

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING






Monday, April 16, 2012
6:30 P.M.

Meeting Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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 200.*

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. 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. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the March 19, 2012 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2012-2013 Cash Flow Analysis through March 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for March 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for March 2012. (Receive & File)
15. Acquisitions Report for March 2012. (Receive & File)
16. Entrepreneurial Activities Report for March 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for March 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for March 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

20. Library Director's Report for March 2012.
21. Library Services Manager's Report for March 2012.

22. Children's Services Report for March 2012.
23. Adult Services Report for March 2012.
24. Placentia Library Web Site & Technology Report for March 2012.

PRESENTATION

25. Public Agency Retirement System (PARS) Presentation
Presentation: Dennis Yu, Senior Vice President, PARS
Ahmed Khatib, Portfolio Manager, Highmark Capital Management
Recommendation: Receive and File.

CONTINUING BUSINESS

26. Final Adoption of Placentia Library Policy #2020 – Vacations
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2020 – Vacations as presented, effective July 1, 2012.
27. Final Adoption of Placentia Library District Policy #2030 – Holidays
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2030 – Holidays as presented, effective July 1, 2012.
28. Final Adoption of Placentia Library Policy #2040 – Sick Leave
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2040 – Sick Leave as presented, effective July 1, 2012.
29. Final Adoption of Placentia Library District Policy #2050 – Bereavement Leave
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2050 – Bereavement Leave as presented, effective July 1, 2012.
30. Final Adoption of Placentia Library District Policy #2060 – Jury Duty
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2060 – Jury Duty as presented, effective July 1, 2012.
31. Final Adoption of Placentia Library Policy #2110 – Health and Welfare Benefits
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2110 – Health and Welfare Benefits as presented, effective July 1, 2012.
32. Final Adoption of Placentia Library District Policy #2120 – Educational Assistance
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #2120 – Educational Assistance as presented, effective July 1, 2012.
33. Final Adoption of Placentia Library District Policy #6005 – Operating Hours
Presentation: Library Director
Recommendation: Adopt Placentia Library District Policy #6005 – Operating Hours as presented, effective July 1, 2012.

34. Amendment Recommendation to Placentia Library District Policy #2012 – Dress Code for Library District Employees and Volunteers
Presentation: Library Director
Recommendation: Authorize amendment to Placentia Library District Policy #2012 – Dress Code for Library District Employees and Volunteers as presented, effective July 1, 2012.
35. Fiscal Year 2012-2013 Budget Preview. The Library Board of Trustees will make determinations on revenue, personnel and other expenditure issues for the Fiscal Year 2012-2013 Budget. The Fiscal Year 2012-2013 Budget may be set for a Public Hearing.
Presentation: Library Director
Recommendation: Approve the Fiscal Year 2012-2013 Budget as presented for a first reading and set it for Public Hearing at the May 21, 2012 Regular Meeting of the Library Board of Trustees.
36. Security Camera System Replacement
Presentation: Business Manager
Recommendation: Award the bid to ADT Security to install and maintain a security camera system for Placentia Library District per bid dated April 5, 2012.

DISCUSSION ITEM

37. Discuss Request from the Placentia Library Friends Foundation (PLFF) to establish a list of Library needs that may be funded through PLFF.
Presentation: Library Director
Recommendation: Approve the list as presented inclusive of input from the Library Board of Trustees and present it to PLFF.

LIBRARY BOARD OF TRUSTEES REQUESTS

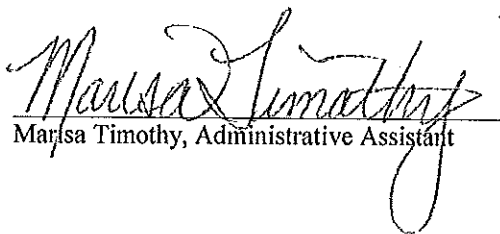
Library Board of Trustees may make requests or ask questions of Staff. If a Trustee would like to have a formal action taken on a requested matter, it will be place on a future Library Board of Trustee Meeting Agenda.

ADJOURNMENT

The Library Board of Trustees will adjourn to the next Regular Meeting on May 21, 2012.

CERTIFICATION OF POSTING

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 16, 2012 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 9, 2012.


Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 19, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 21, 2012 at 6:34 P.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Al Shkoler, Trustee Gaeten Wood

Members Absent: Trustee Jean Turner

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Carole VanDiver

ADOPTION OF AGENDA It was moved by Trustee Wood and seconded by Trustee Shkoler to adopt the agenda as presented:

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

ORAL COMMUNICATION There was no oral communication made at this time. (Item 4)

TRUSTEE REPORTS President DeVecchio reported that he attended the North Orange County Legislative Alliance Reception and the PLFF Author's Luncheon. (Item 5)

Secretary Escobosa reported that she also attended the North Orange County Legislative Alliance Reception. She also participated in the Placentia Community Network Meeting, the State of the City Luncheon, and the PLFF Author's Luncheon.

Trustee Shkoler reported that he attended the State of the City Luncheon and the PLFF Author's Luncheon.

Trustee Wood that she attended the State of the City Luncheon and the PLFF Author's Luncheon. (Item 6)

PLFF REPORT PLFF Board Member Carole VanDiver reported that PLFF is excited to welcome new Board Member Barbara Hatch, who has been leading the Placentia Roundtable Women's Club's Bookworms group. In February the Silent Auction raised \$88; the Second Sunday Book Sale raised \$361; as of March 22nd, the Book Store raised \$1,366; and the Annual Author's Luncheon event gained a net profit of \$6,221.28 with 123 attendees. She also reported that PLFF recorded 450 volunteer hours for the group. Also, they are planning to sell children's books for 50 cents each at the upcoming Easter Eggcitement event. (Item 7)

DIRECTORS COMMENTS Library Director Contreras announced that PLFF Board Member Carole VanDiver created the image for the Easter Eggcitement coloring contest. She reported that the CDBG grant was not received on time for consideration. She also announced that PLFF will hold a Volunteer Brunch

on Friday, April 13th and the Trustees are invited to attend. She also notified the Board of a new book in circulation that was written by PLFF Vice President Ben Boelman's daughter.

