



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, December 16, 2013
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.

PLEDGE OF ALLEGIANCE Library Board President

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

Placentia Library District Board of Trustees Regular Meeting Agenda, December 16, 2013.

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 (Library Director)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 23 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 November 19, 2012 Library Board of Trustees Work Session and Regular Meetings. (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. FY2013-2014 Cash Flow Analysis through November 2011; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for November 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for November 2013. (Receive & File)
15. Acquisitions Report for November 2013. (Receive & File)

Placentia Library District Board of Trustees Regular Meeting Agenda, December 16, 2013.

- 16. Entrepreneurial Activities Report for November 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

- 17. Personnel Report for November 2013. (Receive, File, and Ratify Appointments)
- 18. Circulation Report for November 2013. (Receive & File)
- 19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 23)

- 20. Library Director's Report for November 2013.
- 21. Children's Services Report for November 2013.
- 22. Adult Services Report for November 2013.
- 23. Placentia Library Web Site & Technology Report for November 2013.

NEW BUSINESS

- 24. Selection of Date and Time for Regular Board Meetings for 2014: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2014. Staff recommendation is that the Library Board meet on the third Tuesday of February and the third Monday of January, February, March, April, May, June, July, August, September, October, November and December.

- Recommendations:
- 1) Determine the regular meeting dates and time for 2014; and
 - 2) Read Resolution 14-08 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2014; and
 - 3) Adopt Resolution 14-08.

- 25. Election of Board Officers:
Incumbents are indicated in parentheses.
 President (*Shkoler*)
 Secretary (*Carline*)

Recommendation: Elect a Library Board President and a Library Board Secretary for 2014.

- 26. Appointment of Library Board Representatives for 2014 by the Board President:
Incumbents are in parentheses.

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (*Trustee Minter and Secretary Carline as alternate*)

Representative to the Orange County Council of Governments (*Open*)

Representative to the Placentia Library Friends Foundation (PLFF) (*Secretary Carline and alternate is open*)

Representative to the Placentia Community Network (*recommend that staff attend*)

Recommendation: Elect Board Representatives for 2014.

Placentia Library District Board of Trustees Regular Meeting Agenda, December 16, 2013

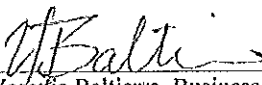
- 27. Travel Authorization: California Special Districts Association (CSDA) How to be an Effective Board Member Workshop on January 23, 2014 in Fountain Valley, California.
 Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA How to be an Effective Board Member Workshop on January 23, 2014 in Fountain Valley, California; and,
 2) Determine if the Library Director is to attend; and,
 3) Authorize travel expenses for \$225 per person for the CSDA How to Be an Effective Board Member Workshop on January 23, 2014 in Fountain Valley, California.
- 28. Travel Authorization: CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.
 Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California; and,
 2) Authorize travel expenses for \$525 per person for the CSDA Board Secretary/Clerk Conference, February 27-28, 2014 in Napa, California.
- 29. Midyear 2013-2014 Budget Review
- 30. Library Director will report out on the Staff Development Day

ADJOURNMENT

- 31. Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 20, 2014 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 33. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the December 16, 2013 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 11, 2013.



 Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 12, 2013

CALL TO ORDER President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 12, 2013 at 5:31 p.m.

ROLL CALL Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee JoAnne Martin, Trustee Elizabeth Minter

Members Absent: Trustee Richard DeVecchio

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Lori Worden, Cindy Rouze.

ADOPTION OF AGENDA It was moved by Trustee Minter and seconded by Secretary Carline to adopt the agenda as presented: (Item 3)

AYES: Shkoler, Martin, Carline, Minter
NOES: None
ABSTAIN: None
ABSENT: DeVecchio

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

INFORMATION TECHNOLOGY EQUIPMENT USE POLICY Library Director Contreras explained this is a continuation of the proposal of the Information Technology Equipment Use Policy. Amendments presented were based on feedback received at the previous work session.

It was moved by Trustee Martin and seconded by Secretary Carline to vote on this policy at the November board meeting: (Item 5)

AYES: Shkoler, Martin, Carline, Minter
NOES: None
ABSTAIN: None
ABSENT: DeVecchio

PATRON EXCLUSION POLICY Library Director Contreras explained that Item 6 is a continuation of the proposal of the Patron Exclusion Policy. Amendments presented were based on feedback received at the previous work session.

It was moved by Trustee Minter and seconded by Secretary Carline that this policy be moved to legal counsel and then presented at the November Board meeting: (Item 6)

AYES: Shkoler, Martin, Carline, Minter
NOES: None
ABSTAIN: None
ABSENT: DeVecchio

**FINGERPRINTING
POLICY**

Library Director Contreras explained that this item is a continuation from previous meetings. Library Director Contreras presented the amended proposed policy including information on local libraries and government agencies' fingerprinting process. Staff was directed to obtain clarifications regarding Trustees being fingerprinted since they are elected officials and cannot be removed from office without voter action. Trustee Minter suggested looking into possibly having other agencies run background checks. She mentioned we could adopt a two tier type of background checks for volunteers to save money. Trustee Minter will provide information on a couple of agencies that provide background check services. Library Director Contreras reminded the Trustees that the completion of the ORI application is contingent upon the approval of the fingerprinting policy.

