



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

Thursday, May 24, 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

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, May 24, 2012.

- 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 – 26)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 26 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 April 16, 2012 Library Board of Trustees Regular Meeting and May 7, 2012 Special 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. FY2011-2012 Cash Flow Analysis through April 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, May 24, 2012.

GENERAL CONSENT REPORTS (Items 17 -- 19)

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

STAFF REPORTS (Items 20 - 26)

- 20. Library Director's Report for April 2012.
- 21. Library Services Manager's Report for April 2012. (No report due to vacancy).
- 22. Children's Services Report for April 2012.
- 23. Adult Services Report for April 2012.
- 24. Placentia Library Web Site & Technology Report for April 2012.

PRESENTATION

- 25. Presentation to Trustee Gaeten M. Wood
Presentation: President, Library Board of Trustees

PUBLIC HEARINGS

- 26. Public Hearing for the Budget for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendations: 1) Conduct Public Hearing on the Budget for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Budget for Fiscal Year 2012-2013; and,

3) Motion to read Resolution 13-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2012-2013 Budget for the Placentia Library District of Orange County; and,

4) Motion to adopt Resolution 13-01 by a roll call vote.
- 27. Public Hearing for the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendations: 1) Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013; and,

3) Motion to read Resolution 13-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2012-2013; and,

4) Motion to adopt Resolution 13-02 by a roll call vote.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, May 24, 2012.

NEW BUSINESS

- 28. Establish the District's Appropriation Limitations (Gann Limit) at \$3,730,801 for Fiscal Year 2012-2013 by Resolution 13-03.
Presentation: Library Director
Recommendations: 1) Read Resolution 13-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013; and,
2) Adopt Resolution 13-03 by Roll Call Vote.

- 29. Establish the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013 and Adopt by Resolution 13-04.
Presentation: Library Director
Recommendations: 1) Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013; and,
2) Read Resolution 13-04 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2012 and 2013.
3) Adopt Resolution 13-04 by a roll call vote.

- 30. Approve the Placentia Library District Policy #6035 -- Fines & Fees Schedule for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendation: Approve the Placentia Library District Policy #6035 -- Fines & Fees Schedule as a first reading and set it for a Public Hearing at the June 18, 2012 Regular Meeting of the Library Board of Trustees.

- 31. Placentia Library District Newsletter
Presentation: Library Director
Recommendation: Award bid to Staples, Inc. to produce two newsletters per year for the Placentia Library District as presented in the proposal.

ADJOURNMENT

- 32. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 18, 2012 unless re-scheduled by the Library Board of Trustees.

- 33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

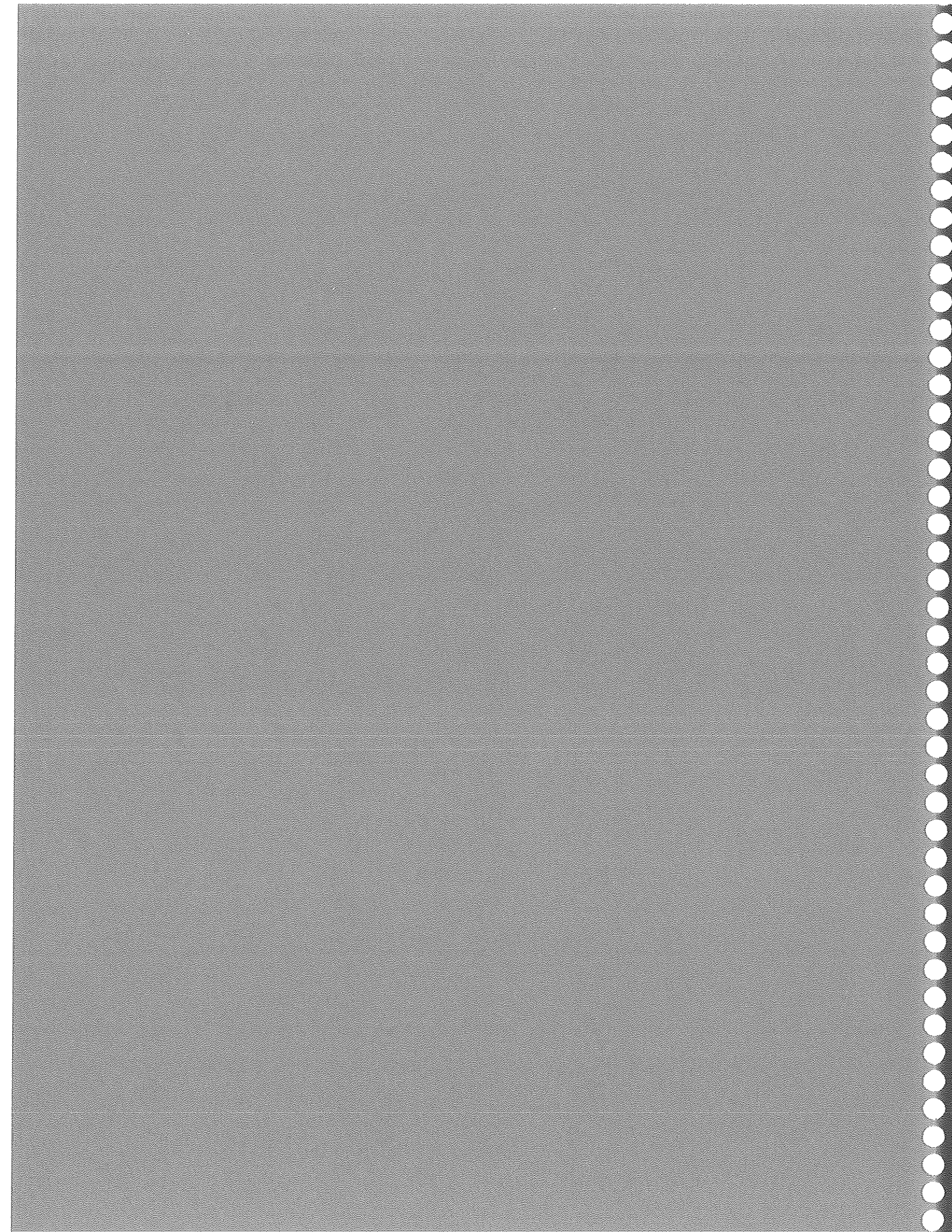
- 34. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 24, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 14, 2012.

Marisa Timothy, Administrative Assistant

MINUTES



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 16, 2012

CALL TO ORDER

President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16, 2012 at 6:32 P.M.

ROLL CALL

Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner, Trustee Gaeten Wood

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Gayle Carline; guests Dennis Yu and Faith Hermann of PARS (exited at 7:00pm), guest Ahmed Khatib of Highmark Capital Management (exited at 7:00pm), resident Alex Hernandez (arrived at 8:08pm)

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt the agenda as presented and accepting the request from President DeVecchio to move Agenda Item #25 – Public Agency Retirement System (PARS) to before Agenda Item #4 – Oral Communications:

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that he attended the PLFF Volunteer Brunch held on April 13th. (Item 5)

Secretary Escobosa reported that she was a judge for the Easter Eggcitement Coloring Contest.

Trustee Shkoler reported that he attended the first Oversight Committee Meeting that was conducted by the City of Placentia. He also provided an update on the health condition of his wife.

Trustee Turner explained that she missed the last Board Meeting as she was at the hospital with her husband. She reported that she attended the PLFF Volunteer Brunch.