CONSENT CALENDAR

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8-26: (Item 8)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through February 2012; the Schedule of Anticipated Property Tax

Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for February 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for February 2012 (Item 14)

Acquisitions Report for February 2012 (Item 15)

Entrepreneurial Activities Report for February 2012 (Item 16)

GENERAL CONSENT

Personnel Report for February 2012 (Item 17)

Circulation Report for February 2012 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

STAFF REPORTS

Library Director's Report for February 2012 (Item 20)

Information Technology Report for February 2012 (Item 21)

Children's Services Report for February 2012 (Item 22)

Adult Services Report for February 2012 (Item 23)

Web Site & Technology Report for February 2012 (Item 24)

**CONTINUING
BUSINESS**

PLD POLICY #2020 -

Library Director Contreras presented background information on previous Board Work Session meetings held that included discussion on reviewing benefits policies and potential revenue savings with possible modifications.

VACATIONS

She presented the recommended amendments to PLD Policy #2020 – Vacations that included:

- 2020.2 a Change Annual Accruals for employee with four years of service from 80 hours to 72 hours.
- 2020.2 b Change Annual Accruals for employees with five to nine years of service from 120 hours to 104 hours.
- 2020.2 c Change Annual Accruals for employees with more than nine years of service from 160 hours to 144 hours.
- 2020.5 Change Vacation Total Accumulation from 240 hours to 160 hours.

It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy 2020 – Vacations as presented: (Item 25)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

PLD POLICY#2030 -
HOLIDAYS

Library Director Contreras presented the recommended amendment to PLD Policy #2030 – Vacations which was:

- 2020.2 a Change Holidays Eligibility from all regular full-time and part-time employees to only regular full-time employees.

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2030 – Holidays as presented: (Item 26)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

PLD POLICY#2040 –
SICK LEAVE

Library Director presented the recommended amendments to PLD Policy #2040 – Sick Leave which were:

- 2040.10.1 Change Sick Leave Payoff Plan for employees with 10+ years of service from 25% to 20%.
- 2040.10.2 Change Sick Leave Payoff Plan for employees with 15+ years of service from 37.5% to 30%.
- 2040.10.3 Change Sick Leave Payoff Plan for employees with 20+ years of service from 50% to 45%.
- 2040.10.4 Change Maximum Accumulation from 800 hours to 500 hours.

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2030 – Holidays as presented: (Item 27)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

PLD POLICY#2050 –

BEREAVEMENT LEAVE

Library Director Contreras presented the recommended amendment to PLD Policy #2050 – Bereavement Leave which was:

2050.4 Include “legal domestic partner” under the definition of “immediate family.”

There was discussion regarding any documentation needed. Library Director Contreras clarified that any legal document designating “legal domestic partner” is acceptable. It was moved by Trustee Wood and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2050 – Bereavement Leave as presented: (Item 28)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

**PLD POLICY#2060 –
JURY DUTY**

Library Director Contreras presented the recommended amendment to PLD Policy #2060 – Jury Duty which was:

2060.3 Change the jury duty duration from “for the duration of said jury duty” to two weeks.

There was discussion regarding the verbiage of the allotted paid leave duration. It was decided that the policy be changed to read “the employee will be given paid leave for time served up to a maximum of two weeks”, rather than as presented. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt amended Placentia Library District Policy 2060 – Jury Duty as presented inclusive of the recommended change: (Item 29)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

**PLD POLICY#2110 –
HEALTH AND
WELFARE BENEFITS**

Library Director presented the recommended amendments to PLD Policy #2110 – Health and Welfare benefits which were:

2110.1.3 Change the Annual Deductible/Co-Pay Reimbursements from \$500.00 per year to \$300.00 per year.

2110.5.2 Change the Employer’s Contribution to the Money Purchase Pension Plan from 8% to 4%.

President DeVecchio asked about employee participation and was directed to Policy #2210.5.2 that designates that “there is no employee contribution to the Money Purchase Pension Plan.” It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy 2110 – Health and Welfare Benefits as presented: (Item 30)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

**PLD POLICY#2120 –
EDUCATIONAL
ASSISTANCE**

Library Director Contreras presented the recommended amendment to PLD Policy #2120 – Educational Assistance which was:

2120.1 Restrict educational assistance to the Library and Information Science Master’s Degree program.

It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt amended Placentia Library District Policy 2120 – Educational

Assistance as presented: (Item 31)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

NEW

TRAVEL
AUTHORIZATION –
ALA ANNUAL
CONFERENCE

Library Director Contreras presented programming information on the upcoming American Library Association (ALA) Annual Conference that will be held in Anaheim this year. She requested that the District send the Business Manager and three supervisors to attend the conference at a cost not to exceed \$2,000 to be paid from the General Fund. The cost is to include early registration fees and per diem costs for each staff. Secretary Escobosa expressed interest to attend. Trustee Shkoler did also. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to authorize Library Staff, Secretary Escobosa, and Trustee Shkoler, to attend the American Library Association Annual Conference in Anaheim, California from June 21-26, 2012 at a cost not to exceed \$3,000: (Item 32)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

PLD POLICY #6005 -
OPERATING HOURS

Library Director Contreras explained that at recent Work Session Meetings, staff was directed to draft a policy for the Placentia Library District's operating hours. The proposed PLD Policy #6005 – Operating Hours was presented. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt Placentia Library District Policy – Operating Hours as Policy #6005 as a first reading and present the policy at the April 16, 2012 Library Board of Trustees Regular Meeting for Final Adoption.: (Item 33)

AYES: DeVecchio, Escobosa, Shkoler, Wood
NOES: None
ABSTAIN: None
ABSENT: Turner

PLD POLICY -
DISTRICT
PROCLAMATION
GUIDELINES

Library Director Contreras presented the proposed Placentia library District Policy – District proclamation guidelines in order to provide a clear purpose and guidelines for the request, issuance, and presentation of Placentia Library District proclamations. There was discussion regarding the selection of who is to be recognized through proclamations. Trustee Shkoler expressed concern for the cost of issuing the proclamations and that it should be made a budget item. Trustee Wood suggested that an Ad Hoc Committee be established to review and edit the proposed policy. It was determined that President DeVecchio and Trustee Wood would be the Ad Hoc Committee members. All members were in favor of the determination. (Item 34)