It was moved by Trustee Minter and seconded by Secretary Carline for this policy be approved after legal counsel review: (Item 7)

AYES:	Shkoler, Martin, Carline, Minter
NOES:	None
ABSTAIN:	None
ABSENT:	DeVecchio

**SECURITIZATION
REIMBURSEMENT
ALLOCATION**

Library Director Contreras would like the Trustees to provide directions and recommendations to staff on how best to allocate the securitization reimbursement the District received from the State. A list of possible allocation considerations was presented. President Shkoler wanted consideration for a sound system in the Community Meeting Room. Trustee Minter suggested solar panels. Trustee Martin asked if the book budget was at an acceptable level. Library Director Contreras stated with the \$45,000 received from PLFF, the book budget is at an acceptable level. Trustee Minter had a question about the website which Library Director Contreras explained would cost approximately \$10,000 to redevelop. Library Director Contreras provided some information on RFID, which is a new form of tagging library materials and a tool that can be used for inventory and collection development. It also allows for checkout of multiple items in one transaction. The Library received two quotes for a complete RFID system, which were over \$30,000. The availability of a self-checkout machine does not affect staffing level. After much discussion, the list of possible items for consideration includes library expansion, sound system, RFID, and employee benefits. (Item 8).

SOUND SYSTEM

President Shkoler began the discussion regarding the sound system proposed to be installed in the Community Meeting Room. He said there are three quotes with three different prices. Sound experts Lee Castner and Jeremy Yamaguchi provided the recommendations. Training is also included in these quotes. Library Director Contreras will invite Mr. Castner and/or Mr. Yamaguchi to the January work session meeting and present photos and possibly a demo. (Item 9)

JANAUARY BOARD MEETING

Library Director Contreras said we would have a work session meeting before the regular meeting in January. We are not meeting on Martin Luther King Day; Trustee Minter will be traveling.

It was moved by Trustee Minter and seconded by Trustee Martin that there will be work session meeting prior to the regular Board Meeting in January at a date to be determined.

AYES: Shkoler, Martin, Carline, Minter
NOES: None
ABSTAIN: None
ABSENT: DeVecchio

ADJOURNMENT

The Work Session Meeting of the Board of Trustees of the Placentia Library District on November 12, 2013 adjourned at 6:30 p.m.

The next Unusual Meeting Date of the Board of Trustees of the Placentia Library District will be on November 25, 2013.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 25, 2013

CALL TO ORDER

President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 25, 2013 at 6:31 p.m.

Members Present: President Al Shkoler, Secretary Gayle Secretary Carline, Trustee Richard Trustee DeVecchio, Trustee Elizabeth Trustee Minter

Members Absent: Trustee Jo-Anne Martin

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, and public attendees Jeffrey H. Tamkin, Stephen E. Finney, Jeff Lenning and Allen Lowder.

ADOPTION OF AGENDA

It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented (Item 3).

AYES: Shkoler, Trustee DeVecchio, Secretary Carline, Trustee Minter

NOES: None

ABSTAIN: None

ABSENT: Trustee Martin

ORAL COMMUNICATION

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

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Placentia Library Friends Foundation (PLFF) Jewel Reception. He spoke about the grant that the Library is considering for purchase of the Photoshop Elements software and scanner. President Shkoler had a question about the \$5,000 cost for the scanner being recommended for the grant. Nadia Dallstream, Adult Services Supervisor, provided additional information on the grant. President Shkoler also invited Trustees to provide reading recommendations. President Shkoler also participated in a panel for mock interviews for the Miss Placentia pageant. (Item 5)

Trustee Secretary Carline mentioned that she had nothing to report, with the exception that her husband retired this week. (Item 6)

Trustee DeVecchio also mentioned being a participant on the panel for mock interviews for the Miss Placentia pageant. (Item 6)

Trustee Minter said that she fell and broke her hand/arm which is now in a cast. (Item 6)

PLACENTIA LIBRARY FRIENDS FOUNDATION REPORT

PLFF Board of Director's Report was not presented.

**CONSENT
CALENDAR**

Motion was made by Trustee Minter and seconded by Secretary Carline to approve the Consent Calendar.

AYES: Shkoler, Carline, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: Martin

MINUTES

Minutes of the October 21, 2013 Library Board of Trustees Meeting (Item 8)

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)

**TREASURER'S
REPORTS**

FY2012-2013 Cash Flow Analysis through October 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

Financial Reports for October 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for October 2013 (Item 14)

Acquisitions Report for October 2013 (Item 15)

Entrepreneurial Activities Report for October 2013 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for October 2013 (Item 17)

Circulation Report for October 2013 (Item 18)

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

STAFF REPORTS

Library Director's Report for October 2013 (Item 20)

Children's Services Report for October 2013 (Item 21)

Adult Services Report for October 2013 (Item 22)

Web Site & Technology Report for October 2013 (Item 23)