Trustee Wood reported that she also attended the PLFF Volunteer Brunch. She then announced her resignation to be effective on May 25th, 2012 by reading a letter addressed to President DeVecchio that was also distributed to all Board Members and the Library Director Contreras. It was moved 'with deep regret and thanks for wonderful service' by Trustee Turner and seconded by Trustee Wood to accept Trustee Wood's resignation: (Item 6)

AYES:	DeVecchio, Turner, Wood
NOES:	None

MINUTES
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Members Absent: None

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AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

ORAL COMMUNICATION

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

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AYES: DeVecchio, Turner, Wood

NOES: None

ABSTAIN: Escobosa, Shkoler
ABSENT: None

PLFF REPORT

PLFF Board Member Gayle Carline reported that they hosted a volunteer brunch on Friday, April 13th. She stated that PLFF raised more funds than expected, a couple hundred, by selling books at the Easter Eggcitement event held the end of March. Projects they are currently working on are preparing for the Summer Reading Celebration and developing their online profile including the option to donate online. There is still a possibility that Dean Koontz will be the featured author at next year's Author's Luncheon. (Item 7)

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, Turner, Wood
NOES: None
ABSTAIN: None
ABSENT: None

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

Balance Sheet for March 2012 (Item 14)

Acquisitions Report for March 2012 (Item 15)

Entrepreneurial Activities Report for March 2012 (Item 16)

GENERAL CONSENT

Personnel Report for March 2012 (Item 17)

Circulation Report for March 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 March 2012 (Item 20)

Information Technology Report for March 2012 (Item 21)

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

Adult Services Report for March 2012 (Item 23)

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

PRESENTATION

Mr. Dennis Yu, Senior Vice President of PARS introduced himself and Ms. Faith Hermann, also of PARS. He distributed a presentation book on PLD's PARS program to the Board. He provided general information on PARS and explained that U.S. Bank is now the trustee, replacing Union Bank as the trustee as of February 1, 2012. There will be no noticeable changes to the plan other than the change of payee that is to be done in September 2012. A summary of PLD's program that was initiated on July 1, 2008 was explained to the Board; he added that there are no tax consequences when funds are distributed. He also confirmed that the District's current contribution is 8% and will change to 4% after June 30, 2012. He then introduced Mr. Ahmed Khatib of HighMark Capital Management who provided a review of his firm and a financial recap of 2011, describing it as a 'very volatile year.' Mr. Khatib reported that the year-to-date return on the plan is at 9.37%; the target return percentage is 7%. There were no questions from the Board to the presenters. It was moved by Trustee Wood and seconded by Trustee Shkoler to receive and file the Public Agency Retirement Services (PARS) presentation as presented: (Item 25*Presented after Agenda Item 3 at meeting)

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

CONTINUING BUSINESS

Library Director Contreras presented the approved amendments to PLD Policy #2020 – Vacations for final adoption, to be effective July 1, 2012 that included:

- FINAL ADOPTION OF:
 PLD POLICY #2020 -
 VACATIONS
- 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.

PLD POLICY#2030 -
 HOLIDAYS

Library Director Contreras presented the approved amendment to PLD Policy #2030 – Holidays for final adoption, to be effective July 1, 2012 which was:

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

PLD POLICY#2040 –
 SICK LEAVE

Library Director presented the approved amendments to PLD Policy #2040 – Sick Leave for final adoption, to be effective July 1, 2012 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.

- PLD POLICY#2050 – BEREAVEMENT LEAVE Library Director Contreras presented the approved amendment to PLD Policy #2050 – Bereavement Leave for final adoption, to be effective July 1, 2012 which was:
 2050.4 Include “legal domestic partner” under the definition of “immediate family.”
- PLD POLICY#2060 – JURY DUTY Library Director Contreras presented the approved amendment to PLD Policy #2060 – Jury Duty for final adoption, to be effective July 1, 2012 which was:
 2060.3 Change the jury duty duration from “for the duration of said jury duty” to “the employee will be given paid leave for time served up to a maximum of two weeks”
- PLD POLICY#2110 – HEALTH AND WELFARE BENEFITS Library Director presented the approved amendments to PLD Policy #2110 – Health and Welfare Benefits for final adoption, to be effective July 1, 2012 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%.
- PLD POLICY#2120 – EDUCATIONAL ASSISTANCE Library Director Contreras presented the approved amendment to PLD Policy #2120 – Educational Assistance for final adoption, to be effective July 1, 2012 which was:
 2120.1 Restrict educational assistance to the Library and Information Science Master’s Degree program.
- PLD POLICY #6005 - OPERATING HOURS Library Director Contreras presented approved PLD Policy #6005 – Operating Hours for final adoption, to be effective July 1, 2012. It was moved by Trustee Shkoler and seconded by Trustee Wood to adopt amended Placentia Library District Policy #2020 – Vacations, Policy #2030 – Holidays, #2040 – Sick Leave, #2050 – Bereavement Leave, #2060 – Jury Duty, #2110 – Health and Welfare Benefits, #2120 – Educational Assistance, and #6005 – Operating Hours as presented, effective July 1, 2012: (Items 26 - 33)
 AYES: DeVecchio, Escobosa, Shkoler, Wood
 NOES: None
 ABSTAIN: None
 ABSENT: Turner
- PLD POLICY#2012 - DRESS CODE Library Director Contreras presented recommended amendments to PLD Policy #2012 – Dress Code for Library District Employees and Volunteers. She explained that the changes were to accommodate the Placentia Teen Advisory Council (P-TAC) as the teens often wear jeans and school shirts when coming to the Library to volunteer. It was moved by Trustee Shkoler and seconded by Secretary Escobosa to authorize amendments to PLD Policy #2012 – Dress Code as presented, effective July 1, 2012: (Item 34)
 AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood
 NOES: None
 ABSTAIN: None
 ABSENT: None
- FISCAL YEAR 2012-2013 BUDGET PREVIEW Library Director Contreras presented a proposed Fiscal Year 2012-2013 Budget that included the following items: 4% employer contribution towards the retirement program, replacing an 8% contribution; 1% increase in salaries & employee benefits with no cost of living adjustment (COLA); no organizational changes with the Library Services Manager

position remaining vacant; a 35% increase in supplies & services funds due to the upcoming election cost; an anticipated 20% cost increase from Golden State Water, a library strategist, and an increase in audit and accounting services and professional membership costs, a 21% decrease in library materials (books, magazines, DVDs, audiobooks, e-books & online databases); a 50% decrease in library programs funding; and a projected \$70,000 surplus from Fiscal Year 2011-2012. President DeVecchio and Secretary Escobosa questioned the decrease for Library Programs. Library Director Contreras explained that the decrease referred to funding only, not actual programs to be cut. She added that it is possible that PLFF could provide funds for library programs. Trustee Shkoler asked if the budget included plans for new information technology support; Library Director Contreras confirmed that it did. Trustee Shkoler also presented the issue of providing a Cost of Living Allowance (COLA) for the staff. There was discussion regarding the current Consumer Pricing Index (CPI) figures and where the funding would come from if a COLA was provided. It was determined that the COLA amount could be drawn from the allocated plumbing project funds of \$100,000. Secretary Escobosa added that she supported including a COLA in the budget. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize amendments to approve Fiscal Year 2012-2013 Budget as presented, with an amendment to include a 2% COLA by reducing plumbing funds, as a first reading and set it for Public Hearing at the May 24, 2012 Regular Meeting of the Library Board of Trustees. The following responses were by a roll call vote: (Item 35)