CSDA CALL FOR
NOMINATIONS

Library Director Contreras announced that the California Special Districts Association (CSDA) is seeking nominations for their Board of Directors for the 2013-2015 term. The requirements of the position were discussed and it was determined that no Trustees were interested in volunteering for the CSDA Board seat. (Item 35)

OVERSIGHT BOARD

Library Director Contreras provided documentation on AB 1X 26 which

APPOINTMENT

authorizes the dissolution of redevelopment agencies (RDA) and the replacement of these agencies with "Successor Agencies" that are required to have an oversight board. The Oversight Board of the Successor Agency, The City of Placentia, is comprised of seven members including the largest special district taxing entity, which is Placentia Library District. Trustee Shkoler volunteered to serve. Trustee Wood nominated Trustee Shkoler to serve on the Oversight Board to represent Placentia Library District. The nomination was seconded by Secretary Escobosa. It was determined that Trustee Shkoler would serve on the Oversight Board to represent Placentia Library District by a Roll Call Vote: (Item 36)

AYES: DeVecchio, Escobosa, Shkoler, Wood

NOES: None

ABSTAIN: None

ABSENT: Turner

BOARD OF TRUSTEES
REQUESTS

President DeVecchio asked that PLFF Funds project ideas be placed on the next meeting Agenda. He asked that ideas be recommended by the Board with the Library Director's input. Library Director Contreras reported that a Security Camera contract will be placed on next month's Agenda and that the recent graffiti incidents will be responded to quickly and thoroughly. She also reported that the Computer Lab window will be replaced by Wednesday, March 21st.

AGENDA
PREPARATION

Agenda Preparation for the April Board of Trustees Meeting which will be held on Monday, April 16, 2012 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on March 19, 2012 adjourned at 7:29 P.M.

NEXT MEETING

The next meeting will be on April 16, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for February 2012
DATE: April 16, 2012

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		TOTAL	\$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: April 16, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	04/02/12	5484	\$ 13,302.95
FUND 707	04/02/12	5485	\$ 372.75
		TOTAL	\$ 13,675.70

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: April 16, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	4/16/12	5486	\$10,724.19
707	4/16/12	5487	\$ 2,669.40
707	4/16/12	5488	\$ 1,792.87
707	4/16/12	5489	\$ 1,144.77
707	4/16/12	5490	\$ 5,985.62
707	4/16/12	5491	\$ 4,134.43
707	4/16/12	5492	\$ 3,428.39
707	4/16/12	5493	\$ 356.79

Subtotal for Claims \$30,236.46

Payroll

On Demand Wire	4/19/12	50	\$40,000.00
	5/03/12	51	\$40,000.00
	5/17/12	52	\$40,000.00

Subtotal for Payroll \$120,000

**TOTAL
CURRENT CLAIMS
& PAYROLL** \$150,236.46

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5486

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-7360 OC Custom Vinyl Graphics & Signs 17531 Willow Cr. Yorba Linda, CA 92886	03-07-12 1295988	2400			\$ 248.90		
(needs vendor#) Movie Licensing USA 2844 Paysphere Circle Chicago, IL 60674	03-20-12 1670883	2400	0761		\$ 2,205.00		
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	03-13-12 048897	2400	0760		\$ 201.27		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	03-04-12 1002569	2400	0760		\$ 22.17		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	03-09-12 1083570716 03-16-12 1083683178	2400 2400	0760 0760		\$ 70.10 \$ 123.33 \$ 193.43		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-13-12 4010034514 01-17-12 4010043110 01-19-12 4010043106 02-15-12 4010073164 02-15-12 4010073165 02-15-12 4010073166 02-15-12 4010073167 02-15-12 4010073168	2400 2400 2400 2400 2400 2400 2400 2400 2400 2400	0760 0760 0760 0760 0760 0760 0760 0760 0760 0760		\$ 1,880.19 \$ 887.55 \$ 2,642.74 \$ 423.19 \$ 105.52 \$ 896.28 \$ 673.32 \$ 344.63 \$ 7,853.42		
TOTAL REMITTANCE:					\$ 10,724.19		
The claims listed above (totaling \$10,724.19) 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 the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5487

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-06-12	2400	0760				
	4010098727	2400	0760		\$ 55.12		
	03-06-12	4010105287	2400	0760		\$ 101.22	
	03-07-12	4010093878	2400	0760		\$ 12.43	
	03-07-12	4010093879	2400	0760		\$ 35.79	
	03-07-12	4010093880	2400	0760		\$ 30.15	
	03-07-12	4010093881	2400	0760		\$ 36.31	
	03-07-12	4010093882	2400	0760		\$ 223.07	
	03-07-12	4010093883	2400	0760		\$ 20.78	
	03-07-12	4010093884	2400	0760		\$ 53.64	
	03-07-12	4010093885	2400	0760		\$ 141.06	
	03-07-12	4010093886	2400	0760		\$ 200.52	
	03-07-12	4010093887	2400	0760		\$ 72.86	
	03-07-12	4010093888	2400	0760		\$ 21.43	
	03-07-12	4010093889	2400	0760		\$ 95.73	
	03-07-12	4010093890	2400	0760		\$ 394.51	
	03-07-12	4010093891	2400	0760		\$ 40.57	
	03-07-12	4010093892	2400	0760		\$ 111.73	
	03-07-12	4010093893	2400	0760		\$ 22.60	
	03-07-12	4010093894	2400	0760		\$ 48.11	
03-07-12	4010093895	2400	0760		\$ 110.21		
03-07-12	4010093896	2400	0760		\$ 41.16		
03-07-12	4010093897	2400	0760		\$ 800.40		
TOTAL REMITTANCE:					\$ 2,669.40		
The claims listed above (totaling \$2,669.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the 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: 04/16/12
REPORT NO: 5488