**PFIC & CWAAlA
PRESENTATION**

Presentations from Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC) and Stephen E. Finney, President of CWAAlA provided the Trustees with introductory information regarding capital improvement projects such as a building renovation and/or expansion. Mr. Finney provided a presentation, displaying various library projects CWAAlA completed and are currently working on. Mr. Finney spoke about the module concept for PLD which would allow the Library to remain open during construction. The second floor was deemed unacceptable due to cost and complete closure of the Library. Mr. Finney estimates the cost would be \$300-\$350 per square foot plus internal improvement costs like shelving, etc. Access and number of toilets drives how big the project can get. Restrooms costs are typically the most expensive per square foot. Trustee Minter asked about solar power and Finney responded with a few choices available and the way they can be added and financed. Trustee Minter asked if the comprehensive financing would include a professional project manager. Mr. Tamkin explained financing for the project would include a project manager. (Item 27)

**CLICK CONSULTING
PRESENTATION**

A second presentation was provided by Jeff Lenning, CPA, and Allen Lowder of Click Consulting. Library Director Contreras explained the current website is outdated and Click Consulting is unable to make updates because the site is currently hosted by Ogosense. Click Consulting provided a quote for a one-time fee of \$5,000 to rebuild the site and be the new host. Click Consulting will provide a preview of the updated website at the January Library Board of Trustees meeting. (Item 34)

A motion was made by Trustee DeVecchio and seconded by Trustee Minter to have Click Consulting rebuild the website.

AYES: Shkoler, Carline, Minter, DeVecchio
 NOES: None
 ABSTAIN: None
 ABSENT: Martin

**AMENDMENTS TO
PLACENTIA LIBRARY
DISTRICT POLICY 6050
– MEETING ROOM
POLICY**

Library Director Contreras presented amendment recommendations to reflect the correct department handling meeting room reservations, room capacity, and furniture inventory. (Item 24)

Motion was made by Trustee Minter and seconded by Trustee DeVecchio to approve amendments to Placentia Library District Policy 6050 – Meeting Room Policy as presented.

AYES: Shkoler, Carline, Minter, DeVecchio
 NOES: None
 ABSTAIN: None
 ABSENT: Martin

PERSONAL HEATERS

Library Director Contreras presented feedback from the Orange County Fire Authority with regards to personal use of electric heaters. Business Manager Baltierra contacted Brea Electric and they recommended one circuit per heater. The cost is \$400 per circuit. Trustee Minter stated there may be 20-30 circuits in the building. Business Manager Baltierra will speak with an electrician to provide a count of circuits available in the building. Currently, there are five employees who have asked for personal heaters. (Item 25)

Motion was made by Trustee DeVecchio and seconded by Trustee Minter to authorize up to \$3,800 for the purchase of electric heaters and installation of new circuits

AYES: Shkoler, Carline, Minter, DeVecchio
 NOES: None
 ABSTAIN: None
 ABSENT: Martin

USE OF LIBRARY PROPERTY

Library Director Contreras presented feedback from legal counsel regarding library staff using public-funded property. The legal opinion states that public fund purchases shall not be used for personal use. Should the Library Board of Trustees decide to authorize the use of library property for personal use, legal counsel recommends applying a rental fee. Library Director Contreras presented an amendment to Placentia Library District Policy 6035 – Fines & Fees Schedule to reflect the inclusion of the rental fee for chairs, tables and canopies. (Item 26)

Motion was made by Trustee DeVecchio and seconded by President Shkoler to approve the policy as amended. Trustee Minter and Trustee Carline did not approve it. President Shkoler asked for a roll call.

ROLL CALL:

President Shkoler: YES
 Secretary Carline: NO
 Trustee DeVecchio: YES
 Trustee Minter: NO
 Trustee Martin: ABSENT

Tie. Minter: in case of a tie, the vote goes with the motion. Motion PASSED.

AMENDMENT TO THE EMPLOYEE OF THE QUARTER AWARD

Library Director Contreras recommended changing the Employee of the Quarter Award program to the Employee of the Year. The change includes a monetary award of \$500 from PLFF. The recommendation is due to the number of staff. If approved, the amendment would be contingent upon approval from PLFF as they provide the monetary award portion of the program. Library Director Contreras will present amendment to PLFF at their December board meeting. (Item 28)

Motion was made by Secretary Carline and seconded by Trustee DeVecchio to approve the amendment of the Employee of the Quarter to the Employee of the Year.

AYES: Shkoler, Carline, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: Martin

SOUND SYSTEM

Lee Castner and Jeremy Yamaguchi were unavailable to meet at this time. Item will be discussed at the January Library Board of Trustees meeting. (Item 29)

FINGERPRINTING POLICY

Library Director Contreras presented a legal opinion and recommendations by legal counsel which can be found on pages 202-208. Trustees would not be required to be fingerprinted because they are elected officials. The District would be responsible for the cost of the fingerprinting fee. (Item 30)

Motion was made by Trustee Minter and seconded by Secretary Carline to approve the Fingerprinting Policy as amended.

AYES: Shkoler, Carline, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: Martin

INFORMATION TECHNOLOGY EQUIPMENT USE POLICY

Library Director Contreras presented recommended amendments which can be found on pages 210-211. It was decided to remove games from the policy. (Item 31)

Motion was made by Secretary Carline and seconded by Trustee Minter to approve the Information Technology Equipment Use Policy as amended.

