.11	20,628.12	5,436.52	7,847.58	12.31%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	164.87	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	50,736.64	50,633.58	7,418.32	7,366.79	42.00%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	48.00	
2400-01	Special Department Expense- Books	145,460	13,291.91	13,634.32	6,892.36	2,565.33	9.14%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	242.12	
2400-03	Special Department Expense - Electronic	0	26,234.42	18,204.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	655.34	588.96	0.00	253.16	
2400-05	Special Department Expense - Audio	0	1,382.02	3,874.94	888.33	182.75	
2400-07	Special Department Expense - ELLI Grant	5,900	312.91	0.00	312.91	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	989.36	2,282.24	0.00	0.00	49.47%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	153,360	42,865.96	38,875.55	8,093.60	3,291.36	27.95%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	1,034.37	1,639.23	420.27	939.90	41.37%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,098.91	2,163.46	24.10	1,289.77	27.99%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	896.62	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	267.00	187.52	0.00	177.52	53.40%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	197.97	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	187.85	0.00	159.78	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	371.86	285.34	0.00	201.50	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	3,967.51	5,370.14	604.15	3,703.28	27.36%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 27, 2002

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 OCT 2002	FY2001-2002 OCT 2001	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	21,361.34	0.00	643.20	23.02%
	Gas	5,000	40.92	362.10	0.00	0.00	0.82%
	Water	3,750	1,485.25	1,769.21	368.61	506.38	39.61%
	Total Utilities	71,750	16,026.84	23,492.65	368.61	1,149.58	22.34%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>625,726</b>	<b>183,075.19</b>	<b>187,053.17</b>	<b>35,915.71</b>	<b>35,047.34</b>	<b>29.26%</b>
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	0.00	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	0.00	0.00	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>21,000</b>	<b>4,998.41</b>	<b>2,629.09</b>	<b>0.00</b>	<b>0.00</b>	<b>23.80%</b>
5600	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>1,583,533</b>	<b>453,518.98</b>	<b>414,993.52</b>	<b>119,515.10</b>	<b>88,924.83</b>	<b>28.64%</b>

**Placentia Library District  
Balance Sheet  
As of October 31, 2002**

	<u>Oct 31, '02</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,151.05
County Exempt - Savings	2,498.11
General Fund - Checking	9,028.90
General Fund - Savings	10,759.68
Literacy Fund - Savings	7,508.26
Payroll Checking - B of A	2,090.54
Payroll Checking - Wells Fargo	30,442.82
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	<u>35,000.00</u>
Payroll Savings (Int CDs)	<u>467.26</u>
Total Checking/Savings	<u>98,946.62</u>
Total Current Assets	<u>98,946.62</u>
<b>TOTAL ASSETS</b>	<b><u>98,946.62</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	15,220.25
Total Capital	70,225.89
Net Income	13,500.48
Total Equity	<u>98,946.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>98,946.62</u></b>

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

11/20/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Friends Contributions	60.00	0.00	0.00	0.00	60.00
COE Interest	1.68	0.00	0.00	0.00	1.68
COE Life Insur Suplmt(EDM)	19.94	0.00	0.00	0.00	19.94
COE Meeting Room Income	210.00	0.00	0.00	0.00	210.00
COE Miscellaneous Income	168.20	1.00	0.00	0.00	169.20
COE Passport Chck Reimbursement	2,189.00	40.00	0.00	0.00	2,229.00
COE Test Proctoring Income	1.80	0.00	0.00	0.00	1.80
GF Cash Register - Childrens	0.00	36.83	0.00	0.00	36.83
GF Cash Register - Copy/Debit	0.00	317.55	0.00	0.00	317.55
GF Cash Register - Fines	0.00	1,965.99	0.00	0.00	1,965.99
GF Cash Register - Lost Items	0.00	112.25	0.00	0.00	112.25
GF Cash Register - Misc.	0.00	394.94	0.00	0.00	394.94
GF Cash Register - Reserves	0.00	120.49	0.00	0.00	120.49
GF County Reimbursements	0.00	427.31	0.00	0.00	427.31
GF Gifts Income	0.00	400.00	0.00	0.00	400.00
GF Interest	0.00	6.81	0.00	0.00	6.81
GF Miscellaneous Income	0.00	105.00	0.00	0.00	105.00
GF Non Government Grant	0.00	1,000.00	0.00	0.00	1,000.00
GF Passport Revenue	0.00	10,349.76	0.00	0.00	10,349.76
GF Transfers from County	0.00	638.25	0.00	0.00	638.25
LIT Interest Inc - Savings	0.00	0.00	6.37	0.00	6.37
PA Deposit from CalifED	0.00	0.00	0.00	7,000.00	7,000.00
PA Wire Transfer from County	0.00	0.00	0.00	83,205.00	83,205.00
<b>Total Income</b>	<b>2,650.62</b>	<b>15,916.18</b>	<b>6.37</b>	<b>90,205.00</b>	<b>108,778.17</b>
<b>Expense</b>					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Children's Camp Library	406.77	0.00	0.00	0.00	406.77
COE Children's Other	23.96	0.00	0.00	0.00	23.96
COE Friend's Director's Fund	40.72	0.00	0.00	0.00	40.72
COE Literacy	0.00	378.57	0.00	0.00	378.57
COE Miscellaneous Expense	15.00	0.00	0.00	0.00	15.00
COE Office Expense	291.84	0.00	0.00	0.00	291.84
COE Passport Expenses	2,777.30	0.00	0.00	55.00	2,832.30
GF Bank Fees	0.00	4.00	0.00	0.00	4.00
GF Bank Return Check Item/Fees	0.00	45.00	0.00	0.00	45.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Deposit Correction	0.00	19.94	0.00	0.00	19.94
GF Office Expense	0.00	53.86	0.00	0.00	53.86
GF Registration/travel	0.00	0.00	0.00	0.00	0.00
GF Transfers to County	0.00	7,800.29	0.00	0.00	7,800.29
GF Travel Staff	0.00	75.00	0.00	0.00	75.00
GF Travel Trustees	0.00	12.00	0.00	0.00	12.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	53.03	53.03
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,550.27	1,550.27
PA Employee 125 Co-Pay	0.00	0.00	0.00	578.02	578.02

Placentia Library District  
 Profit & Loss by Class  
 October 2002

11/20/02

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	0.00	18,499.48	18,499.48
PA Prepaid Salaries	0.00	0.00	0.00	15,404.11	15,404.11
PA Salaries	0.00	0.00	0.00	29,374.94	29,374.94
PA Transfer to new account	0.00	0.00	0.00	7,000.00	7,000.00
Total Expense	3,576.59	8,403.66	0.00	73,338.73	85,318.98
Net Income	-925.97	7,512.52	6.37	16,866.27	23,459.19

# Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Agenda Item 15  
COE Fund Checking  
Page 4 of 55

## Cleared Transactions

Previous Balance		2,305.64
Cleared Checks and Payments	45 Items	-3,017.98
Cleared Deposits and Other Credits	15 Items	2,429.00
Cleared Balance		1,716.66