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-07-12	2400	0760		\$ 26.93		
	4010093898	2400	0760		\$ 208.70		
	03-07-12	2400	0760		\$ 223.99		
	4010093900	2400	0760		\$ 75.21		
	03-07-12	2400	0760		\$ 13.85		
	4010093901	2400	0760		\$ 18.90		
	03-07-12	2400	0760		\$ 44.90		
	4010093902	2400	0760		\$ 36.90		
	03-07-12	2400	0760		\$ 78.00		
	4010093903	2400	0760		\$ 113.27		
	03-07-12	2400	0760		\$ 84.15		
	4010093904	2400	0760		\$ 68.38		
	03-07-12	2400	0760		\$ 82.29		
	4010093905	2400	0760		\$ 41.80		
	03-07-12	2400	0760		\$ 16.35		
	4010093906	2400	0760		\$ 81.22		
	03-07-12	2400	0760		\$ 19.55		
	4010093907	2400	0760		\$ 87.47		
	03-07-12	2400	0760		\$ 284.56		
	4010093908	2400	0760		\$ 157.51		
03-07-12	2400	0760		\$ 13.83			
4010093909	2400	0760		\$ 15.11			
03-07-12	2400	0760		\$ 1,792.87			
TOTAL REMITTANCE:					\$ 1,792.87		
The claims listed above (totaling \$1,792.87) 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 the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5489

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-07-12	2400	0760				
	4010094381	2400	0760		\$ 82.33		
	03-07-12	2400	0760				
	4010094382	2400	0760		\$ 60.50		
	03-07-12	2400	0760				
	4010094383	2400	0760		\$ 46.23		
	03-07-12	2400	0760				
	4010094384	2400	0760		\$ 25.26		
	03-07-12	2400	0760				
	4010094385	2400	0760		\$ 43.81		
	03-07-12	2400	0760				
	4010094386	2400	0760		\$ 56.84		
	03-07-12	2400	0760				
	4010098392	2400	0760		\$ 39.08		
	03-07-12	2400	0760				
	4010098393	2400	0760		\$ 119.69		
	03-07-12	2400	0760				
	4010098394	2400	0760		\$ 103.20		
	03-07-12	2400	0760				
	4010098395	2400	0760		\$ 39.08		
03-07-12	2400	0760					
4010098396	2400	0760		\$ 18.57			
03-07-12	2400	0760					
4010098397	2400	0760		\$ 16.38			
03-07-12	2400	0760					
4010098398	2400	0760		\$ 27.55			
03-07-12	2400	0760					
4010098399	2400	0760		\$ 66.80			
03-07-12	2400	0760					
4010098400	2400	0760		\$ 8.98			
03-07-12	2400	0760					
4010098401	2400	0760		\$ 61.96			
03-07-12	2400	0760					
4010098402	2400	0760		\$ 19.39			
03-07-12	2400	0760					
4010098403	2400	0760		\$ 10.79			
03-07-12	2400	0760					
4010098404	2400	0760		\$ 199.59			
03-07-12	2400	0760					
4010098405	2400	0760		\$ 18.57			
03-07-12	2400	0760					
4010098406	2400	0760		\$ 36.16			
03-07-12	2400	0760					
4010098407				\$ 44.01			
				\$ 1,144.77			
TOTAL REMITTANCE:					\$ 1,144.77		
<p>The claims listed above (totaling \$1,144.77) 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 the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5490

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-07-12	2400	0760				
	4010098408				\$ 1,039.38		
	03-08-12	2400	0760				
	4010100587				\$ 277.49		
	03-08-12	2400	0760				
	4010100588				\$ 15.02		
	03-09-12	2400	0760				
	4010100579				\$ 14.46		
	03-09-12	2400	0760				
	4010100580				\$ 533.11		
	03-09-12	2400	0760				
	4010100581				\$ 625.07		
	03-09-12	2400	0760				
	4010100582				\$ 868.68		
	03-09-12	2400	0760				
	4010100583				\$ 33.56		
	03-09-12	2400	0760				
	4010100584				\$ 441.61		
	03-09-12	2400	0760				
	4010100585				\$ 236.45		
	03-09-12	2400	0760				
	4010100586				\$ 480.47		
	03-12-12	2400	0760				
	4010111113				\$ 475.21		
03-13-12	2400	0760					
4010111696				\$ 331.34			
03-15-12	2400	0760					
4010100590				\$ 20.16			
03-15-12	2400	0760					
4010100591				\$ 41.23			
03-15-12	2400	0760					
4010100592				\$ 18.94			
03-15-12	2400	0760					
4010100593				\$ 13.85			
03-15-12	2400	0760					
4010100594				\$ 147.79			
03-15-12	2400	0760					
4010100595				\$ 240.27			
03-15-12	2400	0760					
4010100596				\$ 17.89			
03-15-12	2400	0760					
4010100597				\$ 18.26			
03-15-12	2400	0760					
4010100598				\$ 95.38			
				\$ 5,985.62			
TOTAL REMITTANCE:					\$ 5,985.62		
The claims listed above (totaling \$5,985.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5491