AYES: Shkoler, Carline, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: Martin

PATRON EXCLUSION POLICY

Library Director Contreras presented legal opinion and recommendations which can be found on page 214. It was decided patrons who are banned from the library for more than a year can present an appeal to the Library Board of Trustees at a public meeting. (Item 32)

Motion was made by Trustee DeVecchio and seconded by Trustee Minter to approve the Patron Exclusion Policy as presented.

AYES: Shkoler, Carline, Minter, DeVecchio
NOES: None
ABSTAIN: None
ABSENT: Martin

**SECURITIZATION
REIMBURSEMENT
ALLOCATIONS**

Library Director Contreras presented projects to be considered from the securitization reimbursements. These include reserves, technology improvement, sound system, and RFID system.

ADJOURNMENT

President Shkoler adjourned The Regular Meeting of the Board of Trustees of the Placentia Library District on November 25, 2013 adjourned at 8:30 p.m.

The next regular meeting will be on December 16, 2013 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Gayle Secretary Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for November 2013
DATE: December 16, 2013

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: December 16, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	11/25/13	5701	\$14,754.65
FUND 707	11/26/13	5702	\$10,848.40
FUND 707	12/05/13	5703	\$7,207.09
FUND 707	12/10/13	5704	\$12,881.72
FUND 707	12/11/13	5716	\$5,275.71
TOTAL			\$50,967.57



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: December 16, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	12/16/13	5705	888.60
707	12/16/13	5706	5,077.23
707	12/16/13	5707	2,017.15
707	12/16/13	5708	1,190.45
707	12/16/13	5709	2,977.25
707	12/16/13	5710	1,350.13
707	12/16/13	5711	899.42
707	12/16/13	5712	953.68
707	12/16/13	5713	2,469.20
707	12/16/13	5714	1,025.55
707	12/16/13	5715	441.73

Subtotal for Claims *\$19,290.29*

Payroll

On Demand Wire	12/16/13	90	40,000
On Demand Wire	12/16/13	91	40,000
On Demand Wire	12/16/13	92	40,000

Subtotal for Payroll *\$120,000.00*

**TOTAL CURRENT
CLAIMS & PAYROLL** **\$139,290.29**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5705

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-2993 Midwest Tape PO Box 820 Holland OH 43528	11/8/2013 91402481	2400	0760		\$92.18		
	11/8/2013 91402399	2400	0760		\$38.09		
	11/14/2013 91416136	2400	0760		\$92.18		
	11/14/2013 91416137	2400	0760		\$34.64		
	11/15/2013 91420653	2400	0760		\$41.09		
	11/21/2013 91433987	2400	0760		\$59.99		
	11/21/2013 91435024	2400	0760		\$56.09		
	11/21/2013 91435027	2400	0760		\$46.09		
	11/22/2013 91439417	2400	0760		\$28.44		
	11/22/2013 91439416	2400	0760		\$41.09		
	12/2/2013 91455917	2400	0760		\$27.88		
	12/2/2013 91455916	2400	0760		\$198.27		
	12/2/2013 91455918	2400	0760		\$38.29		
	12/2/2013 91456890	2400	0760		\$94.28		
	TOTAL REMITTANCE:					\$888.60	
The claims listed above (totaling \$888.60) 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							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5706

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-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	11/6/2013 0370297	2400	0760		\$4,581.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10/14/2013 4010664618	2400	0760		\$15.15		
	10/14/2013 4010664619	2400	0760		\$21.21		
	10/14/2013 4010664620	2400	0760		\$23.95		
	10/14/2013 4010664621	2400	0760		\$65.91		
	10/14/2013 4010668773	2400	0760		\$32.44		
	10/14/2013 4010669423	2400	0760		\$55.50		
	10/15/2013 4010670470	2400	0760		\$18.07		
	10/16/2013 4010664663	2400	0760		\$22.77		
	10/18/2013 4010669685	2400	0760		\$8.18		
	10/18/2013 4010669686	2400	0760		\$20.19		
	10/18/2013 4010669687	2400	0760		\$15.70		
	10/18/2013 4010669688	2400	0760		\$176.43		
	10/18/2013 4010669689	2400	0760		\$20.21		
				\$495.71			
TOTAL REMITTANCE:					\$5,077.23		
The claims listed above (totaling \$5,077.23) 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 the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5707

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	10/18/2013 4010669690	2400	0760		\$143.51		
	10/18/2013 4010669691	2400	0760		\$154.87		
	10/18/2013 4010669692	2400	0760		\$313.64		
	10/22/2013 4010671810	2400	0760		\$38.05		
	10/22/2013 4010671811	2400	0760		\$19.57		
	10/22/2013 4010671812	2400	0760		\$20.84		
	10/22/2013 4010671813	2400	0760		\$24.24		
	10/22/2013 4010671814	2400	0760		\$20.22		
	10/22/2013 4010671815	2400	0760		\$28.40		
	10/22/2013 4010671816	2400	0760		\$68.62		
	10/22/2013 4010671817	2400	0760		\$812.61		
	10/22/2013 4010671818	2400	0760		\$20.22		
	10/28/2013 4010678276	2400	0760		\$21.48		
	10/24/2013 4010680679	2400	0760		\$243.10		
	10/30/2013 4010677089	2400	0760		\$87.78		
TOTAL REMITTANCE:					\$2,017.15		
The claims listed above (totaling \$2,017.15) 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							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5708