## Uncleared Transactions

Uncleared Checks and Payments	11 Items	-1,024.61
Uncleared Deposits and Other Credits	2 Items	448.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		1,140.00
New Checks and Payments	38 Items	-3,631.60
New Deposits and Other Credits	12 Items	2,649.65
Ending Account Balance		158.10



## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
09/23/2002	3688	Passport Services	Elias Faig Alraheb, dob 2...	County Exempt - Checking	X	-55.00
09/24/2002	3689	Passport Services	Eusebio Guerrero-Carrill...	County Exempt - Checking	X	-55.00
09/26/2002	3691	Passport Services	Erica Jasmine Gonzales 6...	County Exempt - Checking	X	-55.00
09/28/2002	3692	Passport Services	Ethan Huai-Der Huang, ...	County Exempt - Checking	X	-40.00
09/30/2002	4000	Passport Services	Laura Marie Padilla 2/15...	County Exempt - Checking	X	-55.00
09/30/2002	4001	Passport Services	Bobby Tien-Poung Wan...	County Exempt - Checking	X	-95.00
09/30/2002	4002	Passport Services	Miguel Orozco 7/11/84	County Exempt - Checking	X	-55.00
10/01/2002	4003	Passport Services	Thahn Kekinh Tran	County Exempt - Checking	X	-40.00
10/01/2002	4004	Passport Services	Yassaman Zahedi 06/15/55	County Exempt - Checking	X	-55.00
10/02/2002	4006	Passport Services	Jeremy Martin Camponia...	County Exempt - Checking	X	-55.00
10/02/2002	4007	Passport Services	Kyle David Turner 11/16...	County Exempt - Checking	X	-55.00
10/03/2002	4008	Passport Services	Susan Kelli Gonzales, do...	County Exempt - Checking	X	-55.00
10/07/2002	4009	Elizabeth D Minter	Director's Fund Fall Dec...	County Exempt - Checking	X	-21.40
10/05/2002	4010	Passport Services	Bryan Andrew Siles, dob...	County Exempt - Checking	X	-40.00
10/07/2002	4011	Judy's Hallmark	Director's Fund: greeting...	County Exempt - Checking	X	-19.32
10/07/2002	4012	Passport Services	Stephen Alan Hislop, do...	County Exempt - Checking	X	-55.00
10/08/2002	4013	Passport Services	Demetrius Lamar Cook, ...	County Exempt - Checking	X	-55.00
10/08/2002	4014	Passport Services	David Alvin Francois 06/...	County Exempt - Checking	X	-110.00
10/09/2002	4015	Passport Services	Jadranka Kijowski dob 5/...	County Exempt - Checking	X	-128.65
10/09/2002	4016	Passport Services	Anthony Richard Kijows...	County Exempt - Checking	X	-115.00
10/09/2002	4017	Passport Services	Lori Kathleen Gale 7/5/55	County Exempt - Checking	X	-55.00
10/09/2002	4018	Passport Services	Katalin Rajczi 3/9/44	County Exempt - Checking	X	-55.00
10/09/2002	4019	Passport Services	Scott Lee Danielson 11/2...	County Exempt - Checking	X	-115.00
10/14/2002	4020	Passport Services	Richard Michael Histon ...	County Exempt - Checking	X	-55.00
10/14/2002	4021	Passport Services	Kenia Nallely Hernandez...	County Exempt - Checking	X	-55.00
10/16/2002	4022	Passport Services	Kevin Edward Williams ...	County Exempt - Checking	X	-55.00
10/17/2002	4023	Passport Services	Damien Lee McGinnis 5/...	County Exempt - Checking	X	-128.65
10/21/2002	4024	Passport Services	David Joseph Pantaleo 5/...	County Exempt - Checking	X	-55.00
10/21/2002	4025	Passport Services	Michael Allen Kennedy ...	County Exempt - Checking	X	-55.00
10/21/2002	4026	Passport Services	Chau Tran 12/3/74	County Exempt - Checking	X	-55.00
10/21/2002	4027	Passport Services	Tricia Ann Rorie 7/11/65...	County Exempt - Checking	X	-135.00
10/21/2002	4028	Passport Services	Courtney Elizabeth Rorie...	County Exempt - Checking	X	-95.00
10/22/2002	4029	Passport Services	Ausencio Lopez 12/18/64	County Exempt - Checking	X	-55.00
10/23/2002	4030	Passport Services	Scott Christian West dob...	County Exempt - Checking	X	-115.00
10/24/2002	4031	Passport Services	Tom Minh Tran 6/2/89 a...	County Exempt - Checking	X	-95.00
10/24/2002	4032	Passport Services	Maria Elizabeth Schlinge...	County Exempt - Checking	X	-55.00
10/24/2002	4033	Passport Services	Javier Alejandro Salvado...	County Exempt - Checking	X	-40.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/26/2002	4034	Passport Services	Stephanie Kim Dinh, dob...	County Exempt - Checking	X	-55.00
10/26/2002	4035	Passport Services	Juan Luis Ordonez, dob ...	County Exempt - Checking	X	-55.00
10/26/2002	4036	Passport Services	Matthew Gene Traino, d...	County Exempt - Checking	X	-55.00
10/26/2002	4037	Passport Services	Alfred Bauer, dob 8/31/02	County Exempt - Checking	X	-100.00
10/26/2002	4038	Passport Services	Brandy Marie Londoff, d...	County Exempt - Checking	X	-115.00
10/26/2002	4039	Passport Services	Darrin Lawrence Witt, d...	County Exempt - Checking	X	-115.00
10/29/2002	4043	Smart & Final	Candy for Halloween Pro...	County Exempt - Checking	X	-23.96
Total Cleared Checks and Payments				44 Items		-3,006.98
Cleared Deposits and Other Credits:						
10/01/2002			Deposit	County Exempt - Checking	X	165.00
10/01/2002			Deposit	County Exempt - Checking	X	110.00
10/03/2002			Deposit	County Exempt - Checking	X	88.20
10/07/2002			Deposit	County Exempt - Checking	X	40.00
10/08/2002			Deposit	County Exempt - Checking	X	55.00
10/09/2002			Deposit	County Exempt - Checking	X	1.80
10/10/2002			Deposit	County Exempt - Checking	X	115.00
10/13/2002			Deposit	County Exempt - Checking	X	110.00
10/14/2002			Deposit	County Exempt - Checking	X	55.00
10/16/2002			Deposit	County Exempt - Checking	X	55.00
10/17/2002			Deposit	County Exempt - Checking	X	115.00
10/24/2002			Deposit	County Exempt - Checking	X	156.00
10/28/2002			Deposit	County Exempt - Checking	X	55.00
10/29/2002			Deposit	County Exempt - Checking	X	95.00
10/31/2002			Deposit	County Exempt - Checking	X	1,213.00
Total Cleared Deposits and Other Credits				15 Items		2,429.00
<b>Total Cleared Transactions</b>				<b>59 Items</b>		<b>-577.98</b>