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-15-12	2400	0760		\$ 22.68		
	4010100599	2400	0760		\$ 95.54		
	03-15-12	2400	0760		\$ 122.90		
	4010100601	2400	0760		\$ 15.11		
	03-15-12	2400	0760		\$ 34.97		
	4010100602	2400	0760		\$ 22.24		
	03-15-12	2400	0760		\$ 292.65		
	4010100603	2400	0760		\$ 18.88		
	03-15-12	2400	0760		\$ 213.61		
	4010100604	2400	0760		\$ 2,187.80		
	03-15-12	2400	0760		\$ 193.87		
	4010100605	2400	0760		\$ 95.97		
	03-15-12	2400	0760		\$ 10.78		
	4010100606	2400	0760		\$ 13.22		
	03-15-12	2400	0760		\$ 20.17		
	4010100607	2400	0760		\$ 17.66		
	03-15-12	2400	0760		\$ 306.10		
	4010100608	2400	0760		\$ 14.48		
	03-15-12	2400	0760		\$ 18.56		
	4010100609	2400	0760		\$ 80.59		
03-19-12	2400	0760		\$ 298.43			
4010117645	2400	0760		\$ 38.22			
03-23-12	2400	0760		\$ 4,134.43			
W270038DM							
03-26-12	2400	0760					
4010110046	2400	0760					
03-26-12	2400	0760					
4010110047	2400	0760					
03-26-12	2400	0760					
4010110048	2400	0760					
03-26-12	2400	0760					
4010110049	2400	0760					
03-26-12	2400	0760					
4010110050	2400	0760					
03-26-12	2400	0760					
4010110051	2400	0760					
03-26-12	2400	0760					
4010110052	2400	0760					
03-26-12	2400	0760					
4010110053	2400	0760					
03-26-12	2400	0760					
4010110054	2400	0760					
TOTAL REMITTANCE:					\$ 4,134.43		

The claims listed above (totalling \$4,134.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the 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: 04/16/12
REPORT NO: 5492

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-26-12	2400	0760		\$ 17.89		
	4010110055	2400	0760		\$ 103.20		
	03-26-12	2400	0760		\$ 198.73		
	4010110056	2400	0760		\$ 55.87		
	03-26-12	2400	0760		\$ 48.78		
	4010110057	2400	0760		\$ 73.88		
	03-26-12	2400	0760		\$ 463.47		
	4010110058	2400	0760		\$ 100.20		
	03-26-12	2400	0760		\$ 240.66		
	4010110059	2400	0760		\$ 77.10		
	03-26-12	2400	0760		\$ 15.11		
	4010110061	2400	0760		\$ 25.45		
	03-26-12	2400	0760		\$ 80.34		
	4010110062	2400	0760		\$ 20.80		
	03-26-12	2400	0760		\$ 77.97		
	4010110063	2400	0760		\$ 379.32		
	03-26-12	2400	0760		\$ 190.22		
	4010110064	2400	0760		\$ 44.65		
	03-26-12	2400	0760		\$ 135.29		
	4010110065	2400	0760		\$ 32.16		
03-26-12	2400	0760		\$ 710.34			
4010110066	2400	0760		\$ 336.96			
03-26-12	2400	0760		\$ 3,428.39			
TOTAL REMITTANCE:					\$ 3,428.39		

The claims listed above (totaling \$3,428.39) 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 the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 5493

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	03-23-12 1083735518	2400	0760		\$ 62.01		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-02-12 W7838942A	2400	0760		\$ 40.26		
	03-15-12 W78765120	2400	0760		\$ 17.90		
	03-26-12 W79350050	2400	0760		\$ 202.80		
	03-26-12 W79456140	2400	0760		\$ 16.91		
	03-29-12 W79376290	2400	0760		\$ 16.91		
						\$ 294.78	
TOTAL REMITTANCE:					\$ 356.79		
<p>The claims listed above (totaling \$356.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 50

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-19-12 Payroll #22 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) 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 the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 51

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-03-12 Payroll #23 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) 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 the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/16/12
REPORT NO: 52

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-17-12 Payroll #24 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) 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 the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)
DATE: April 16, 2012

Fiscal Year 2011-2012							
	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
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12						0.00	0.00
5/31/2012						0.00	0.00
6/30/2012						0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00

Fiscal Year 2010-2011							
	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
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

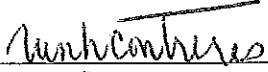
SUBJECT: Financial Reports through March 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: April 16, 2012

Summary of Cash and Investments as of March 31, 2012

Cash with Orange County Treasurer Fund 707	1,373,416.79
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees with Orange County Treasurer (Restricted)	125,627.48
General Fund Checking – Bank of the West	18,062.95
General Fund Savings – Bank of the West	532,896.44
Payroll Checking – Wells Fargo Bank	267,179.94
Total Cash and Investments	2,731,972.70

I hereby certify that the investments are in compliance with Placentia Library District Policy 3035 – Investment of District Funds, as adopted by the Library Board of Trustees, and California Government Code Section 53646(b)(1); and that Placentia Library District has the ability to meet its budgeted expenditures for the next six (6) months.



Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
March 31, 2012

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	1,071,475	658,937	61.9%
6220		Property Taxes - Current Unsecured	69,801	59,390	10,411	85.1%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	0	3,979	(3,979)	0.0%
6280		Property Taxes - Curr Supplemental	22,366	8,149	14,217	36.4%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
		Sub Total		<u>1,145,637</u>		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	5,778	(5,778)	0.0%
		Sub Total		<u>5,778</u>		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	15,368	7,573	7,795	49.3%
6970		State - Other	0	4,377	(4,377)	0.0%
		Sub Total		<u>11,951</u>		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	25,717	34,283	42.9%
		Passport	60,000	64,965	(4,965)	108.3%
		Meeting Room Fees	7,000	6,040	960	86.3%
		DVD Rentals	5,500	4,785	716	87.0%
		Test Proctor	2,000	3,200	(1,200)	160.0%
		Sub Total		<u>104,706</u>		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		<u><u>1,268,073</u></u>		
		FY 10/11 Funds Available	110,000	110,000		
			TOTAL REVENUES FY 11/12:	2,082,447	704,374	66.2%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	69,194	(69,194)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