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

SECURITY CAMERA SYSTEM REPLACEMENT

Business Manager Baltierra presented multiple bids for a security camera system replacement. She explained that three companies provided quotes for a systems that would include 24 cameras, 22 indoor and 2 outdoor. She recommended awarding the bid to ADT Security as they provided the Fire Alarm system and are also able to commit to maintaining the system including equipment replacement. It was moved by Trustee Wood and seconded by Secretary Escobosa to award bid to ADT Security Services to install and maintain a 90 day server security camera system for Placentia Library District per bid dated April 5, 2012.: (Item 36)

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

DISCUSSION ITEM PLFF REQUEST FOR LIST OF LIBRARY NEEDS

Library Director Contreras presented a list of library needs to the Board that included: meeting room improvement, pollster, library strategists, carpet replacement, café, solar panels, staff lounge improvement, electronic marquee, shelves for the young adult collection. President DeVecchio added that carpet replacement should be a priority as well as solar panels, meeting room improvement and placement of the electronic marquee in a prominent location. Secretary Escobosa suggested that patron comfort be a priority by providing comfortable seating; she would also like to see improvements in the meeting room. Trustee Wood stated

that she would like to see a café built as well as the PLFF bookstore improved and expanded. There was discussion regarding the priority and costs of needs identified. Trustee Turner added that PLFF is looking to fund a significant project. It was decided that staff was to research costs and have them available at a Work Session Meeting to be held on May 24th at 5pm where the library needs list will be prioritized. (Item 37)

BOARD REQUESTS

There were no requests made at this time.

**AGENDA
PREPARATION**

Agenda Preparation for the May Board of Trustees Meeting which will be held on Thursday, May 24, 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 April 16, 2012 adjourned at 8:21 P.M.

NEXT MEETINGS

The next meetings will be on May 24, 2012 at 5:00 P.M for a Work Session Meeting and at 6:30pm for the Regular Board Meeting.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 7, 2012

CALL TO ORDER President DeVecchio called the Special Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 7, 2012 at 3:02PM.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras and Marisa Timothy; Placentia Library Friends Foundation (PLFF) President Brenda Benner; guests Diane Cunningham (arrived at 3:04PM) and Pat Irot

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

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

ORAL COMMUNICATION

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

PLACENTIA CHAMBER OF COMMERCE BOARD ELECTIONS

Library Director Contreras presented information and a copy of the ballot for the election of the 2012-2013 Directors of the Placentia Chamber of Commerce. It was moved by Trustee Shkoler and seconded by Trustee Wood to approve the nomination of all four candidates as presented: (Item 5)

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

ORANGE COUNTY GRAND JURY REPORT

Library Director Contreras provided the history before the Orange County Grand Jury released their recent report: "Let There Be Light" Dragging Special Districts from the Shadows. She informed the Board that in a recent conference call with California Special Districts Association (CSDA) members, the direction was "do not escalate" the situation. She added that there had not been many public responses to the release of the report. She proceeded to state the various issues, specifically a decrease in services to the public, which would arise if the district followed the Grand Jury's recommendation to consolidate with the County Library system or the City. She stated that she did not think the recommendation of Homeowners' Associations acquiring Library Services is a viable option. She also stated that the report brings opportunity to educate the public. Guest Pat Irot communicated that she believed the County Supervisors are simply after the public funds; she later added that the public is not aware of the situation nor is there concern. Trustee Wood agreed to the financial gain motive and suggested that PLD have a two-fold response that includes a positive story to the local public and a focus on the financial perspective that the District is well-managed. Trustee Shkoler expressed his agreement with Pat Irot's statements. President DeVecchio directed the discussion on what was to be the next action by the Board. It was moved by Trustee Shkoler and seconded by

Secretary Escobosa for the Library Director to draft a response to the Orange County Grand Jury Report for legal review and communicate with Buena Park Library District regarding the possible sharing of legal services to obtain separate but equal responses to the Report: (Item 6)

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

The Special Meeting of the Board of Trustees of the Placentia Library District on May 7 2012 adjourned at 3:42 P.M for a Closed Session.

ADJOURNMENT

The next meeting will be on May 24, 2012 at 6:30 P.M.

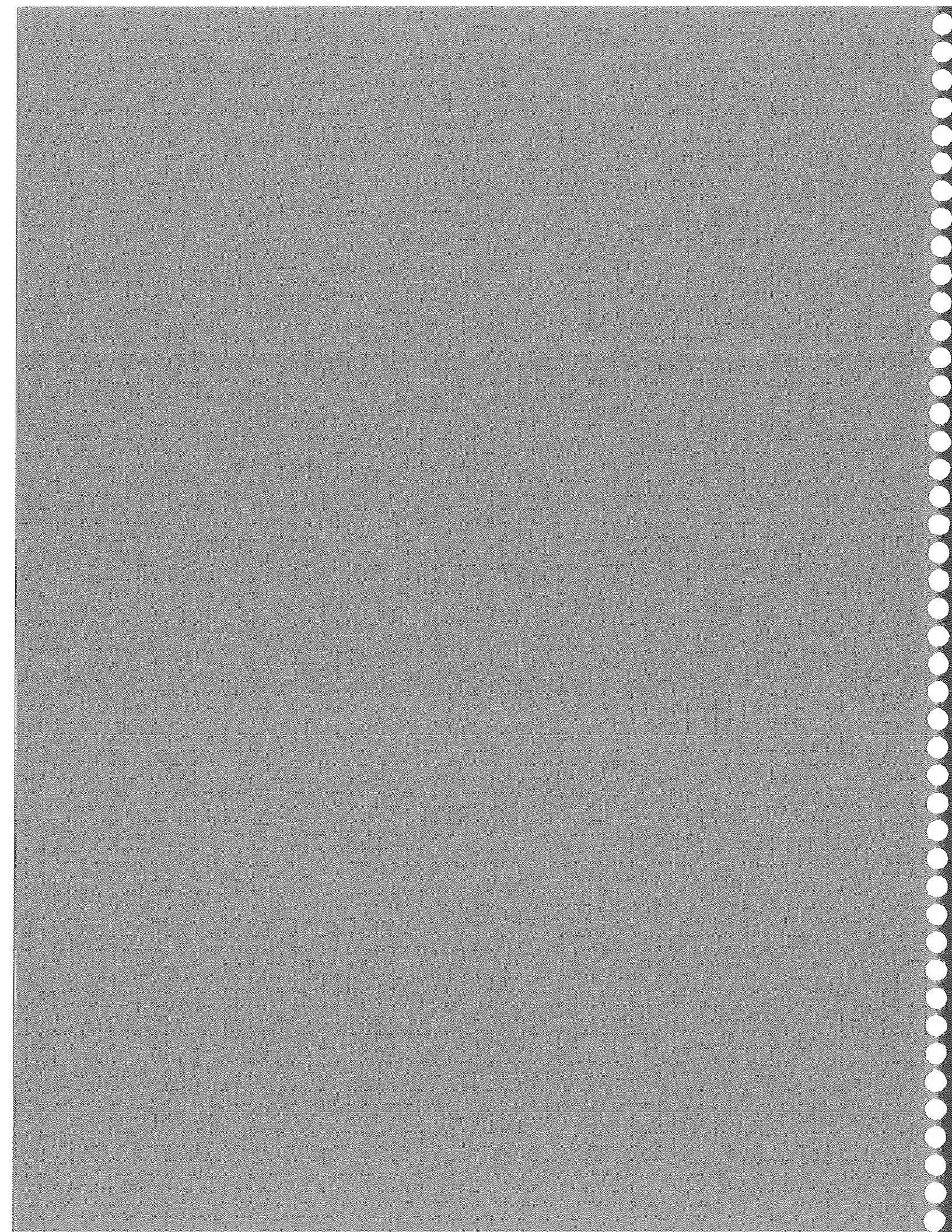
NEXT MEETING

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees



CLAIMS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for April 2012
DATE: May 24, 2012