**Uncleared Transactions as of 10/31/2002:**

Uncleared Checks and Payments:

10/31/2002			Service Charge	County Exempt - Checking		-11.00
10/28/2002	4040	Passport Services	Scott Matthew Rasmusse...	County Exempt - Checking		-55.00
10/28/2002	4041	Passport Services	Danny Lawrence Bowers...	County Exempt - Checking		-55.00
10/29/2002	4042	Passport Services	Kevin Christopher Claus...	County Exempt - Checking		-40.00
10/29/2002	4044	Passport Services	James Victor Miller 11/0...	County Exempt - Checking		-110.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/30/2002	4045	S&S Worldwide	Invoice # 4081154	County Exempt - Checking		-89.52
10/30/2002	4046	Rhode Island Novelty	Invoice # 962155	County Exempt - Checking		-42.25
10/30/2002	4047	Lake Center Cleaners	Cleaning of Parade Costu...	County Exempt - Checking		-15.00
10/30/2002	4048	Omnigrafix Printing	Invoice # 35407 - Envelo...	County Exempt - Checking		-291.84
10/30/2002	4050	Passport Services	Presley Ella Rae Popoff, ...	County Exempt - Checking		-40.00
10/15/2002	4051	Rudy Gonzales	Camp Library: Rudy's Ra...	County Exempt - Checking		-275.00
Total Uncleared Checks and Payments					11 Items	-1,024.61
Uncleared Deposits and Other Credits:						
09/22/2002			Deposit	County Exempt - Checking		388.00
10/31/2002			Deposit	County Exempt - Checking		60.00
Total Uncleared Deposits and Other Credits					2 Items	448.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>13 Items</b>	<b>-576.61</b>

**New Transactions:**

New Checks and Payments:

11/15/2002	4053	Rudy Gonzales	Camp Library Science Sh...	County Exempt - Checking		-275.00
11/15/2002	4054	Smart & Final	Camp Library	County Exempt - Checking		-81.81
11/16/2002	4055	S.T. Donuts	Camp Library	County Exempt - Checking		-60.00
11/02/2002	4056	Passport Services	Josephine Martha Lomeli...	County Exempt - Checking		-55.00
11/15/2002	4056	First Class Pizza	Camp Library	County Exempt - Checking		-36.14
11/02/2002	4057	Passport Services	Visshwam Pranav Desai, ...	County Exempt - Checking		-80.00
11/02/2002	4058	Passport Services	John Hisashi Shimada, d...	County Exempt - Checking		-150.00
11/04/2002	4059	Passport Services	Miguel Lopez 11/22/60	County Exempt - Checking		-165.00
11/04/2002	4060	Passport Services	Jaswani Kaur Sougu5/13...	County Exempt - Checking		-135.00
11/04/2002	4061	Passport Services	Vincente Mendoza-Garci...	County Exempt - Checking		-115.00
11/04/2002	4061	Passport Services	Vincente Mendoza-Garci...	County Exempt - Checking		-115.00
11/04/2002	4062	Passport Services	Marla Rae Green 7/17/55	County Exempt - Checking		-115.00
11/04/2002	4063	Passport Services	Ronald Craig Green 2/9/52	County Exempt - Checking		-115.00
11/05/2002	4064	Passport Services	Yadira Reyes 10/02/84	County Exempt - Checking		-55.00
11/06/2002	4065	Passport Services	Stephen Ray Norris 3/15/...	County Exempt - Checking		-115.00
11/06/2002	4066	Passport Services	Rafael Pantoja 9/23/82	County Exempt - Checking		-55.00
11/07/2002	4067	Passport Services	Jennifer Hai Lyly Phan 2...	County Exempt - Checking		-80.00
11/07/2002	4068	Passport Services	Floyd GV McKeehan 3/1...	County Exempt - Checking		-55.00
11/07/2002	4069	Passport Services	Norman James Johnson 9...	County Exempt - Checking		-55.00

## Reconciliation Report

County Exempt - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
11/09/2002	4070	Passport Services	Craig Alan Foley, dob 2/...	County Exempt - Checking		-110.00
11/12/2002	4071	Passport Services	Shasha Vaishali Jhaveri ...	County Exempt - Checking		-55.00
11/12/2002	4072	Passport Services	Puneet Bhumipal Jhaveri...	County Exempt - Checking		-113.65
11/13/2002	4073	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking		-108.00
11/14/2002	4074	Passport Services	Juan Carlos Schlinger 5/...	County Exempt - Checking		-40.00
11/14/2002	4075	Passport Services	Cynthia F. Ogata 3/10/53	County Exempt - Checking		-135.00
11/14/2002	4076	Passport Services	Neil Etsuo Ogata 9/29/52	County Exempt - Checking		-55.00
11/16/2002	4078	Passport Services	Albert Gee Pak, dob 6/14...	County Exempt - Checking		-55.00
11/16/2002	4079	Passport Services	Maria G. Silva, dob 10/2...	County Exempt - Checking		-30.00
11/17/2002	4080	Passport Services	Kenneth Eiji Kinoshita 1...	County Exempt - Checking		-55.00
11/18/2002	4081	Placentia Chamber of Com...	Friends Tickets to Cham...	County Exempt - Checking		-27.00
11/18/2002	4082	Passport Services	Emmanuel Pardo Itchon ...	County Exempt - Checking		-115.00
11/18/2002	4083	Passport Services	Earle Gerard Itchon 2/6/9...	County Exempt - Checking		-200.00
11/19/2002	4084	Passport Services	Gary Lee Smith 7/7/53	County Exempt - Checking		-55.00
11/19/2002	4085	Passport Services	Ashkan Molen Jahromi 6...	County Exempt - Checking		-120.00
11/19/2002	4086	Passport Services	Vincent Michael Yukich ...	County Exempt - Checking		-115.00
11/19/2002	4087	Passport Services	Eduardo Brando Zamara ...	County Exempt - Checking		-100.00
11/19/2002	4088	Passport Services	Zahra Mehry Mirhashem...	County Exempt - Checking		-115.00
11/19/2002	4089	Passport Services	Allen Chen 10/4/74	County Exempt - Checking		-115.00
Total New Checks and Payments				38 Items		-3,631.00

**New Deposits and Other Credits:**

11/04/2002		Deposit		County Exempt - Checking		165.00
11/05/2002		Deposit		County Exempt - Checking		145.00
11/05/2002		Deposit		County Exempt - Checking		55.00
11/06/2002		Deposit		County Exempt - Checking		500.00
11/07/2002		Deposit		County Exempt - Checking		55.00
11/08/2002		Deposit		County Exempt - Checking		80.00
11/13/2002		Deposit		County Exempt - Checking		110.00
11/14/2002		Deposit		County Exempt - Checking		40.00
11/18/2002		Deposit		County Exempt - Checking		1.00
11/18/2002		Deposit		County Exempt - Checking		55.00
11/18/2002		Deposit		County Exempt - Checking		443.65
11/18/2002		Deposit		County Exempt - Checking		1,000.00
Total New Deposits and Other Credits				12 Items		2,649.65