March 31, 2012

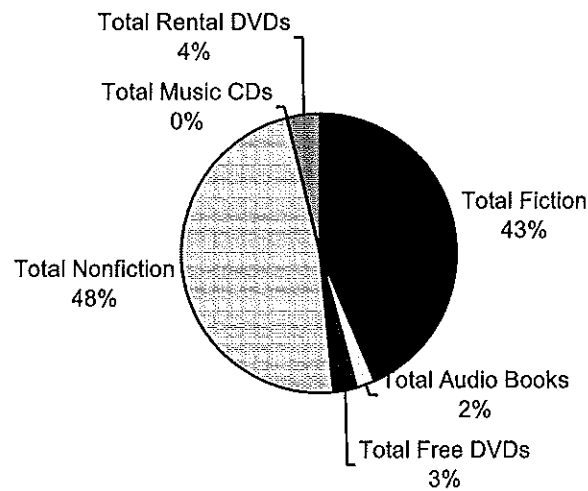
75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	686,250	0.68	\$320,407
0200	Retirement	77,589	40,005	0.52	\$37,584
0301	Unemployment Insurance	15,000	8,704	0.58	\$6,296
0306	Health Insurance	146,979	94,709	0.64	\$52,270
0306-0770	Employee Assistance Program	822	462	0.56	\$360
0308	Dental Insurance	16,028	11,815	0.74	\$4,213
0309	Life Insurance	7,928	4,895	0.62	\$3,033
0310	AD & D Insurance	4,308	2,739	0.64	\$1,569
0319	Vision Insurance	2,734	1,807	0.66	\$927
0350	Workers' Compensation Insurance	10,500	2,652	0.25	\$7,848
	TOTAL	\$1,288,545	\$854,038	0.66	\$434,507
SERVICES & SUPPLIES					
0700	Communications	13,000	5,955	0.46	\$7,045
0900	Food	1,000	1,268	1.27	-\$268
1000	Household Expenses	13,000	9,791	0.75	\$3,209
1100	Library Insurance	15,000	11,929	0.80	\$3,071
1300	Maintenance, Equipment	20,000	14,665	0.73	\$5,335
1400	Maintenance, Buildings & Improvements	131,400	19,070	0.15	\$112,330
1600	Memberships	12,000	12,524	1.04	-\$524
1800	Office Expenses	28,486	23,995	0.84	\$4,491
1803	Postage	4,000	3,169	0.79	\$831
1900	Prof./Specialized Services	107,500	69,850	0.65	\$37,650
1912	Investment Administrative Fees	1,500	702	0.47	\$798
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	35,000	21,134	0.60	\$13,866
2400	Books/Library Materials	236,736	119,735	0.51	\$117,001
2600	Transportation & Travel	2,000	958	0.48	\$1,042
2700	Meetings	11,000	9,119	0.83	\$1,881
2800	Utilities	85,000	48,142	0.57	\$36,858
	TOTAL	\$718,122	\$372,288	0.52	\$345,834
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$8,139	1.16	-\$1,139
	OPERATING EXPENSES	\$2,013,667	\$1,234,464	0.61	\$779,203
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$8,457	0.34	\$16,543
4200	Structures/Improvements	20,000	\$1,950	0.10	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$10,407	0.15	\$58,373
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$1,244,872	0.60	\$837,575
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MO. OF MARCH 2012

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$60,219	3,363	4,082
Total Non-Fiction	\$66,323	1,573	2,749
Total Music CDs	\$273	15	15
Total Audio Books	\$3,127	95	95
Total Free DVDs	\$3,792	157	200
<u>Total Rental DVDs</u>	<u>\$5,269</u>	<u>151</u>	<u>188</u>
TOTAL MATERIALS	\$139,002	5354	7329



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF MARCH 2012

Prepared by Katie Matas, Acquisitions Librarian

Agenda Item 15
Page 2 of 2

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$17,794	844	\$547	18	\$18,341	862	\$511	18	\$18,852	880
Adult Non-Fiction	\$16,600	731	\$314	9	\$16,914	740	\$118	5	\$17,032	745
Adult Reference	\$913	15	\$0	0	\$913	15	\$225	3	\$1,138	18
Adult magazines	\$4,454	89	\$0	0	\$4,454	89	\$0	0	\$4,454	89
Adult on-line databases	\$24,969	5	\$0	0	\$24,969	5	\$0	0	\$24,969	5
Total Adult Non-Fiction	\$46,936	840	\$314	9	\$47,250	849	\$343	8	\$47,593	857
TOTAL ADULT PRINT MATERIALS	\$64,730	1684	\$861	27	\$65,591	1711	\$854	26	\$66,445	1737
Adult Music CDs	\$26	1	\$0	0	\$26	1	\$1,206	68	\$1,232	69
Adult Audio Books	\$2,229	64	\$118	5	\$2,347	69	\$0	0	\$2,347	69
Adult Free DVDs	\$1,546	58	\$0	0	\$1,546	58	\$75	4	\$1,621	62
Adult Rental DVDs	\$3,269	111	\$0	0	\$3,269	111	\$85	4	\$3,354	115
TOTAL ADULT NON-PRINT MATERIALS	\$7,069	234	\$118	5	\$7,188	239	\$1,366	76	\$8,553	315
TOTAL ADULT MATERIALS	\$71,800	1918	\$979	32	\$72,779	1,950	\$2,220	102	\$74,998	2,052
Juvenile Fiction	\$30,052	1,652	\$0	0	\$30,052	1,652	\$87	14	\$30,139	1,666
Young Adult Fiction	\$12,373	867	\$0	0	\$12,373	867	\$0	2	\$12,373	869
Total Juvenile Fiction	\$42,425	2,519	\$0	0	\$42,425	2,519	\$87	16	\$42,512	2,535
Juvenile Non-Fiction	\$13,407	565	\$321	14	\$13,728	579	\$20	1	\$13,748	580
Young Adult Non-Fiction	\$3,310	144	\$153	7	\$3,463	151	\$0	0	\$3,463	151
Juvenile Reference	\$1,686	9	\$184	3	\$1,870	12	\$41	4	\$1,911	16
Juvenile Magazines	\$585	14	\$0	0	\$585	14	\$0	0	\$585	14
Juvenile on-line databases	\$899	1	\$0	0	\$899	1	\$0	0	\$899	1
Total Juvenile Non-Fiction	\$19,386	733	\$658	24	\$20,044	757	\$61	5	\$20,105	762
TOTAL JUVENILE PRINT MATERIALS	\$61,811	3,252	\$658	24	\$62,469	3,276	\$148	21	\$62,617	3,297
Juvenile Music CDs	\$247	14	\$0	0	\$247	14	\$0	0	\$247	14
Juvenile Audio Books	\$898	31	\$0	0	\$898	31	\$0	0	\$898	31
Juvenile Free DVDs	\$2,246	99	\$0	0	\$2,246	99	\$0	0	\$2,246	99
Juvenile Rental DVDs	\$2,000	40	\$0	0	\$2,000	40	\$0	0	\$2,000	40
TOTAL JUVENILE NON-PRINT MATERIALS	\$5,391	184	\$0	0	\$5,391	184	\$0	0	\$5,391	184
TOTAL JUVENILE MATERIALS	\$67,202	3436	\$658	24	\$67,860	3460	\$148	21	\$68,008	3481
Total Fiction	\$60,219	3,363	\$547	18	\$60,766	3,381	\$598	34	\$61,364	3,415
Total Non-Fiction	\$66,323	1,573	\$972	33	\$67,295	1,606	\$404	13	\$67,699	1,619
Total Music CDs	\$273	15	\$0	0	\$273	15	\$1,206	68	\$1,479	83
Total Audio Books	\$3,127	95	\$118	5	\$3,245	100	\$0	0	\$3,245	100
Total Free DVDs	\$3,792	157	\$0	0	\$3,792	157	\$75	4	\$3,867	161
Total Rental DVDs	\$5,269	151	\$0	0	\$5,269	151	\$85	4	\$5,354	155
TOTAL MATERIALS	\$139,002	5354	\$1,637	56	\$140,639	5410	\$2,368	123	\$143,007	5533