TYPE	DATE	CLAIM #	AMOUNT
NONE			
		TOTAL	\$0

Agenda Item 10

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: May 24, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	04/19/12	5494	\$ 15,871.47
FUND 707	04/19/12	5495	\$ 5,554.15
FUND 707	04/19/12	5496	\$ 5,044.68
FUND 707	04/19/12	5497	\$ 12,144.99
		TOTAL	\$ 38,615.29

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: May 24, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	5/24/12	5498	\$ 3,717.12
707	5/24/12	5499	\$ 4,121.96
707	5/24/12	5500	\$ 1,623.38
707	5/24/12	5501	\$ 2,164.55
707	5/24/12	5502	\$ 3,401.63
707	5/24/12	5503	\$ 4,506.92
707	5/24/12	5504	\$ 2,532.45
707	5/24/12	5505	\$ 3,277.05
707	5/24/12	5506	\$ 2,354.42
707	5/24/12	5507	\$15,664.35
707	5/24/12	5508	\$ 4,008.70
707	5/24/12	5509	\$ 417.23
707	5/24/12	5510	\$15,455.03
707	5/24/12	5511	\$ 1,189.43
707	5/24/12	5512	\$ 8,015.25

Subtotal for Claims \$72,449.47

Payroll

On Demand Wire	6/01/12	53	\$40,000.00
	6/15/12	54	\$40,000.00

Subtotal for Payroll \$80,000.00

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$152,449.47**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5512
The County Auditor is authorized to draw these checks from:
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/ 85 ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-03-12	2400	0760				
		4010153790			\$38.01		
	05-03-12	2400	0760				
		4010153791			\$29.82		
	05-03-12	2400	0760				
		4010153794			\$42.82		
	05-03-12	2400	0760				
		4010153795			\$45.69		
	05-03-12	2400	0760				
		4010153796			\$133.24		
	4010153797			\$29.60			
	4010153798			\$ 22.51			
	02-13-12	2400	0760		\$ 704.49		
	W78311550				\$1,046.18		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	05-01-12	2400	0760		\$ 67.67		
		1084009980					
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	05-01-12	1900	0741		\$ 98.45		
		222461					
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	05-14-12	1400	0710		\$ 1,331.09		
		12-5-9676					
	05-14-12	1400	0710		\$ 362.86		
	12-5-9677				\$ 1,693.95		
VC-0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	05-21-12	2400	0760		\$ 5,109.00		
		80867654					
TOTAL REMITTANCE:					\$8,015.25		
The claims listed above (totaling \$8,015.25) 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 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: 05/24/12
REPORT NO: 5498

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-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thomdike, ME 04986-0001	04-01-12	2400	0760				
	1007254				\$128.82		
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	04-10-12	2400	0760				
	04353827				\$15.69		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	04-03-12	2400	0760				
	1083791127				\$33.03		
	04-13-12	2400	0760				
	1083844912				\$41.10		
					\$74.13		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	03-26-12	2400	0760				
	W79350080				\$55.05		
	04-02-12	2400	0760				
	W79456160				\$16.91		
	04-04-12	2400	0760				
	W79649800				\$62.02		
	04-05-12	2400	0760				
	W79508390				\$15.66		
	04-05-12	2400	0760				
	W79649810				\$65.20		
	04-23-12	2400	0760				
	W79998600				\$16.88		
	03-27-12	2400	0760				
	4010110723				\$269.87		
03-27-12	2400	0760					
4010110724				\$359.59			
03-27-12	2400	0760					
4010110725				\$701.60			
03-27-12	2400	0760					
4010110726				\$499.68			
03-27-12	2400	0760					
4010110727				\$605.57			
03-27-12	2400	0760					
4010110728				\$263.41			
03-27-12	2400	0760					
4010110729				\$556.26			
03-28-12	2400	0760					
0000053841				\$10.78			
					\$3,498.48		
TOTAL REMITTANCE:					\$3,717.12		

The claims listed above (totaling \$3,717.12) 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

Agenda Item 11

DATE: 05/24/12

REPORT NO: 5499

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	03-28-12	2400	0760				
	4010110760				\$29.23		
	03-28-12	2400	0760				
	4010110762				\$137.84		
	03-28-12	2400	0760				
	4010110763				\$91.12		
	03-30-12	2400	0760				
	4010124640				\$517.27		
	04-02-12	2400	0760				
	4010110741				\$185.02		
	04-02-12	2400	0760				
	4010110742				\$376.88		
	04-02-12	2400	0760				
	4010110743				\$64.01		
	04-02-12	2400	0760				
	4010110744				\$446.97		
	04-02-12	2400	0760				
	4010110745				\$48.66		
	04-02-12	2400	0760				
	4010110746				\$36.23		
04-02-12	2400	0760					
4010110747				\$28.97			
04-02-12	2400	0760					
4010110748				\$104.19			
04-02-12	2400	0760					
4010110749				\$433.60			
04-02-12	2400	0760					
4010110750				\$334.33			
04-02-12	2400	0760					
4010110751				\$832.59			
04-02-12	2400	0760					
4010110752				\$115.22			
04-02-12	2400	0760					
4010131776				\$50.65			
04-03-12	2400	0760					
4010112386				\$62.37			
04-03-12	2400	0760					
4010112387				\$20.16			
04-03-12	2400	0760					
4010112388				\$61.07			
04-03-12	2400	0760					
4010112389				\$125.51			
04-03-12	2400	0760					
4010112390				\$20.07			
				\$4,121.96			
TOTAL REMITTANCE:					\$4,121.96		
<p>The claims listed above (totaling \$4,121.96) 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

Agenda Item 11

DATE: 05/24/12

REPORT NO: 5500

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	04-03-12	2400	0760				
	4010112391	2400	0760		\$26.91		
	04-03-12	2400	0760				
	4010112392	2400	0760		\$17.65		
	04-03-12	2400	0760				
	4010112393	2400	0760		\$39.70		
	04-03-12	2400	0760				
	4010112394	2400	0760		\$62.50		
	04-03-12	2400	0760				
	4010112395	2400	0760		\$24.59		
	04-03-12	2400	0760				
	4010112396	2400	0760		\$14.48		
	04-03-12	2400	0760				
	4010112397	2400	0760		\$61.41		
	04-03-12	2400	0760				
	4010112398	2400	0760		\$18.60		
	04-03-12	2400	0760				
	4010112399	2400	0760		\$15.66		
	04-03-12	2400	0760				
	4010112400	2400	0760		\$23.50		
04-03-12	2400	0760					
4010112401	2400	0760		\$57.93			
04-03-12	2400	0760					
4010112402	2400	0760		\$56.67			
04-03-12	2400	0760					
4010112403	2400	0760		\$32.37			
04-03-12	2400	0760					
4010112404	2400	0760		\$558.00			
04-04-12	2400	0760					
4010122325	2400	0760		\$15.70			
04-04-12	2400	0760					
4010122326	2400	0760		\$141.79			
04-04-12	2400	0760					
4010122327	2400	0760		\$45.05			
04-04-12	2400	0760					
4010122328	2400	0760		\$85.59			
04-04-12	2400	0760					
4010122329	2400	0760		\$73.44			
04-04-12	2400	0760					
4010122330	2400	0760		\$32.66			
04-04-12	2400	0760					
4010122331	2400	0760		\$123.17			
04-04-12	2400	0760					
4010122332				\$96.01			
				\$1,623.38			
TOTAL REMITTANCE:					\$1,623.38		
<p>The claims listed above (totaling \$1,623.38) 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