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	10/302013 4010677090	2400	0760		\$127.54		
	10/30/2013 4010677091	2400	0760		\$78.18		
	10/30/2013 4010677092	2400	0760		\$39.08		
	10/30/2013 4010677094	2400	0760		\$24.64		
	10/30/2013 4010677095	2400	0760		\$16.39		
	10/30/2013 4010677096	2400	0760		\$63.32		
	10/30/2013 4010677097	2400	0760		\$129.39		
	10/30/2013 4010677098	2400	0760		\$203.89		
	10/30/2013 4010677099	2400	0760		\$259.34		
	10/30/2013 4010680719	2400	0706		\$125.61		
	10/30/2013 4010680720	2400	0706		\$19.43		
	11/1/2013 4010680721	2400	0706		\$11.80		
	11/1/2013 4010680722	2400	0706		\$23.59		
	11/1/2013 4010680723	2400	0706		\$48.06		
	11/1/2013 4010680724	2400	0706		\$20.19		
TOTAL REMITTANCE:					\$1,190.45		
The claims listed above (totaling \$1,190.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5709

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	11/1/2013 4010680725	2400	0760		\$19.00		
	11/1/2013 4010680726	2400	0760		\$261.93		
	11/1/2013 4010680727	2400	0760		\$365.12		
	11/1/2013 4010680728	2400	0760		\$605.86		
	11/1/2013 4010680729	2400	0760		\$773.60		
	11/1/2013 4010680730	2400	0760		\$511.26		
	11/1/2013 4010680731	2400	0760		\$91.79		
	11/2/2013 4010684390	2400	0760		\$20.21		
	11/2/2013 4010684391	2400	0760		\$60.01		
	11/2/2013 4010684392	2400	0760		\$40.06		
	11/2/2013 4010684393	2400	0760		\$15.78		
	11/2/2013 4010684394	2400	0760		\$18.30		
	11/2/2013 4010684395	2400	0760		\$64.62		
	11/2/2013 4010684396	2400	0760		\$88.03		
	11/2/2013 4010684397	2400	0760		\$41.68		
TOTAL REMITTANCE:					\$2,977.25		
The claims listed above (totaling \$2,977.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5710

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	11/2/2013 4010684398	2400	0760		\$88.43		
	11/2/2013 4010684399	2400	0760		\$91.05		
	11/2/2013 4010684400	2400	0760		\$97.37		
	11/2/2013 4010684401	2400	0760		\$657.65		
	11/1/2013 4010683481	2400	0760		\$58.17		
	11/4/2013 4010682093	2400	0760		\$39.97		
	11/40/2013 4010690261	2400	0760		\$67.41		
	11/11/2013 4010691326	2400	0760		\$20.19		
	11/11/2013 4010691327	2400	0760		\$22.26		
	11/11/2013 4010691328	2400	0760		\$29.95		
	11/11/2013 4010691329	2400	0760		\$59.85		
	11/11/2013 4010691330	2400	0760		\$22.11		
	11/11/2013 4010691331	2400	0760		\$56.90		
	11/11/2013 4010691332	2400	0760		\$18.60		
	11/11/2013 4010691333	2400	0760		\$20.22		
TOTAL REMITTANCE:					\$1,350.13		
The claims listed above (totaling \$1,350.13) 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 the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5711

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	9/19/2013 4010635330	2400	0760		\$19.59		
	9/19/2013 4010635332	2400	0760		\$23.35		
	9/19/2013 4010635333	2400	0760		\$29.95		
	9/19/2013 4010635335	2400	0760		\$246.89		
	9/19/2013 4010635336	2400	0760		\$21.48		
	9/19/2013 4010635337	2400	0760		\$27.78		
	9/19/2013 4010635338	2400	0760		\$228.18		
	9/19/2013 4010635339	2400	0760		\$13.88		
	9/19/2013 4010635340	2400	0760		\$40.64		
	9/19/2013 4010635341	2400	0760		\$57.45		
	9/20/2013 4010641188	2400	0760		\$61.26		
	9/20/2013 4010641189	2400	0760		\$40.40		
	9/20/2013 4010641190	2400	0760		\$20.82		
	9/20/2013 401061191	2400	0760		\$22.74		
	11/11/2013 4010691334	2400	0760		\$45.01		
TOTAL REMITTANCE:					\$899.42		
The claims listed above (totaling \$899.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5712

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	11/11/2013 4010691335	2400	0760		\$81.75		
	11/11/2013 4010691336	2400	0760		\$95.99		
	11/11/2013 4010691337	2400	0760		\$43.85		
	11/11/2013 4010691338	2400	0760		\$21.21		
	11/11/2013 4010691339	2400	0760		\$24.91		
	11/11/2013 4010691340	2400	0760		\$194.46		
	11/14/2013 4010699900	2400	0760		\$161.01		
	11/15/2013 4010696550	2400	0760		\$43.56		
	11/15/2013 4010700878	2400	0760		\$106.21		
	11/16/2013 4010697394	2400	0760		\$42.96		
	11/16/2013 4010697395	2400	0760		\$29.93		
	11/16/2013 4010697396	2400	0760		\$24.24		
	11/16/2013 4010697398	2400	0760		\$17.67		
	11/16/2013 4010697399	2400	0760		\$23.38		
	11/16/2013 4010697400	2400	0760		\$42.55		
TOTAL REMITTANCE:					\$953.68		
The claims listed above (totaling \$953.68) 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							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5713