Outstanding Orders as of March 2012

General Fund \$50,666
Adopt-a-book \$1,392
TOTAL \$52,058

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for March 2012
DATE: April 16, 2012

Net Revenue Summary March 2012

	Mar-12	Mar-11	YTD 2011-2012	YTD 2010-2011
Passport	10,350.00	9,900.00	53,325.00	56,811.00
Passport Photos	2,172.00	2,196.00	11,640.00	12,080.00
Test Proctor	250.00	400.00	3,200.00	1,950.00
Meeting Room	865.00	770.00	6,040.00	6,799.00
DVD Rentals	623.00	544.50	4,784.50	5,613.51
Total	14,260.00	13,810.50	78,989.50	83,253.51

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for March 2012
DATE: April 16, 2012

			YTD	YTD
	Mar-12	Mar-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	0	0	1	0
Appointments	1	0	6	2
Open Positions	0	1	2	2
Workers' Compensation Leave	0	0	0	0
Total	1	1	9	6

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
Library Clerk (10 hours)

OPEN POSITIONS:
None

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: April 16, 2012

MONTHLY STATISTICS

March 2012

<u>CIRCULATION</u>	Mar-12	Mar-11	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
New Patron Registrations	331	366	3,022	2,990	1.1%
Total Circulation	16,856	19,441	150,230	164,044	-9.2%
Total Active Borrowers	9,360	9,292	85,534	84,890	0.8%
Attendance*	26,096	26,225	214,114	164,007	30.6%
Registered Card Holders**	29,456	33,025	261,367	286,078	-8.6%
Adult Fiction	2,556	3,262	25,658	29,041	-11.6%
Adult Nonfiction	1,810	2,476	17,267	21,972	-21.4%
Adult Magazines	274	266	2,415	2,864	-15.7%
Adult Music CDs	208	283	2,009	3,161	-36.4%
Adult Audio Books	559	697	5,154	6,121	-15.8%
Adult Free DVDs	364	410	2,804	3,114	-10.0%
Adult Rental DVDs	550	484	4,177	4,793	-12.9%
Overdrive E-Books***	152	21	918	140	555.7%
Overdrive Audio Books***	58	21	635	179	254.7%
JV Fiction	6,423	6,872	57,671	57,940	-0.5%
YA Fiction	836	687	7,507	6,438	16.6%
JV Nonfiction	1,758	1,936	11,318	12,112	-6.6%
YA Nonfiction	86	59	546	355	53.8%
JV Magazines	10	5	38	33	15.2%
JV Music CDs	22	35	268	312	-14.1%
JV Audio Books	26	38	327	245	33.5%
JV Free DVDs	682	923	6,568	7,813	-15.9%
JV Rental DVDs	251	227	1,914	1,688	13.4%

* Begun patron count mid-February 11 due to flooring project. ** Inactive accounts removed August 2011.
 *** First ever recorded Overdrive subscription was in February 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		971	498	533	864	608	3,474
10:00		494	976	419	1,307	741	3,937
11:00		508	575	539	734	650	3,006
12:00		557	605	450	569	1,005	3,186
1:00	1,013	547	557	551	780	1,102	4,550
2:00	1,060	550	480	531	420	1,426	4,467
3:00	1,267	703	907	889	981	1,355	6,102
4:00	949	1,140	879	815	1,444	1,011	6,238
5:00		1,213	1,048	1,115	1,367		4,743
6:00		1,048	1,294	1,160	1,458		4,960
7:00		892	1,458	925	1,256		4,531
8:00		733	588	798	879		2,998
Total/Day	4,289	9,356	9,865	8,725	12,059	7,898	52,192
* Grand Total							26,096

*Since our patron count machine counts each patron every time they walk in & out of the library, the total reflected is larger than the grand total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	2	10	12
10:00		3	1	0	2	16	22
11:00		2	1	3	0	18	24
12:00		1	3	3	5	20	32
1:00	12	2	3	8	6	18	49
2:00	23	2	3	8	4	24	64
3:00	25	6	7	2	3	21	64
4:00	12	5	8	7	6	14	52
5:00		3	7	2	13		25
6:00		6	5	13	7		31
7:00		12	9	5	8		34
8:00		0	0	4	1		5
Total/Day	72	42	47	55	57	141	414
Grand Total							414