Agenda Item 11

DATE: 05/24/12

REPORT NO: 5501

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	04-04-12	2400	0760				
	4010122333	2400	0760		\$23.24		
	4010122334	2400	0760		\$364.71		
	4010122335	2400	0760		\$219.89		
	4010122336	2400	0760		\$18.56		
	4010122337	2400	0760		\$44.25		
	4010122338	2400	0760		\$14.48		
	4010122339	2400	0760		\$27.41		
	4010122340	2400	0760		\$178.94		
	4010122341	2400	0760		\$159.78		
	4010122342	2400	0760		\$175.80		
	4010122343	2400	0760		\$39.62		
	4010122344	2400	0760		\$381.81		
	4010122345	2400	0760		\$65.99		
	4010122346	2400	0760		\$21.09		
	4010122347	2400	0760		\$17.63		
	4010122348	2400	0760		\$28.97		
	4010122349	2400	0760		\$86.23		
	4010122350	2400	0760		\$40.48		
	4010122351	2400	0760		\$40.40		
4010122352	2400	0760		\$97.38			
4010122353	2400	0760		\$66.62			
4010122354	2400	0760		\$51.27			
					\$2,164.55		
TOTAL REMITTANCE:					\$2,164.55		

The claims listed above (totaling \$2,164.55) 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 required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5502

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	04-04-12	2400	0760				
	4010122355	2400	0760		\$96.45		
	04-04-12	2400	0760				
	4010122356	2400	0760		\$171.39		
	04-04-12	2400	0760				
	4010122357	2400	0760		\$98.85		
	04-04-12	2400	0760				
	4010122358	2400	0760		\$193.30		
	04-04-12	2400	0760				
	4010122359	2400	0760		\$50.33		
	04-04-12	2400	0760				
	4010122360	2400	0760		\$15.70		
	04-04-12	2400	0760				
	4010122644	2400	0760		\$89.48		
	04-04-12	2400	0760				
	4010122645	2400	0760		\$53.69		
	04-04-12	2400	0760				
	4010122646	2400	0760		\$158.06		
	04-04-12	2400	0760				
	4010122647	2400	0760		\$19.50		
04-04-12	2400	0760					
4010122648	2400	0760		\$45.62			
04-04-12	2400	0760					
4010122649	2400	0760		\$34.78			
04-04-12	2400	0760					
4010122650	2400	0760		\$18.60			
04-04-12	2400	0760					
4010122651	2400	0760		\$40.34			
04-04-12	2400	0760					
4010122652	2400	0760		\$55.26			
04-04-12	2400	0760					
4010122653	2400	0760		\$15.11			
04-04-12	2400	0760					
4010122654	2400	0760		\$37.28			
04-05-12	2400	0760					
4010124583	2400	0760		\$37.36			
04-05-12	2400	0760					
4010124584	2400	0760		\$258.31			
04-09-12	2400	0760					
4010124599	2400	0760		\$474.42			
04-09-12	2400	0760					
4010124600	2400	0760		\$182.44			
04-09-12	2400	0760					
4010124601	2400	0760		\$1,255.36			
					\$3,401.63		
TOTAL REMITTANCE:					\$3,401.63		
<p>The claims listed above (totaling \$3,401.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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

Agenda Item 11

DATE: 05/24/12

REPORT NO: 5503

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	04-09-12	2400	0760				
	4010124602	2400	0760		\$829.75		
	04-09-12	4010124603	2400	0760		\$341.12	
	04-09-12	4010124604	2400	0760		\$351.21	
	04-09-12	4010124605	2400	0760		\$46.75	
	04-09-12	4010124619	2400	0760		\$39.08	
	04-09-12	4010124620	2400	0760		\$16.33	
	04-09-12	4010124621	2400	0760		\$69.55	
	04-09-12	4010124622	2400	0760		\$33.43	
	04-09-12	4010124623	2400	0760		\$16.33	
	04-09-12	4010124624	2400	0760		\$40.64	
	04-09-12	4010124625	2400	0760		\$27.91	
	04-09-12	4010124626	2400	0760		\$30.39	
	04-09-12	4010124627	2400	0760		\$17.68	
	04-09-12	4010124628	2400	0760		\$37.11	
	04-09-12	4010124629	2400	0760		\$119.43	
	04-09-12	4010124630	2400	0760		\$26.91	
	04-09-12	4010124631	2400	0760		\$52.69	
	04-09-12	4010124632	2400	0760		\$314.33	
	04-09-12	4010124633	2400	0760		\$800.62	
	04-09-12	4010124634	2400	0760		\$437.35	
	04-09-12	4010124635	2400	0760		\$479.55	
	04-09-12	4010124636	2400	0760		\$378.76	
						\$4,506.92	
TOTAL REMITTANCE:					\$4,506.92		
The claims listed above (totaling \$4,506.92) 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5504

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	04-09-12	2400	0760				
	4010124637				\$96.81		
	04-09-12	2400	0760				
	4010138341				\$48.04		
	04-09-12	2400	0760				
	4010138870				\$467.17		
	04-16-12	2400	0760				
	4010144996				\$218.19		
	04-18-12	2400	0760				
	4010147948				\$69.12		
	04-19-12	2400	0760				
	4010140271				\$35.25		
	04-19-12	2400	0760				
	4010140272				\$15.12		
	04-19-12	2400	0760				
	4010140273				\$28.84		
	04-19-12	2400	0760				
	4010140275				\$15.11		
	04-19-12	2400	0760				
	4010140276				\$33.34		
04-19-12	2400	0760					
4010140277				\$50.69			
04-19-12	2400	0760					
4010140278				\$57.14			
04-19-12	2400	0760					
4010140279				\$65.39			
04-19-12	2400	0760					
4010140280				\$46.42			
04-19-12	2400	0760					
4010140281				\$64.47			
04-19-12	2400	0760					
4010140282				\$98.74			
04-19-12	2400	0760					
4010140283				\$14.48			
04-19-12	2400	0760					
4010140284				\$70.54			
04-19-12	2400	0760					
4010140285				\$22.69			
04-20-12	2400	0760					
4010139116				\$27.72			
04-20-12	2400	0760					
4010139117				\$362.29			
04-20-12	2400	0760					
4010139118				\$624.89			
					\$2,532.45		
TOTAL REMITTANCE:					\$2,532.45		

The claims listed above (totaling \$2,532.45) 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 required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5505

The County Auditor is authorized to draw these checks from:
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	04-20-12	4010139119	2400	0760	\$515.15		
	04-20-12	4010139120	2400	0760	\$973.77		
	04-20-12	4010139121	2400	0760	\$358.25		
	04-20-12	4010132666	2400	0760	\$15.69		
	04-20-12	4010132667	2400	0760	\$19.52		
	04-20-12	4010132668	2400	0760	\$57.14		
	04-20-12	4010132669	2400	0760	\$31.99		
	04-20-12	4010132670	2400	0760	\$26.43		
	04-20-12	4010132671	2400	0760	\$322.39		
	04-20-12	4010132672	2400	0760	\$42.19		
	04-20-12	4010132673	2400	0760	\$19.50		
	04-20-12	4010132674	2400	0760	\$46.79		
	04-20-12	4010132675	2400	0760	\$35.79		
	04-20-12	4010132676	2400	0760	\$23.92		
	04-20-12	4010132677	2400	0760	\$158.65		
	04-20-12	4010132678	2400	0760	\$117.36		
	04-20-12	4010132679	2400	0760	\$20.14		
	04-20-12	4010132680	2400	0760	\$27.44		
	04-20-12	4010132681	2400	0760	\$46.38		
	04-20-12	4010132682	2400	0760	\$155.14		
04-20-12	4010132683	2400	0760	\$209.51			
04-20-12	4010132684	2400	0760	\$53.91			
TOTAL REMITTANCE:					\$3,277.05		
<p>The claims listed above (totaling \$3,277.05) 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5506