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	11/16/2013 4010697401	2400	0760		\$109.69		
	11/16/2013 4010697402	2400	0760		\$37.27		
	11/16/2013 4010697403	2400	0760		\$166.81		
	11/16/2013 4010697404	2400	0760		\$18.60		
	11/16/2013 4010697405	2400	0760		\$19.46		
	11/16/2013 4010697406	2400	0760		\$36.30		
	11/19/2013 4010700238	2400	0760		\$19.57		
	11/19/2013 4010700239	2400	0760		\$19.16		
	11/19/2013 4010700240	2400	0760		\$29.04		
	11/19/2013 4010700241	2400	0760		\$215.09		
	11/21/2013 4010707021	2400	0760		\$97.24		
	11/26/2013 4010700930	2400	0760		\$16.40		
	11/26/2013 4010700931	2400	0760		\$428.16		
	11/26/2013 4010700932	2400	0760		\$504.18		
	11/26/2013 4010700933	2400	0760		\$752.23		
TOTAL REMITTANCE:					\$2,469.20		
The claims listed above (totaling \$2,469.10) 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: 12/16/13
REPORT NO: 5714

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	11/26/2013 4010700934	2400	0760		\$221.50		
	11/26/2013 4010700935	2400	0760		\$96.96		
	11/26/2013 4010707022	2400	0760		\$16.83		
	11/26/2013 4010707023	2400	0760		\$20.21		
	11/26/2013 4010707024	2400	0760		\$26.67		
	11/26/2013 4010707025	2400	0760		\$78.18		
	11/26/2013 4010707026	2400	0760		\$40.72		
	11/26/2013 4010707027	2400	0760		\$106.07		
	11/26/2013 4010707028	2400	0760		\$77.37		
	11/26/2013 4010707029	2400	0760		\$48.64		
	11/26/2013 4010707030	2400	0760		\$69.73		
	11/26/2013 4010707031	2400	0760		\$21.43		
	11/26/2013 4010707032	2400	0760		\$50.49		
	11/26/2013 4010707033	2400	0760		\$134.32		
	11/26/2013 4010707034	2400	0760		\$16.43		
TOTAL REMITTANCE:					\$1,025.55		
The claims listed above (totaling \$1,025.55) 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							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/16/13
REPORT NO: 5715

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-2993 Midwest Tape PO Box 820 Holland OH 43528	12/3/2013 91460914	2400	0760		\$123.27		
	12/3/2013 914609016	2400	0760		\$46.09		
	12/3/2013 91460918	2400	0760		\$23.29		
	12/5/2013 91466309	2400	0760		\$36.09		
	12/5/2013 91466452	2400	0760		\$178.35		
	12/5/2013 91466453	2400	0760		\$34.64		
TOTAL REMITTANCE:					\$441.73		
The claims listed above (totaling \$441.73) 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							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/06/13
REPORT NO: 90

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	*01-06-14 Payroll #13 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
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.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/06/13
REPORT NO: 92

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	*01-27-14 Payroll #15 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
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.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/06/13
REPORT NO: 91

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	*01-13-14 Payroll #14 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
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.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____



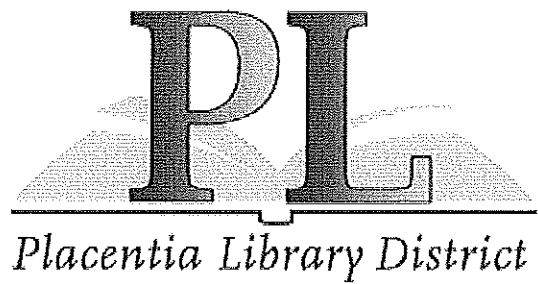
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: December 16, 2013

Fiscal Year 2013-2014							
	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
07/31/13	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account	2,041,592.77	0.00
8/31/2013	Closed Account	Closed Account	Closed Account	1,731,038.74	Closed Account	1,731,038.74	0.00
9/30/2013	Closed Account	Closed Account	Closed Account	1,637,400.49	Closed Account	1,637,400.49	0.00
10/31/13	Closed Account	Closed Account	Closed Account	1,498,226.33	Closed Account	1,498,226.33	0.00
11/30/2013	Closed Account	Closed Account	Closed Account	1,486,892.97	Closed Account	1,486,892.97	0.00
12/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
01/31/14	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/14	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2014	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2014	Closed Account	Closed Account	Closed Account		Closed Account	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	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2012-2013							
	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
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account	1,890,404.62	Closed Account	1,890,404.62	0.00
2/28/2013	Closed Account	Closed Account	Closed Account	1,794,179.66	Closed Account	1,794,179.66	0.00
3/31/2013	Closed Account	Closed Account	Closed Account	1,659,289.32	Closed Account	1,659,289.32	0.00
04/30/13	Closed Account	Closed Account	Closed Account	2,109,171.72	Closed Account	2,109,171.72	0.00
5/31/2013	Closed Account	Closed Account	Closed Account	2,053,081.07	Closed Account	2,053,081.07	0.00
6/30/2013	Closed Account	Closed Account	Closed Account	2,041,592.77	Closed Account	2,041,592.77	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	374,419.30	0.00	374,419.30	0.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through November 2013 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