STAFF ACTIVITY

March 01, 2012- Fernando had weekly meeting with Jesus.
March 05, 2012- Yesenia and Fernando met with Beatrice to discuss her new full time job classification.
March 06, 2012- Staff organized chairs in the meeting room for Pre-School story time.
March 08, 2012- Fernando had weekly meeting with Jesus to discuss assignments.
March 08, 2012- Staff organized the meeting room for Lap-Sit story time.
March 13, 2012- Fernando participated in supervisors meeting.
March 15, 2012- Staff organized the meeting room for P-Tac program.
March 15, 2012- Fernando met with Laura C. to discuss personnel issues.
March 17, 2012- Fernando met with Yesenia to discuss personnel issues.
March 17, 2012- Fernando trained a volunteer with ILL processing.
March 19, 2012- Fernando had weekly meeting with Jesus.
March 19, 2012- Fernando attended the board meeting.
March 19, 2012- Saul, Laura C., Beatrice, and Winston attended the department meeting.
March 20, 2012- Beatrice and Vanita attended all staff meeting.
March 20, 2012- Fernando reported department events at the all staff meeting.
March 21, 2012- Staff finished shelf reading and reorganizing the History Room.
March 22, 2012- Staff prepared for the Placentia DVD premier.
March 24, 2012- Staff organized the meeting room for Super Star story time.
March 24, 2012- Staff organized the meeting room for the Caesar Chavez program.
March 26, 2012- Fernando met with Beatrice to discuss her performance objectives.
March 27, 2012- Fernando participated in Summer Reading Celebration supervisors meeting.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Staff is receiving, invoicing and processing acquisitions.
Staff is inspecting the public restrooms hourly.
Staff is working to relocate the young adult graphic novels.
Fernando continues sorting/shelving training with volunteer.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.
Fernando will train Ed with the disk cleaning machine.
Fernando will begin his involvement with Summer Reading Celebration planning.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: April 16, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	4,655.21
12-Feb	*	*	*	*	*	*
12-Mar	*	*	*	*	*	*
12-Apr						
12-May						
12-Jun						
TOTAL		\$31,832.53	\$10,167.49	\$997.50	\$53.52	\$43,051.04
AVG		4,547.50	1,452.49	142.50	8.92	6,150.14

* City Billing Not Received

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
11-Jun	*	*	*	*	*	*
TOTAL		49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
AVG		4,534.80	1,452.49	142.5	4.78	\$6,134.58

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for March 2012
DATE: April 16, 2012

Accomplishments

- Continued to meet with supervisors to discuss the Fiscal Year 2012-2013 budget.
- Chaired the Easter Eggcitement event.
- Participated in the annual Author's Luncheon.
- Met with representatives from Public Agency Retirement System (PARS).
- Met and discussed printing needs with Staples representative.
- Met with Fullerton Public Library for a preliminary discussion about the integrated library system.
- Met with the Kiwanis Club to discuss the Easter Eggcitement event.
- Spoke with a representative from Shmoop, an online service which provides homework help and test preparation for students and teachers.

Meetings

- Library Board of Trustees Meeting – March 19th
- Manager's Meeting – March 20th & 27th
- PLFF Meeting – March 12th
- Rotary Meetings – March 7th, 12th, 13th, 14th, 21st
- Interact Meetings – March 7th, 8th, 20th, 29th
- Placentia Roundtable Women's Club – March 7th
- Easter Eggcitement Meetings – March 5th, 12th, 19th, 28th
- Orange County Library Director's Meetings – March 8th & 26th
- PARS meetings – March 7th & 22nd
- SCLC Library Director's Meeting – March 29th

Conference/Workshops

- Ethics and Transparency – March 19th

Community Events / Functions

- Author's Luncheon – March 3rd
- Interactor's Film Award – March 9th
- Kraemer Memorial Park Re-Dedication – March 22nd
- Placentia History DVD Premiere – March 22nd
- Easter Eggcitement – March 31st

Projects in Progress

- Summer Reading Celebration
- Budget 2012-2013
- Strategic Plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Library Services Manager
SUBJECT: Library Services Manager Report for March 2012
DATE: April 16, 2012

No report available due to position vacancy.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for March 2012

DATE: April 16, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	March 2012	March 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	57	36	384	461	-16.70%
In person reference/research:	895	891	6194	6402	-3.25%
Total Reference	952	927	6578	6863	-4.15%
Total Number of Programs	43	28	329	219	50.23%
Total Programs Attendance	3291	956	14348	8127	76.55%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	27
Preschool Story Times I & II: 3-6 years	8	222
Pocket Tales: Stories, music, and movement.	5	149
C.O.P.S.	1	21
Lap Sit 24 months & younger	4	320
P-TAC	2	46
Family Game Day	1	32
Super S.T.A.R.	1	27
Homework Club	16	192
3/15 Le Teen Café: Hunger Games Challenge	1	48
3/25 Easter Eggcitement Coloring Contest	1	182

3/31 Easter Eggcitement & Spring Carnival	1	2,000
Total March 2012	43	3,291
Total March 2011	28	956
Current FY to date	329	14,348
Previous FY to date	219	8,127

Achievements:

- Brenda Ramirez, Coleen Wakai and Lori Worden attended the PLFF Author's Luncheon at Alta Vista Country Club on March 3.
- Brenda Ramirez and Lori Worden attended Easter Eggcitement planning meetings.
- Coleen Wakai participated in the Infopeople "Corporate Fundraising for Children's Programming in Public Libraries" webinar on March 8.
- Lori Worden attended the Library Board Meeting on March 19.
- Lori Worden attended supervisors' meetings with Jeanette Contreras.
- Brenda Ramirez and Lori Worden attended the DVD Premier of "Placentia: A Pleasant Place," on March 22.
- Brenda Ramirez provided the introduction for the Cesar Chavez program on March 24.
- Lori Worden attended a teleconference with Jeanette Contreras on March 29 with the Shmoop database company for consideration for our library.
- Brenda Ramirez and Lori Worden participated in the Eggcitement program at Kraemer Park on March 31. Brenda Ramirez conducted storytimes for children throughout the morning and assisted with crafts. Lori Worden supervised the crafts booth and the egg hunts.

In progress:

- Staff is currently planning Spring and Summer events, including the El Dia de los Ninos program and the Summer Reading Program.
- Staff is also currently ordering materials for the Children's and YA collections to complete our ordering for this fiscal year.