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	04-20-12	2400	0760				
	4010132685	2400	0760		\$148.39		
	04-20-12	2400	0760		\$43.16		
	4010132686	2400	0760		\$123.32		
	04-20-12	2400	0760		\$18.95		
	4010132687	2400	0760		\$28.25		
	04-20-12	2400	0760		\$22.03		
	4010132688	2400	0760		\$28.97		
	04-20-12	2400	0760		\$38.85		
	4010132689	2400	0760		\$71.75		
	04-20-12	2400	0760		\$62.64		
	4010132690	2400	0760		\$73.54		
	04-20-12	2400	0760		\$194.63		
	4010132691	2400	0760		\$526.68		
	04-20-12	2400	0760		\$553.69		
	4010132692	2400	0760		\$382.50		
	04-20-12	2400	0760		\$2,317.35		
4010132693	2400	0760					
04-20-12	2400	0760					
4010132694	2400	0760					
04-20-12	2400	0760					
4010132695	2400	0760					
04-20-12	2400	0760					
4010132696	2400	0760					
04-20-12	2400	0760					
4010132697	2400	0760					
04-20-12	2400	0760					
4010132698	2400	0760					
04-23-12	2400	0760					
4010152561	2400	0760					
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	04-20-12	2400	0760		\$37.07		
	1083944156						
TOTAL REMITTANCE:					\$2,354.42		
<p>The claims listed above (totaling \$2,354.42) 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 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5507
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	05-01-12 71498	1300			\$33.00		
VC-0451 Pitney Bowes PO Box 371896 Pittsburgh, PA 15250-7896	04-26-12 795620	1800	0725		\$186.78		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	04-24-12 8000-9000-0652-5830	1803			\$436.13		
(needs vendor #) Staples Advantage Dept DAL PO Box 415256 Boston, MA 02241-5256	04-21-12 8021638458	1800	0726		\$148.43		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	05-12-12 8448 40 025 0124877	0700	0702		\$124.92		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	05-07-12 61095	2801			\$3,049.37		
	05-07-12 61095	1400	0712		\$1,595.00		
	05-07-12 61095	0700	0701		\$7.72		
	05-07-12 61094	1800	0726		\$2,283.00		
					\$6,935.09		
(needs vendor#) Shmoop University, Inc. PO Box 0935 Los Altos, CA 94023-0935	05-04-12 545	2400	0760		\$7,800.00		
TOTAL REMITTANCE:					\$15,664.35		
The claims listed above (totaling \$15,664.35) 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5508

The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	08-16-11	4009898407	2400	0760			
	04-24-12	4010139091	2400	0760	\$48.87		
	04-24-12	4010139092	2400	0760	\$73.77		
	04-24-12	4010139093	2400	0760	\$103.98		
	04-24-12	4010139093	2400	0760	\$38.25		
	04-24-12	4010139094	2400	0760	\$93.97		
	04-24-12	4010139095	2400	0760	\$60.60		
	04-24-12	4010139097	2400	0760	\$28.97		
	04-24-12	4010139098	2400	0760	\$31.35		
	04-24-12	4010139099	2400	0760	\$47.73		
	04-24-12	4010139100	2400	0760	\$29.60		
	04-24-12	4010139101	2400	0760	\$13.73		
	04-24-12	4010139103	2400	0760	\$46.95		
	04-24-12	4010139104	2400	0760	\$307.51		
	04-24-12	4010139105	2400	0760	\$43.43		
	04-24-12	4010139106	2400	0760	\$80.52		
	04-24-12	4010139107	2400	0760	\$22.68		
	04-24-12	4010139108	2400	0760	\$562.03		
	04-24-12	4010139109	2400	0760	\$17.97		
	04-24-12	4010139110	2400	0760	\$259.39		
04-24-12	4010139111	2400	0760	\$396.80			
04-24-12	4010139112	2400	0760	\$1,101.01			
	04-24-12	4010153619	2400	0760	\$599.59		
TOTAL REMITTANCE:					\$4,008.70		
The claims listed above (totaling \$4,008.70) 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

Agenda Item 11

DATE: 05/24/12

REPORT NO: 5509

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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	08-01-11	2400	0760				
	4009879637				\$125.20		
	04-24-12	2400	0760				
	4010153549				\$220.14		
	04-24-12	2400	0760				
	4010144767				\$71.89		
					\$417.23		
TOTAL REMITTANCE:					\$417.23		
<p>The claims listed above (totaling \$417.23) 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 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5510

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-5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	05-10-12 6746022400	0200			\$2,483.34		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	05-07-12 0011236-IN	0306			\$11,435.75		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	05-02-12 000003343443 05-02-12 000003343443	0700 0700	0700 0701		\$107.30 \$280.25 \$387.56		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	05-14-12 8448 40 25 0276198	0700	0702		\$145.26		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	04-30-12 0676-001082504	1001			\$77.25		
VC-11398 MXTOOLBOX, INC. PO Box 975231 Dallas, TX 75397-5231	05-13-12 50004	1300			\$337.50		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	04-23-12 606224436001 05-02-12 607552596001 05-02-12 607552883001 05-03-12 607552882001	1800 1800 1800 1800	0728 0728 0728 0728		\$252.66 \$289.45 \$12.91 \$33.35 \$588.37		
TOTAL REMITTANCE:					\$15,455.03		

The claims listed above (totaling \$15,455.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5511

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-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	05-14-12		2400	0760			
		4667			\$83.41		
	05-14-12		2400	0760			
		4666			\$556.10		
					\$639.51		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	05-01-12		2400	0760			
		1013980			\$128.82		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	05-04-12		2400	0760			
		1084070101			\$28.98		
	05-10-12		2400	0760			
		1084127185			\$33.03		
					\$62.01		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	05-01-12		2400	0760			
		4010159938			\$20.85		
	05-02-12		2400	0760			
		4010143027			\$30.11		
	05-02-12		2400	0760			
		4010152173			\$28.38		
	05-02-12		2400	0760			
		4010152174			\$21.54		
	05-02-12		2400	0760			
		4010152176			\$24.60		
	05-02-12		2400	0760			
		4010152179			\$22.21		
	05-02-12		2400	0760			
	4010152180			\$66.72			
05-02-12		2400	0760				
	4010152181			\$20.81			
05-02-12		2400	0760				
	4010158602			\$14.94			
05-03-12		2400	0760				
	4010153786			\$15.66			
05-03-12		2400	0760				
	4010153787			\$22.65			
05-03-12		2400	0760				
	4010153788			\$70.62			
					\$359.09		
TOTAL REMITTANCE:					\$1,189.43		
The claims listed above (totaling \$1,189.43) 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 _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Agenda Item 11
DATE: 05/24/12
REPORT NO: 5512