DATE: December 16, 2013

Summary of Cash and Investments as of November 30, 2013

Cash with Orange County Treasurer Fund 707	948,086.39
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	80,175.93
General Fund Savings – Bank of the West	490,728.30
Payroll Checking – Wells Fargo Bank	122,911.12
Total Cash and Investments	2,431,110.14

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



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PLACENTIA CITY COUNCIL
 YTD REVENUE REPORT
 November 30, 2013

Agency: am 14

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	176,096	1,657,065	9.6%
6220		Property Taxes - Current Unsecured	78,317	45,023	33,294	57.5%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	-	3,947	0.0%
6280		Property Taxes - Curr Supplemental	25,094	18,187	6,907	72.5%
6290		Other Taxes	0	-	-	100.0%
6300		Property Taxes - Prior Supplemental	0	639	(639)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	1,339	19.0%
		Sub Total	1,942,171	240,259		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	2,365	(2,365)	100.0%
		Sub Total	0	2,365		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	-	17,243	0.0%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
7130		Other Governmental Agencies	0	1,761	(1,761)	100.0%
		Sub Total	17,243	1,761		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	45,000	15,638	29,362	34.8%
		Passport/Photos	70,000	37,087	32,913	53.0%
		Meeting Room Fees	8,000	1,697	6,303	21.2%
		DVD Rentals	6,000	2,922	3,078	48.7%
		Test Proctor	4,000	3,050	950	76.3%
		Sub Total	133,000	60,394		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	304,779		
		FY 12/13 Funds Available	40,000	40,000		
		TOTAL REVENUES FY 12/13:	2,132,414	344,779	1,787,635	16.2%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

November 30, 2013

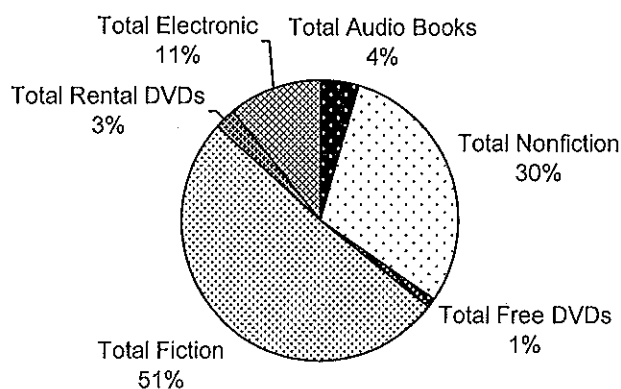
42% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,107,523	417,805	0.38	\$689,718
0200	Retirement	41,644	10,095	0.24	\$31,549
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	80,350	0.42	\$110,543
0306-0770	Employee Assistance Program	715	303	0.42	\$412
0308	Dental Insurance	15,917	6,314	0.40	\$9,603
0309	Life Insurance	7,568	3,123	0.41	\$4,445
0310	AD & D Insurance	4,008	1,941	0.48	\$2,067
0319	Vision Insurance	2,574	1,063	0.41	\$1,511
0350	Workers' Compensation Insurance	10,000	3,933	0.39	\$6,067
	TOTAL	\$1,389,842	\$524,928	0.38	\$864,914
SERVICES & SUPPLIES					
0700	Communications	25,000	4,130	0.17	\$20,870
0900	Food	2,000	1,228	0.61	\$772
1000	Household Expenses	12,000	6,188	0.52	\$5,812
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	13,515	0.54	\$11,485
1400	Maintenance, Buildings & Improvements	48,500	21,058	0.43	\$27,442
1600	Memberships	12,000	5,479	0.46	\$6,521
1700	Miscellaneous Expense	500	202	0.40	\$298
1800	Office Expenses	36,872	17,098	0.46	\$19,774
1803	Postage	5,500	4,513	0.82	\$987
1900	Prof./Specialized Services	133,700	39,628	0.30	\$94,072
1912	Investment Administrative Fees	1,500	489	0.33	\$1,011
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	141	0.14	\$859
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	56,798	0.35	\$105,202
2600	Transportation & Travel	2,000	2,295	1.15	-\$295
2700	Meetings	25,500	5,215	0.20	\$20,285
2800	Utilities	73,500	31,172	0.42	\$42,328
	TOTAL	\$594,072	\$234,361	0.39	\$359,711
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$8,427	0.99	\$73
	OPERATING EXPENSES	\$1,992,414	\$767,716	0.39	\$1,224,698
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$13,395	0.24	\$41,605
4200	Structures/Improvements	85,000	\$4,452	0.05	\$80,548
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$140,000	\$17,847	0.13	\$122,153
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$785,564	0.37	\$1,346,850
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF NOV. 2013

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$35,679	1713	1972
Total Non-Fiction	\$21,042	854	1073
Total Electronic	\$7,653	44	43
Total Audio Books	\$3,028	83	83
Total Free DVDs	\$728	23	35
Total Rental DVDs	\$1,747	71	71
TOTAL MATERIALS	\$69,877	2788	3277



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 2013-2014 THROUGH THE MONTH OF NOVEMBER 2013