**Total New Transactions**

**50 Items**

**-981.00**

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11/20/02

## Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

### Cleared Transactions

Previous Balance		626.45
Cleared Checks and Payments	1 Items	-10.00
Cleared Deposits and Other Credits	7 Items	1,841.66
Cleared Balance		2,458.11

### Uncleared Transactions

Uncleared Checks and Payments	1 Items	-10.00
Uncleared Deposits and Other Credits	0 Items	0.00

### New Transactions

Account Balance as of 10/31/2002 (statement closing date)		2,448.11
New Checks and Payments	1 Items	-1,000.00
New Deposits and Other Credits	7 Items	169.94
Ending Account Balance		1,618.05

### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
09/19/2002			Deposit	County Exempt - Savings	X	1,680.04
10/10/2002			Deposit	County Exempt - Savings	X	30.00
10/17/2002			Deposit	County Exempt - Savings	X	50.00
10/23/2002			Deposit	County Exempt - Savings	X	19.94
10/24/2002			Deposit	County Exempt - Savings	X	30.00
10/31/2002			Deposit	County Exempt - Savings	X	30.00
10/31/2002			Interest	County Exempt - Savings	X	1.68
Total Cleared Deposits and Other Credits					7 Items	1,841.66
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>1,841.66</b>
<b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
10/31/2002			Service Charge	County Exempt - Savings		-10.00
Total Uncleared Checks and Payments					1 Items	-10.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>-10.00</b>
<b>New Transactions:</b>						

### Reconciliation Report

County Exempt - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/18/2002	1500	Placentia Library District - ...	Transfer to COE Checking	County Exempt - Savings		-1,000.00
Total New Checks and Payments					1 Items	-1,000.00
New Deposits and Other Credits:						
11/05/2002			Deposit	County Exempt - Savings		30.00
11/05/2002			Deposit	County Exempt - Savings		19.94
11/07/2002			Deposit	County Exempt - Savings		30.00
11/13/2002			Deposit	County Exempt - Savings		30.00
11/14/2002			Deposit	County Exempt - Savings		30.00
11/18/2002			Deposit	County Exempt - Savings		30.00
11/18/2002	1126			County Exempt - Savings		0.00
Total New Deposits and Other Credits					7 Items	169.94
<b>Total New Transactions</b>					<b>8 Items</b>	<b>-830.06</b>

*EDW*  
 11/19/02

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		8,527.77
Cleared Checks and Payments	5 Items	-173.86
Cleared Deposits and Other Credits	2 Items	1,065.56
Cleared Balance		9,419.47

## Uncleared Transactions

Uncleared Checks and Payments	2 Items	-390.57
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		9,028.61
New Checks and Payments	6 Items	-577.33
New Deposits and Other Credits	1 Items	200.00
Ending Account Balance		8,651.57



## Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
10/04/2002		United California Bank	Bank card service charge	General Fund - Checking	X	-15.00
08/15/2002	4514	Derek Rakos	Draperly Installation: 47...	General Fund - Checking	X	-30.00
10/01/2002	4600	M. F. Blouin	Balance due Invoice 184...	General Fund - Checking	X	-28.06
10/07/2002	4602	Mary Strazdas	Office Supplies	General Fund - Checking	X	-25.80
10/17/2002	4605	Peninsula Library System	HTML Class, 11/5/02 for...	General Fund - Checking	X	-75.00
Total Cleared Checks and Payments					5 Items	-173.86
Cleared Deposits and Other Credits:						
10/03/2002			Deposit	General Fund - Checking	X	638.25
10/29/2002			Deposit	General Fund - Checking	X	427.31
Total Cleared Deposits and Other Credits					2 Items	1,065.56
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>891.70</b>

**Uncleared Transactions as of 10/31/2002:**

Uncleared Checks and Payments:						
10/17/2002	4604	ISDOC	ISDOC 10/31 reservation...	General Fund - Checking		-12.00
10/31/2002	4607	Lakeshore Learning Store	Literacy	General Fund - Checking		-378.57
Total Uncleared Checks and Payments					2 Items	-390.57
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>2 Items</b>	<b>-390.57</b>

**New Transactions:**

### Reconciliation Report

General Fund - Checking account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/07/2002	4609	CSDA	Board Security Training	General Fund - Checking		-160.00
11/04/2002	4610	Allstar Calendar Company	Advertising 1900-08/Lite...	General Fund - Checking		-85.00
11/06/2002	4611	CSDA	Legal Forum / CSDA / ...	General Fund - Checking		-60.00
11/13/2002	4612	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking		-180.00
11/13/2002	4613	Foto Hall	Printing 1800-00	General Fund - Checking		-47.33
11/18/2002	4614	Placentia Chamber of Com...	Staff and Trustee Tickets...	General Fund - Checking		-45.00
Total New Checks and Payments					6 Items	-577.33
New Deposits and Other Credits:						
11/14/2002			Deposit	General Fund - Checking		200.00
Total New Deposits and Other Credits					1 Items	200.00
<b>Total New Transactions</b>					<b>7 Items</b>	<b>-377.33</b>

*Edm*  
 11/1/02

# Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		6,580.29
Cleared Checks and Payments	5 Items	-11,926.49
Cleared Deposits and Other Credits	36 Items	15,098.32
Cleared Balance		9,752.12

## Uncleared Transactions

Uncleared Checks and Payments	1 Items	-19.94
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		9,732.18
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	14 Items	12,157.18
Ending Account Balance		21,889.36

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
10/10/2002		Bank of the West	Return Item	General Fund - Savings	X	-30.00
10/28/2002		Bank of the West	Return Item Fee	General Fund - Savings	X	-4.00
10/28/2002		Bank of the West	Return item	General Fund - Savings	X	-15.00
09/30/2002	1200	Orange County Auditor	Revenue Transfer 9/13/0...	General Fund - Savings	X	-4,077.20
10/16/2002	1201	Orange County Auditor	Revenue Transfer 9/26/0...	General Fund - Savings	X	-7,800.29
Total Cleared Checks and Payments				5 Items		-11,926.49

**Cleared Deposits and Other Credits:**

09/26/2002			Deposit	General Fund - Savings	X	300.40
09/28/2002			Deposit	General Fund - Savings	X	630.00
10/01/2002			Deposit	General Fund - Savings	X	582.70
10/01/2002			Deposit	General Fund - Savings	X	568.65
10/03/2002			Deposit	General Fund - Savings	X	298.80
10/03/2002			Deposit	General Fund - Savings	X	25.00
10/07/2002			Deposit	General Fund - Savings	X	415.30
10/07/2002			Deposit	General Fund - Savings	X	391.00
10/07/2002			Deposit	General Fund - Savings	X	562.68
10/08/2002			Deposit	General Fund - Savings	X	542.13
10/09/2002			Deposit	General Fund - Savings	X	229.32
10/10/2002			Deposit	General Fund - Savings	X	421.50
10/10/2002			Deposit	General Fund - Savings	X	1,025.00
10/10/2002			Deposit	General Fund - Savings	X	19.94
10/13/2002			Deposit	General Fund - Savings	X	576.55
10/13/2002			Deposit	General Fund - Savings	X	180.00
10/14/2002			Deposit	General Fund - Savings	X	449.12
10/15/2002			Deposit	General Fund - Savings	X	276.75
10/16/2002			Deposit	General Fund - Savings	X	322.30
10/17/2002			Deposit	General Fund - Savings	X	452.59
10/19/2002			Deposit	General Fund - Savings	X	343.65
10/20/2002			Deposit	General Fund - Savings	X	381.30
10/21/2002			Deposit	General Fund - Savings	X	698.40
10/22/2002			Deposit	General Fund - Savings	X	349.35
10/23/2002			Deposit	General Fund - Savings	X	246.90
10/24/2002			Deposit	General Fund - Savings	X	486.20
10/24/2002			Deposit	General Fund - Savings	X	400.00
10/27/2002			Deposit	General Fund - Savings	X	302.55

## Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/28/2002			Deposit	General Fund - Savings	X	415.70
10/28/2002			Deposit	General Fund - Savings	X	712.00
10/29/2002			Deposit	General Fund - Savings	X	473.24
10/29/2002			Deposit	General Fund - Savings	X	15.00
10/30/2002			Deposit	General Fund - Savings	X	135.13
10/31/2002			Deposit	General Fund - Savings	X	388.60
10/31/2002			Deposit	General Fund - Savings	X	1,473.67
10/31/2002			Interest	General Fund - Savings	X	6.81
Total Cleared Deposits and Other Credits					36 Items	15,098.32
 <b>Total Cleared Transactions</b>					<b>41 Items</b>	<b>3,171.83</b>
 <b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
10/10/2002	1202	Placentia Library District - ...	Correct Bank's deposit er...	General Fund - Savings		-19.94
Total Uncleared Checks and Payments					1 Items	-19.94
 Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
 <b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>-19.94</b>
 New Transactions:						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
 New Deposits and Other Credits:						
11/03/2002			Deposit	General Fund - Savings		237.85
11/03/2002			Deposit	General Fund - Savings		420.00
11/04/2002			Deposit	General Fund - Savings		1,068.55

### Reconciliation Report

General Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
11/05/2002			Deposit	General Fund - Savings		389.20
11/05/2002			Deposit	General Fund - Savings		6,030.00
11/05/2002			Deposit	General Fund - Savings		300.50
11/07/2002			Deposit	General Fund - Savings		652.25
11/08/2002			Deposit	General Fund - Savings		385.60
11/13/2002			Deposit	General Fund - Savings		349.85
11/13/2002			Deposit	General Fund - Savings		451.00
11/14/2002			Deposit	General Fund - Savings		409.74
11/17/2002			Deposit	General Fund - Savings		266.34
11/18/2002			Deposit	General Fund - Savings		540.00
11/18/2002			Deposit	General Fund - Savings		656.30
Total New Deposits and Other Credits					14 Items	12,157.18
Total New Transactions					14 Items	12,157.18

*EW*  
 11/19/02

# Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		7,501.89
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	6.37
Cleared Balance		7,508.26

## Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	1 Items	6.37

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		7,514.63
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,514.63

## Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
<b>Total Cleared Transactions</b>					<b>0 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 10/31/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
10/31/2002			Interest	Literacy Fund - Savings		6.37
Total Uncleared Deposits and Other Credits					1 Items	6.37
<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>6.37</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00



# Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 10/31/2002

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

*Done*  
*11/19/02*

# Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Agenda Item 15  
Payroll Fund Checking-B A  
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## Cleared Transactions

Previous Balance		2,368.61
Cleared Checks and Payments	2 Items	-162.40
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		2,206.21

## Uncleared Transactions

Uncleared Checks and Payments	1 Items	-115.67
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		2,090.54
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,090.54

## Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
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**Cleared Transactions:**

Cleared Checks and Payments:

10/25/2002			Service Charge	Payroll Checking - B of A	X	-33.03
09/11/2002	2655	Elisa Herrera-Thomas	Payroll	Payroll Checking - B of A	X	-129.37
Total Cleared Checks and Payments					2 Items	-162.40

Cleared Deposits and Other Credits:

Total Cleared Deposits and Other Credits					0 Items	0.00
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<b>Total Cleared Transactions</b>					<b>2 Items</b>	<b>-162.40</b>
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**Uncleared Transactions as of 10/31/2002:**

Uncleared Checks and Payments:

08/28/2002	2631	Rebecca Messenger		Payroll Checking - B of A		-115.67
Total Uncleared Checks and Payments					1 Items	-115.67

Uncleared Deposits and Other Credits:

Total Uncleared Deposits and Other Credits					0 Items	0.00
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<b>Total Uncleared Transactions as of 10/31/2002</b>					<b>1 Items</b>	<b>-115.67</b>
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**New Transactions:**

New Checks and Payments:

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

Reconciliation Report

Payroll Checking - B of A account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
					0 Items	0.00
Total New Deposits and Other Credits						0.00
					0 Items	0.00
Total New Transactions						0.00

*EDW*  
*11/19/02*

# Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

## Cleared Transactions

Previous Balance		8,756.97
Cleared Checks and Payments	38 Items	-66,885.08
Cleared Deposits and Other Credits	3 Items	62,470.00
Cleared Balance		4,341.89

## Uncleared Transactions

Uncleared Checks and Payments	8 Items	-2,135.82
Uncleared Deposits and Other Credits	1 Items	27,735.00

## New Transactions

Account Balance as of 10/31/2002 (statement closing date)		29,941.07
New Checks and Payments	31 Items	-56,139.15
New Deposits and Other Credits	1 Items	27,735.00
Ending Account Balance		1,536.92