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	05-03-12	2400	0760				
	4010153790	2400	0760		\$38.01		
	05-03-12	2400	0760				
	4010153791	2400	0760		\$29.82		
	05-03-12	2400	0760				
	4010153794	2400	0760		\$42.82		
	05-03-12	2400	0760				
	4010153795	2400	0760		\$45.69		
	05-03-12	2400	0760				
	4010153796	2400	0760		\$133.24		
05-03-12	2400	0760					
4010153797	2400	0760		\$29.60			
05-03-12	2400	0760					
4010153798	2400	0760		\$ 22.51			
02-13-12	2400	0760					
W78311550					\$ 704.49		
					\$1,046.18		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	05-01-12	2400	0760				
	1084009980				\$ 67.67		
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	05-01-12	1900	0741				
	222461				\$ 98.45		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	05-14-12	1400	0710				
	12-5-9676				\$ 1,331.09		
	05-14-12	1400	0710				
	12-5-9677				\$ 362.86		
					\$ 1,693.95		
VC-0479-1 Gale P.O. Box 95501 Chicago, IL 60694-5501	05-21-12	2400	0760				
	80867654				\$ 5,109.00		
TOTAL REMITTANCE:					\$8,015.25		
The claims listed above (totaling \$8,015.25) 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 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: 05/24/12
REPORT NO: 53

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	*06-01-12 Payroll #25 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:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/24/12
REPORT NO: 54

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: Q900

*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	*06-15-12 Payroll #26 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

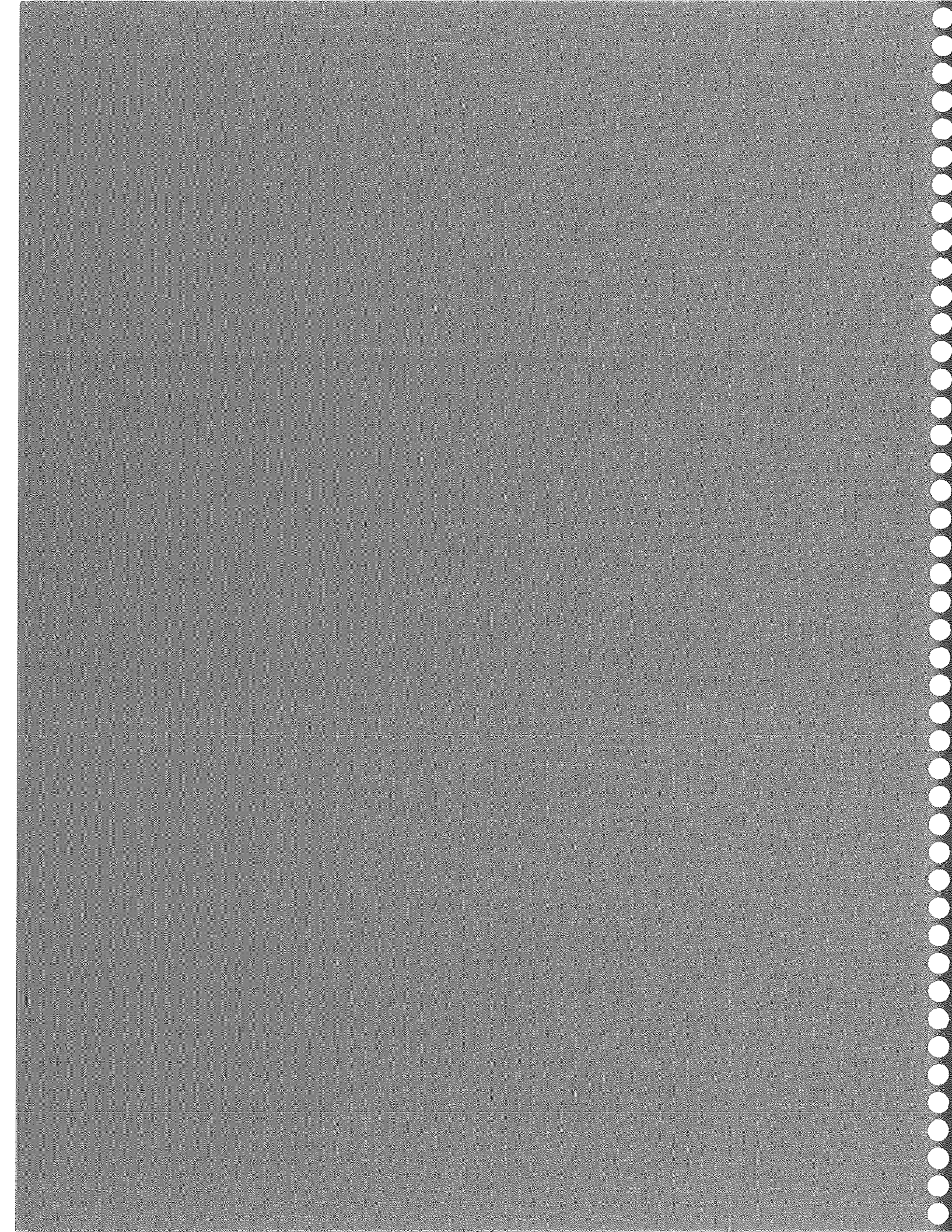
FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: May 24, 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	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	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

TREASURER'S REPORT



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

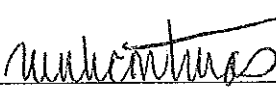
SUBJECT: Financial Reports through April 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 24, 2012

Summary of Cash and Investments as of April 30, 2012

Cash with Orange County Treasurer Fund 707	1,917,693.89
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	9,444.28
General Fund Savings – Bank of the West	565,727.13
Payroll Checking – Wells Fargo Bank	221,883.94
Total Cash and Investments	3,255,165.82

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
April 30, 2012

Agenda Item 14

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	1,713,514	16,898	99.0%
6220		Property Taxes - Current Unsecured		69,801	59,390	85.1%
6230		Property Taxes - Prior Secured	0	0	-	0.0%
6240		Property Taxes - Prior Unsecured	0	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		1,787,676		
REVENUE FROM USE OF MONEY & PROPR						
6610		Interest	0	6,425	(6,425)	0.0%
		Sub Total		6,425		
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		11,951		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	28,210	31,790	47.0%
		Passport	60,000	77,869	(17,869)	129.8%
		Meeting Room Fees	7,000	6,415	585	91.6%
		DVD Rentals	5,500	5,402	99	98.2%
		Test Proctor	2,000	3,350	(1,350)	167.5%
		Sub Total		121,246		
7680		6-MO Expired (Outlawed) Checks	0	0	-	0%
		YTD Actual		1,927,297		
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 11/12:			2,082,447	2,037,297	45,150	97.8%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	84,025	(84,025)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