Prepared by Katio Matias, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$18,328	641	\$6,278	6	\$24,607	647	\$537	23	\$25,144	670
California Adult Fiction	\$0	0	\$279	10	\$279	10	\$0	0	\$279	10
Total Adult Fiction	\$18,328	641	\$6,557	16	\$24,886	657	\$537	23	\$25,423	680
Adult Non-Fiction	\$11,160	521	\$425	15	\$11,585	536	\$449	19	\$12,034	555
Adult Reference	\$279	6	\$0	0	\$279	6	\$1,064	22	\$1,343	28
Adult magazines	\$4,131	85	\$0	0	\$4,131	85	\$0	0	\$4,131	85
California Adult Non-Fiction	\$0	0	\$1,560	72	\$1,560	72	\$0	0	\$1,560	72
Total Adult Non-Fiction	\$15,570	612	\$1,985	87	\$17,555	699	\$1,513	41	\$19,068	740
TOTAL ADULT PRINT MATERIALS	\$33,899	1253	\$8,542	103	\$42,441	1356	\$2,050	64	\$44,491	1,420
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$158	16	\$158	16
Adult Audio Books	\$2,988	81	\$339	8	\$3,327	89	\$0	0	\$3,327	89
Adult Free DVDs	\$479	11	\$479	0	\$0	0	\$30	3	\$509	14
Adult Rental DVDs	\$1,511	61	\$151	7	\$1,662	68	\$135	8	\$1,797	77
TOTAL ADULT NON-PRINT MATERIALS	\$4,978	153	\$930	15	\$5,468	168	\$323	28	\$5,791	196
TOTAL ADULT MATERIALS	\$38,877	1,406	\$9,032	118	\$47,909	1,524	\$2,373	92	\$50,282	1,616
Juvenile Fiction	\$11,984	664	\$45	2	\$12,029	666	\$1,428	180	\$13,457	846
California Juvenile Fiction	\$0	0	\$459	27	\$459	27	\$0	0	\$459	27
Young Adult Fiction	\$5,366	408	\$0	0	\$5,366	408	\$185	28	\$5,551	436
California Young Adult Fiction	\$0	0	\$109	6	\$109	6	\$0	0	\$109	6
Total Juvenile Fiction	\$17,350	1072	\$613	35	\$17,963	1107	\$1,623	208	\$19,586	1,315
Juvenile Non-Fiction	\$4,581	215	\$40	2	\$4,621	217	\$152	12	\$4,773	229
California Juvenile Non-Fiction	\$0	0	\$396	15	\$396	15	\$0	0	\$396	15
Young Adult Non-Fiction	\$235	13	\$0	0	\$235	13	\$77	5	\$312	18
California Young Adult Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Reference	\$55	1	\$0	0	\$55	1	\$95	9	\$150	10
Juvenile Magazines	\$601	13	\$601	13	\$601	13	\$0	0	\$601	13
Total Juvenile Non-Fiction	\$5,472	242	\$436	17	\$5,908	259	\$324	26	\$6,232	285
TOTAL JUVENILE PRINT MATERIALS	\$22,822	1,314	\$1,049	52	\$23,871	1,366	\$1,947	234	\$25,818	1,600
Juvenile Music CDs	\$273	12	\$0	0	\$273	12	\$0	0	\$273	12
Juvenile Audio Books	\$40	2	\$0	0	\$40	2	\$0	0	\$40	2
Young Adult Video Games	\$0	0	\$740	18	\$740	18	\$0	0	\$740	18
Juvenile Free DVDs	\$249	12	\$0	0	\$249	12	\$272	19	\$521	31
Juvenile Rental DVDs	\$236	10	\$0	0	\$236	10	\$48	3	\$284	13
TOTAL JUVENILE NON-PRINT MATERIALS	\$798	36	\$740	18	\$1,538	54	\$320	22	\$1,858	76
TOTAL JUVENILE MATERIALS	\$23,620	1350	\$1,789	70	\$25,409	1420	\$2,267	256	\$27,676	1676
Online databases	\$7,653	2	\$0	0	\$7,653	2	\$0	0	\$7,653	2
E-books	\$0	42	\$746	14	\$746	56	\$0	0	\$746	56
E-music	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL ELECTRONIC MATERIALS	\$7,653	44	\$746	14	\$8,399	58	\$0	0	\$8,399	58
Total Fiction	\$35,679	1713	\$7,170	51	\$42,849	1764	\$2,160	231	\$45,009	1995
Total Non-Fiction	\$21,042	954	\$2,421	104	\$23,463	958	\$1,837	67	\$25,300	1025
Total Electronic	\$7,653	44	\$746	14	\$8,399	58	\$0	0	\$8,399	58
Total Audio Books	\$3,028	83	\$339	8	\$3,367	91	\$0	0	\$3,367	91
Total Free DVDs	\$728	23	\$0	0	\$728	23	\$302	22	\$1,030	45
Total Rental DVDs	\$1,747	71	\$151	7	\$1,898	78	\$183	12	\$2,081	90
TOTAL MATERIALS	\$69,877	2788	\$10,827	184	\$80,704	2,972	\$4,462	332	\$85,166	3304

Outstanding Orders as of November 2013

General Fund \$9,851
Adopt-a-book \$16

TOTAL \$9,867