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
<b>Cleared Checks and Payments:</b>						
10/03/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
10/09/2002		Paychex	Taxes	Payroll Checking - Wells F...	X	-7,174.14
10/09/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...	X	-15,376.40
10/17/2002		Bank of the West	Wire transfer service cha...	Payroll Checking - Wells F...	X	-10.00
10/23/2002		Paychex	Payroll	Payroll Checking - Wells F...	X	-11,325.34
10/23/2002		Direct Deposit of Salaries	payroll	Payroll Checking - Wells F...	X	-15,404.11
10/04/2002	2000	Elisa Herrera-Thomas	Final Paycheck including...	Payroll Checking - Wells F...	X	-8,626.38
09/25/2002	2686	Phyllis E. Humple		Payroll Checking - Wells F...	X	-162.34
09/25/2002	2691	John Patterson		Payroll Checking - Wells F...	X	-107.72
09/25/2002	2693	Barbara Phillips		Payroll Checking - Wells F...	X	-221.63
09/25/2002	2696	Joshua Robbins		Payroll Checking - Wells F...	X	-182.48
09/25/2002	2705	Orange County Auditor		Payroll Checking - Wells F...	X	-289.01
09/25/2002	2707	Katherine L. Roberts		Payroll Checking - Wells F...	X	-392.00
09/25/2002	2708	Nationwide Retirement Sol...		Payroll Checking - Wells F...	X	-913.27
10/09/2002	2709	Dorothy J. Cummings	Payroll Salaries	Payroll Checking - Wells F...	X	-248.00
10/09/2002	2711	Joy Di Loreto	Payroll salaries	Payroll Checking - Wells F...	X	-483.54
10/09/2002	2713	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-255.63
10/09/2002	2714	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
10/09/2002	2715	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-213.90
10/09/2002	2717	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...	X	-90.26
10/09/2002	2723	John Patterson	Payroll	Payroll Checking - Wells F...	X	-134.65
10/09/2002	2725	Barbara Phillips	Payroll	Payroll Checking - Wells F...	X	-182.26
10/09/2002	2726	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-181.68
10/09/2002	2728	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-159.82
10/09/2002	2733	Edward Stryzik	PAyroll	Payroll Checking - Wells F...	X	-291.18
10/09/2002	2737	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-289.01
10/09/2002	2738	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...	X	-19.94
10/09/2002	2739	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...	X	-392.00
10/09/2002	2740	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...	X	-913.27
10/23/2002	2744	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-255.63
10/23/2002	2745	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
10/23/2002	2748	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...	X	-122.83
10/23/2002	2757	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-275.84
10/23/2002	2764	Edward Stryzik	Payroll	Payroll Checking - Wells F...	X	-291.18
10/23/2002	2766	Tyese Wortham	Payroll	Payroll Checking - Wells F...	X	-549.00
10/23/2002	2769	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-289.01
10/23/2002	2770	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...	X	-19.94

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
10/23/2002	2771	Katherine L. Roberts	payroll	Payroll Checking - Wells F...	X	-392.00
Total Cleared Checks and Payments				38 Items		-66,885.08
Cleared Deposits and Other Credits:						
10/02/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
10/07/2002			Deposit	Payroll Checking - Wells F...	X	7,000.00
10/17/2002			Deposit	Payroll Checking - Wells F...	X	27,735.00
Total Cleared Deposits and Other Credits				3 Items		62,470.00
<b>Total Cleared Transactions</b>				<b>41 Items</b>		<b>-4,415.08</b>
Uncleared Transactions as of 10/31/2002:						
Uncleared Checks and Payments:						
09/25/2002	2694	Beatrice V. Quintanar		Payroll Checking - Wells F...		-501.75
10/09/2002	2722	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-184.15
10/23/2002	2741	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-113.03
10/23/2002	2746	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-250.73
10/23/2002	2753	Marlane Nebel	Payroll	Payroll Checking - Wells F...		-197.31
10/23/2002	2754	John Patterson	Payroll	Payroll Checking - Wells F...		-53.85
10/23/2002	2756	Barbara Phillips	Payroll	Payroll Checking - Wells F...		-198.00
10/23/2002	2772	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...		-637.00
Total Uncleared Checks and Payments				8 Items		-2,135.82
Uncleared Deposits and Other Credits:						
10/31/2002			Deposit	Payroll Checking - Wells F...		27,735.00
Total Uncleared Deposits and Other Credits				1 Items		27,735.00
<b>Total Uncleared Transactions as of 10/31/2002</b>				<b>9 Items</b>		<b>25,599.18</b>
New Transactions:						

## Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 10/31/2002

Date	No.	Payee	Memo	Account	C	Amount
New Checks and Payments:						
11/06/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...		-16,505.36
11/06/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...		-7,474.79
11/19/2002		Direct Deposit of Salaries	Payroll	Payroll Checking - Wells F...		-17,010.55
11/20/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...		-7,870.58
11/16/2002	2001	Joshua Robbins	Replace lost ckeck 2759, ...	Payroll Checking - Wells F...		-182.48
11/06/2002	2773	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-146.92
11/06/2002	2776	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-255.63
11/06/2002	2777	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...		-319.18
11/06/2002	2778	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-310.87
11/06/2002	2780	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-53.85
11/06/2002	2786	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...		-630.00
11/06/2002	2788	Joshua Robbins	Payroll	Payroll Checking - Wells F...		-207.43
11/06/2002	2793	Edward Strysik	Payroll	Payroll Checking - Wells F...		-291.18
11/06/2002	2798	Orange County Auditor	Payroll	Payroll Checking - Wells F...		-289.01
11/06/2002	2799	Placentia Library District - ...	Payroll	Payroll Checking - Wells F...		-19.94
11/06/2002	2800	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...		-392.00
11/06/2002	2801	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...		-637.00
11/20/2002	2802	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...		-135.62
11/20/2002	2804	Joy Di Loreto	Payroll	Payroll Checking - Wells F...		-264.00
11/20/2002	2806	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-247.91
11/20/2002	2807	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...		-348.51
11/20/2002	2808	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...		-276.51
11/20/2002	2812	Anna Y. McHugh	Payroll	Payroll Checking - Wells F...		-64.64
11/20/2002	2816	Barbara Phillips	Payroll	Payroll Checking - Wells F...		-47.76
11/20/2002	2817	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...		-345.22
11/20/2002	2819	Joshua Robbins	Payroll	Payroll Checking - Wells F...		-185.73
11/20/2002	2824	Edward Strysik	Payroll	Payroll Checking - Wells F...		-287.81
11/20/2002	2829	Orange County Auditor	125 Plan Co-Pay	Payroll Checking - Wells F...		-289.01
11/20/2002	2830	Placentia Library District - ...	Minter Life Insurance co...	Payroll Checking - Wells F...		-19.94
11/20/2002	2831	Kathryn L. Roberts	Garnishment	Payroll Checking - Wells F...		-392.00
11/20/2002	2832	Nationwide Retirement Sol...	457 Plan Contribution	Payroll Checking - Wells F...		-637.00
Total New Checks and Payments				31 Items		-56,139.15
New Deposits and Other Credits:						
11/14/2002			Deposit	Payroll Checking - Wells F...		27,735.00
Total New Deposits and Other Credits				1 Items		27,735.00
Total New Transactions				32 Items		-28,404.15

*Edm*  
11/19/02



# Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

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## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-35.54
Cleared Deposits and Other Credits	3 Items	35.54
Cleared Balance		5,000.00

## Uncleared Transactions

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

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		5,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,000.00

### Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070269	X	-11.59
08/23/2002			Transfer interest	387-0070269	X	-11.98
09/22/2002			Transfer interest	387-0070269	X	-11.97
Total Cleared Checks and Payments					3 Items	-35.54
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070269	X	11.59
08/22/2002			Deposit	387-0070269	X	11.98
09/22/2002			Deposit	387-0070269	X	11.97
Total Cleared Deposits and Other Credits					3 Items	35.54
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070269 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*EDW*  
*11/20/02*

# Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		2,500.00
Cleared Checks and Payments	3 Items	-17.77
Cleared Deposits and Other Credits	3 Items	17.77
Cleared Balance		2,500.00

## Uncleared Transactions

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

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		2,500.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,500.00

## Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070277	X	-5.79
08/23/2002			Transfer interest	387-0070277	X	-5.99
09/21/2002			Transfer interest	387-0070277	X	-5.99
Total Cleared Checks and Payments					3 Items	-17.77
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070277	X	5.79
08/22/2002			Deposit	387-0070277	X	5.99
09/22/2002			Deposit	387-0070277	X	5.99
Total Cleared Deposits and Other Credits					3 Items	17.77
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070277 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*EW*  
11/19/02

### Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

#### Cleared Transactions

Previous Balance		2,500.00
Cleared Checks and Payments	3 Items	-17.77
Cleared Deposits and Other Credits	3 Items	17.77
Cleared Balance		2,500.00

#### Uncleared Transactions

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

#### New Transactions

Account Balance as of 09/30/2002 (statement closing date)		2,500.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,500.00

## Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070285	X	-5.79
08/23/2002			Transfer interest	387-0070285	X	-5.99
09/22/2002			Transfer interest	387-0070285	X	-5.99
Total Cleared Checks and Payments					3 Items	-17.77
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070285	X	5.79
08/22/2002			Deposit	387-0070285	X	5.99
09/22/2002			Deposit	387-0070285	X	5.99
Total Cleared Deposits and Other Credits					3 Items	17.77
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00



# Reconciliation Report

387-0070285 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00
Total New Transactions					0 Items	0.00

*Σ 0.00  
11/20/02*

# Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-35.54
Cleared Deposits and Other Credits	3 Items	35.54
Cleared Balance		5,000.00

## Uncleared Transactions

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

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		5,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,000.00

## Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070293	X	-11.59
08/23/2002			Transfer interest	387-0070293	X	-11.98
09/22/2002			Transfer interest	387-0070293	X	-11.97
Total Cleared Checks and Payments					3 Items	-35.54
Cleared Deposits and Other Credits:						
07/22/2002			Deposit	387-0070293	X	11.59
08/22/2002			Deposit	387-0070293	X	11.98
09/22/2002			Deposit	387-0070293	X	11.97
Total Cleared Deposits and Other Credits					3 Items	35.54
<b>Total Cleared Transactions</b>					<b>6 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments					0 Items	0.00

### Reconciliation Report

387-0070293 account reconciled for the period ending 09/30/2002

<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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New Deposits and Other Credits:

Total New Deposits and Other Credits					0 Items	0.00
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<b>Total New Transactions</b>					<b>0 Items</b>	<b>0.00</b>
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*EW*  
*11/20/02*

## Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

### Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-71.08
Cleared Deposits and Other Credits	4 Items	5,071.08
Cleared Balance		10,000.00

### Uncleared Transactions

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

### New Transactions

Account Balance as of 09/30/2002 (statement closing date)		10,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		10,000.00

## Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070301	X	-23.18
08/23/2002			Transfer interest	387-0070301	X	-23.95
09/22/2002			Transfer interest	387-0070301	X	-23.95
Total Cleared Checks and Payments					3 Items	-71.08
Cleared Deposits and Other Credits:						
01/23/2002				387-0070301	X	5,000.00
07/22/2002			Deposit	387-0070301	X	23.18
08/22/2002			Deposit	387-0070301	X	23.95
09/22/2002			Deposit	387-0070301	X	23.95
Total Cleared Deposits and Other Credits					4 Items	5,071.08
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>5,000.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>

**New Transactions:**

New Checks and Payments:

### Reconciliation Report

387-0070301 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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

*EDK-  
11/28/02*

# Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		5,000.00
Cleared Checks and Payments	3 Items	-71.08
Cleared Deposits and Other Credits	4 Items	5,071.08
Cleared Balance		10,000.00

## Uncleared Transactions

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

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		10,000.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		10,000.00



## Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
07/23/2002			Transfer interest	387-0070319	X	-23.18
08/23/2002			Transfer interest	387-0070319	X	-23.95
09/22/2002			Transfer interest	387-0070319	X	-23.95
Total Cleared Checks and Payments					3 Items	-71.08
Cleared Deposits and Other Credits:						
01/23/2002				387-0070319	X	5,000.00
07/22/2002			Deposit	387-0070319	X	23.18
08/22/2002			Deposit	387-0070319	X	23.95
09/22/2002			Deposit	387-0070319	X	23.95
Total Cleared Deposits and Other Credits					4 Items	5,071.08
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>5,000.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>

**New Transactions:**

New Checks and Payments:

### Reconciliation Report

387-0070319 account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount	
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*  
11/2002

# Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 09/30/2002

## Cleared Transactions

Previous Balance		2,396.78
Cleared Checks and Payments	1 Items	-2,398.91
Cleared Deposits and Other Credits	1 Items	2.13
Cleared Balance		0.00

## Uncleared Transactions

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

## New Transactions

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

## Reconciliation Report

Payroll Savings (Fees) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
09/03/2002		Placentia Library District P...	Close account, transfer to...	Payroll Savings (Fees)	X	-2,398.91
Total Cleared Checks and Payments				1	Items	-2,398.91
Cleared Deposits and Other Credits:						
09/03/2002			Interest	Payroll Savings (Fees)	X	2.13
Total Cleared Deposits and Other Credits				1	Items	2.13
<b>Total Cleared Transactions</b>				<b>2</b>	<b>Items</b>	<b>-2,396.78</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments				0	Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0	Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>				<b>0</b>	<b>Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
Total New Checks and Payments				0	Items	0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits				0	Items	0.00

# Reconciliation Report

Agenda Item 15  
Payroll Fund Savings -B A  
Page 49 of 55

Payroll Savings (Fees) 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

*Done*  
*11/19/02*

# Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Agenda Item 15  
CalFED CD Savings  
Page 50 of 55

## Cleared Transactions

Previous Balance		4,808.94
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	7 Items	2,658.32
Cleared Balance		7,467.26

## Uncleared Transactions

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

## New Transactions

Account Balance as of 09/30/2002 (statement closing date)		7,822.97
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,822.97

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
07/23/2002			Deposit	Payroll Savings (Int CDs)	X	81.12
07/31/2002			Deposit	Payroll Savings (Int CDs)	X	3.08
08/23/2002			Deposit	Payroll Savings (Int CDs)	X	83.84
08/31/2002			Deposit	Payroll Savings (Int CDs)	X	3.13
09/03/2002			Deposit	Payroll Savings (Int CDs)	X	2,398.91
09/21/2002			Deposit	Payroll Savings (Int CDs)	X	83.82
09/30/2002			Deposit	Payroll Savings (Int CDs)	X	4.42
Total Cleared Deposits and Other Credits					7 Items	2,658.32
<b>Total Cleared Transactions</b>					<b>7 Items</b>	<b>2,658.32</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
01/23/2002			difference in interest fro...	Payroll Savings (Int CDs)		355.71
Total Uncleared Deposits and Other Credits					1 Items	355.71
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>1 Items</b>	<b>355.71</b>
<b>New Transactions:</b>						

### Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

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

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 11/19/02



## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

*Revised to include Oct 7 withdrawal*

### Cleared Transactions

Previous Balance		7,467.26
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		7,467.26

### 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)		7,467.26
New Checks and Payments	1 Items	-7,000.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		467.26

## Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
<b>Cleared Transactions:</b>						
Cleared Checks and Payments:						
Total Cleared Checks and Payments					0 Items	0.00
Cleared Deposits and Other Credits:						
Total Cleared Deposits and Other Credits					0 Items	0.00
<b>Total Cleared Transactions</b>					<b>0 Items</b>	<b>0.00</b>
<b>Uncleared Transactions as of 09/30/2002:</b>						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments					0 Items	0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits					0 Items	0.00
<b>Total Uncleared Transactions as of 09/30/2002</b>					<b>0 Items</b>	<b>0.00</b>
<b>New Transactions:</b>						
New Checks and Payments:						
10/07/2002		Wells Fargo Bank	Transfer funds to checkin...	Payroll Savings (Int CDs)		-7,000.00
Total New Checks and Payments					1 Items	-7,000.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits					0 Items	0.00

### Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 09/30/2002

Date	No.	Payee	Memo	Account	C	Amount
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Total New Transactions				1	Items	-7,000.00
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*CDV*  
*11/20/02*



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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	393.60	58	58	1,965.21	94	90	2,358.81	152	148	896.59	39	39	3,255.40	191	187
Adult Circulating Non-Fiction	401.48	22	22	2,269.87	96	82	2,671.35	118	104	2,123.04	102	101	4,794.39	220	205
Adult Reference	1,618.73	19	12	332.95	3	3	1,951.68	22	15	1,017.90	28	23	2,969.58	50	38
Adult Print Continuations	96.00	1	1	0.00	0	0	96.00	1	1	0.00	0	0	96.00	1	1
Adult Electronic Continuations	16,201.50	1	1	0.00	0	0	16,201.50	1	1	0.00	0	0	16,201.50	1	1
Total Adult Non-Fiction	18,317.71	43	36	2,602.82	99	85	20,920.53	142	121	3,140.94	130	124	24,061.47	272	245
TOTAL ADULT PRINT MATERIALS	18,711.31	101	101	4,568.03	193	175	23,279.34	294	269	4,037.53	169	163	27,316.87	463	432
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	1,451.20	22	22	0.00	0	0	1,451.20	22	22	0.00	0	0	1,451.20	22	22
Total Adult Audio	1,451.20	22	22	0.00	0	0	1,451.20	22	22	145.00	10	10	1,596.20	32	32
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,451.20	22	22	0.00	0	0	1,451.20	22	22	145.00	10	10	1,596.20	32	32
TOTAL ADULT MATERIALS	20,162.51	123	123	4,568.03	193	175	24,730.54	316	291	4,182.53	179	173	28,913.07	495	464
Juvenile Fiction	2,996.66	242	228	5,186.96	371	295	8,193.62	613	523	274.66	28	28	8,468.28	641	551
Juvenile Circulating Non-Fiction	1,616.51	77	77	894.46	60	60	2,510.97	137	137	95.95	11	11	2,606.92	148	148
Juvenile Reference	298.39	1	1	0.00	0	0	298.39	1	1	0.00	0	0	298.39	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	2,214.90	79	79	894.46	60	60	3,109.36	139	139	95.95	11	11	3,205.31	150	150
TOTAL JUVENILE PRINT MATERIALS	5,211.56	321	307	6,091.42	431	355	11,302.98	752	662	370.61	39	39	11,673.59	791	701
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	574.95	22	22	5,059.54	119	119	5,634.49	141	141	0.00	0	0	5,634.49	141	141
Total Juvenile Audio	574.95	22	22	5,059.54	119	119	5,634.49	141	141	0.00	0	0	5,634.49	141	141
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	574.95	22	22	5,059.54	119	119	5,634.49	141	141	0.00	0	0	5,634.49	141	141
TOTAL JUVENILE MATERIALS	5,786.51	343	329	11,150.96	550	474	16,937.47	893	803	370.61	39	39	17,308.08	932	842
Total Fiction	3,390.26	300	286	7,162.17	465	385	10,552.43	765	671	1,171.25	67	67	11,723.68	832	738
Total Non-Fiction	20,532.61	122	115	3,497.28	159	145	24,029.89	281	260	3,236.89	141	135	27,266.78	422	395
Total Audio	2,026.15	44	44	5,059.54	119	119	7,085.69	163	163	145.00	10	10	7,230.69	173	173
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	25,949.02	466	445	15,718.99	743	649	41,668.01	1,209	1,094	4,553.14	218	212	46,221.15	1,427	1,306

ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 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	355.15	56	514.80	33	869.95	89	79.90	4	949.85	93
Adult Circulating Non-Fiction	298.67	18	234.88	11	533.55	29	699.05	38	1,232.60	67
Adult Reference	159.38	4	0.00	0	159.38	4	0.00	0	159.38	4
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	458.05	22	234.88	11	692.93	33	699.05	38	1,391.98	71
TOTAL ADULT PRINT MATERIALS	813.20	78	749.68	44	1,562.88	122	778.95	42	2,341.83	164
Adult Audio/Music	0.00	0	0.00	0	0.00	0	75.00	5	75.00	5
Adult Audio Books	365.05	7	0.00	0	365.05	7	0.00	0	365.05	7
Total Adult Audio	365.05	7	0.00	0	365.05	7	75.00	5	440.05	12
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	365.05	7	0.00	0	365.05	7	75.00	5	440.05	12
TOTAL ADULT MATERIALS	1,178.25	85	749.68	44	1,927.93	129	853.95	47	2,781.88	176
Juvenile Fiction	1,004.88	75	3,734.57	174	4,739.45	249	150.90	14	4,890.35	263
Juvenile Circulating Non-Fiction	474.34	16	63.81	5	538.15	21	0.00	0	538.15	21
Juvenile Reference	298.39	1	0.00	0	298.39	1	0.00	0	298.39	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	300.00	1	0.00	0	300.00	1	0.00	0	300.00	1
Total Juvenile Non-Fiction	1,072.73	18	63.81	5	1,136.54	23	0.00	0	1,136.54	23
TOTAL JUVENILE PRINT MATERIALS	2,077.61	93	3,798.38	179	5,875.99	272	150.90	14	6,026.89	286
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
Total Juvenile Audio	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
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	275.84	10	485.19	20	761.03	30	0.00	0	761.03	30
TOTAL JUVENILE MATERIALS	2,353.45	103	4,283.57	199	6,637.02	302	150.90	14	6,787.92	316
Total Fiction	1,560.03	131	4,249.37	207	5,609.40	338	230.80	18	5,840.20	356
Total Non-Fiction	1,520.78	40	298.69	16	1,829.47	56	699.05	38	2,528.52	94
Total Audio	640.89	17	485.19	20	1,126.08	37	75.00	5	1,201.08	42
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	3,531.70	188	5,033.25	243	8,564.95	431	1,004.85	61	9,569.80	492

OUTSTANDING ORDERS AS OF OCTOBER 31, 2002

General Fund Amount	\$7,244.46
Adopt-A-Book Amount	\$3,934.69
TOTAL Amount	\$11,179.15