Agenda Item 14

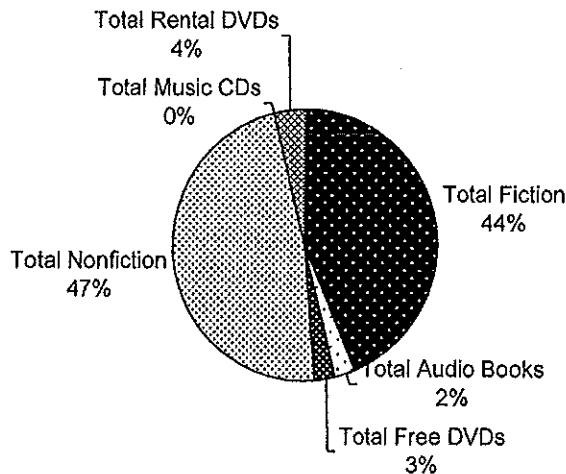
April 30, 2012
83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	768,023	0.76	\$238,634
0200	Retirement	77,589	42,264	0.54	\$35,325
0301	Unemployment Insurance	15,000	8,704	0.58	\$6,296
0306	Health Insurance	146,979	93,949	0.64	\$53,030
0306-0770	Employee Assistance Program	822	522	0.63	\$301
0308	Dental Insurance	16,028	13,302	0.83	\$2,726
0309	Life Insurance	7,928	5,526	0.70	\$2,402
0310	AD & D Insurance	4,308	3,097	0.72	\$1,211
0319	Vision Insurance	2,734	2,013	0.74	\$721
0350	Workers' Compensation Insurance	10,500	2,652	0.25	\$7,848
	TOTAL	\$1,288,545	\$940,051	0.73	\$348,494
SERVICES & SUPPLIES					
0700	Communications	13,000	5,969	0.46	\$7,031
0900	Food	1,000	1,372	1.37	-\$372
1000	Household Expenses	13,000	10,573	0.81	\$2,427
1100	Library Insurance	15,000	11,929	0.80	\$3,071
1300	Maintenance, Equipment	20,000	14,853	0.74	\$5,147
1400	Maintenance, Buildings & Improvements	131,400	19,423	0.15	\$111,977
1600	Memberships	12,000	12,524	1.04	-\$524
1800	Office Expenses	28,486	24,245	0.85	\$4,241
1803	Postage	4,000	3,169	0.79	\$831
1900	Prof./Specialized Services	107,500	87,204	0.81	\$20,296
1912	Investment Administrative Fees	1,500	797	0.53	\$703
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	423	0.85	\$77
2200	Rents & Leases - Buildings & Improvements	35,000	28,179	0.81	\$6,821
2400	Books/Library Materials	236,736	152,018	0.64	\$84,718
2600	Transportation & Travel	2,000	985	0.49	\$1,015
2700	Meetings	11,000	9,119	0.83	\$1,881
2800	Utilities	85,000	49,900	0.59	\$35,100
	TOTAL	\$718,122	\$432,683	0.60	\$285,439
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$8,139	1.16	-\$1,139
	OPERATING EXPENSES	\$2,013,667	\$1,380,873	0.69	\$632,794
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	\$1,391,280	0.67	\$691,167
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 MONTH OF APR. 2012

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$67,341	3,918	4,827
Total Non-Fiction	\$72,928	1,824	3,160
Total Music CDs	\$354	19	19
Total Audio Books	\$3,781	113	117
Total Free DVDs	\$3,936	164	208
<u>Total Rental DVDs</u>	<u>\$5,795</u>	<u>163</u>	<u>202</u>
TOTAL MATERIALS	\$154,133	6201	8533



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 APRIL 2012

Prepared by: Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$18,605	908	999	\$547	18	46	\$19,152	926	1045	\$511	18	29	\$19,663	944	1,074
Adult Non-Fiction	\$18,310	811	829	\$416	10	33	\$18,726	821	862	\$118	5	5	\$18,844	826	867
Adult Reference	\$977	17	17	\$0	0	0	\$977	17	17	\$225	3	3	\$1,202	20	20
Adult Magazines	\$4,454	89	1198	\$0	0	0	\$4,454	89	1198	\$0	0	0	\$4,454	89	1,198
Adult on-line databases	\$24,969	5	0	\$0	0	0	\$24,969	5	0	\$0	0	0	\$24,969	5	0
Total Adult Non-Fiction	\$48,710	922	2044	\$416	10	33	\$49,126	932	2077	\$343	8	8	\$49,469	940	2055
TOTAL ADULT PRINT MATERIALS	\$67,315	1830	3043	\$963	28	79	\$68,277	1858	3122	\$854	26	37	\$69,131	1884	3159
Adult Music CDs	\$26	1	1	\$0	0	0	\$26	1	1	\$1,206	68	68	\$1,232	69	69
Adult Audio Books	\$2,883	82	98	\$142	6	6	\$3,025	88	92	\$0	0	0	\$3,025	88	92
Adult Free DVDs	\$1,563	59	84	\$0	0	0	\$1,563	59	84	\$75	4	4	\$1,638	63	88
Adult Rental DVDs	\$3,703	122	127	\$0	0	0	\$3,703	122	127	\$85	4	4	\$3,788	126	131
TOTAL ADULT NON-PRINT MATERIALS	\$8,174	264	298	\$142	6	6	\$8,316	270	304	\$1,366	76	76	\$9,682	346	350
TOTAL ADULT MATERIALS	\$75,489	2094	3341	\$1,105	34	85	\$76,593	2,128	3,426	\$2,220	102	113	\$78,813	2,230	3,539
Juvenile Fiction	\$33,361	1,887	2,677	\$0	0	0	\$33,361	1,887	2,677	\$87	14	14	\$33,448	1,901	2,691
Young Adult Fiction	\$15,375	1,123	1,151	\$0	0	0	\$15,375	1,123	1,151	\$0	2	2	\$15,375	1,125	1,153
Total Juvenile Fiction	\$48,736	3,010	3,828	\$0	0	0	\$48,736	3,010	3,828	\$87	16	16	\$48,823	3,026	3,844
Juvenile Non-Fiction	\$17,664	715	842	\$321	14	14	\$17,985	729	856	\$20	1	1	\$18,005	730	857
Young Adult Non-Fiction	\$3,884	163	166	\$153	7	7	\$4,037	170	173	\$0	0	0	\$4,037	170	173
Juvenile Reference	\$1,666	9	41	\$194	3	3	\$1,870	12	44	\$41	4	4	\$1,911	16	48
Juvenile Magazines	\$865	14	67	\$0	0	0	\$865	14	67	\$0	0	0	\$865	14	67
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$24,218	902	1,116	\$658	24	24	\$24,876	926	1,140	\$61	5	5	\$24,937	931	1,145
TOTAL JUVENILE PRINT MATERIALS	\$72,954	3,912	4,944	\$658	24	24	\$73,612	3,936	4,968	\$143	21	21	\$73,760	3,957	4,989
Juvenile Music CDs	\$328	18	18	\$0	0	0	\$328	18	18	\$0	0	0	\$328	18	18
Juvenile Audio Books	\$898	31	31	\$0	0	0	\$898	31	31	\$0	0	0	\$898	31	31
Juvenile Free DVDs	\$2,373	105	124	\$0	0	0	\$2,373	105	124	\$0	0	0	\$2,373	105	124
Juvenile Rental DVDs	\$2,092	41	75	\$0	0	0	\$2,092	41	75	\$0	0	0	\$2,092	41	75
TOTAL JUVENILE NON-PRINT MATERIALS	\$5,691	195	248	\$0	0	0	\$5,691	195	248	\$0	0	0	\$5,691	195	248
TOTAL JUVENILE MATERIALS	\$78,645	4107	5192	\$658	24	24	\$79,303	4131	5216	\$143	21	21	\$79,451	4152	5237
Total Fiction	\$67,341	3,918	4,827	\$547	18	46	\$67,888	3936	4873	\$598	34	45	\$68,485	3,970	4,918
Total Non-Fiction	\$72,928	1,824	3,150	\$1,074	34	57	\$74,002	1858	3217	\$404	13	13	\$74,406	1,871	3,230
Total Music CDs	\$354	19	19	\$0	0	0	\$354	19	19	\$1,206	68	68	\$1,560	87	87
Total Audio Books	\$3,781	113	117	\$142	6	6	\$3,923	119	123	\$0	0	0	\$3,923	119	123
Total Free DVDs	\$3,986	164	208	\$0	0	0	\$3,986	164	208	\$75	4	4	\$4,061	168	212
Total Rental DVDs	\$3,795	162	202	\$0	0	0	\$3,795	163	202	\$85	4	4	\$3,880	167	205
TOTAL MATERIALS	\$154,133	6201	8533	\$1,763	58	109	\$155,896	6259	8642	\$2,366	123	134	\$158,264	6382	8776
General Fund	\$48,080														
Outstanding Orders as of April 2012				Adopt-a-book			\$1,594						TOTAL	\$49,664	

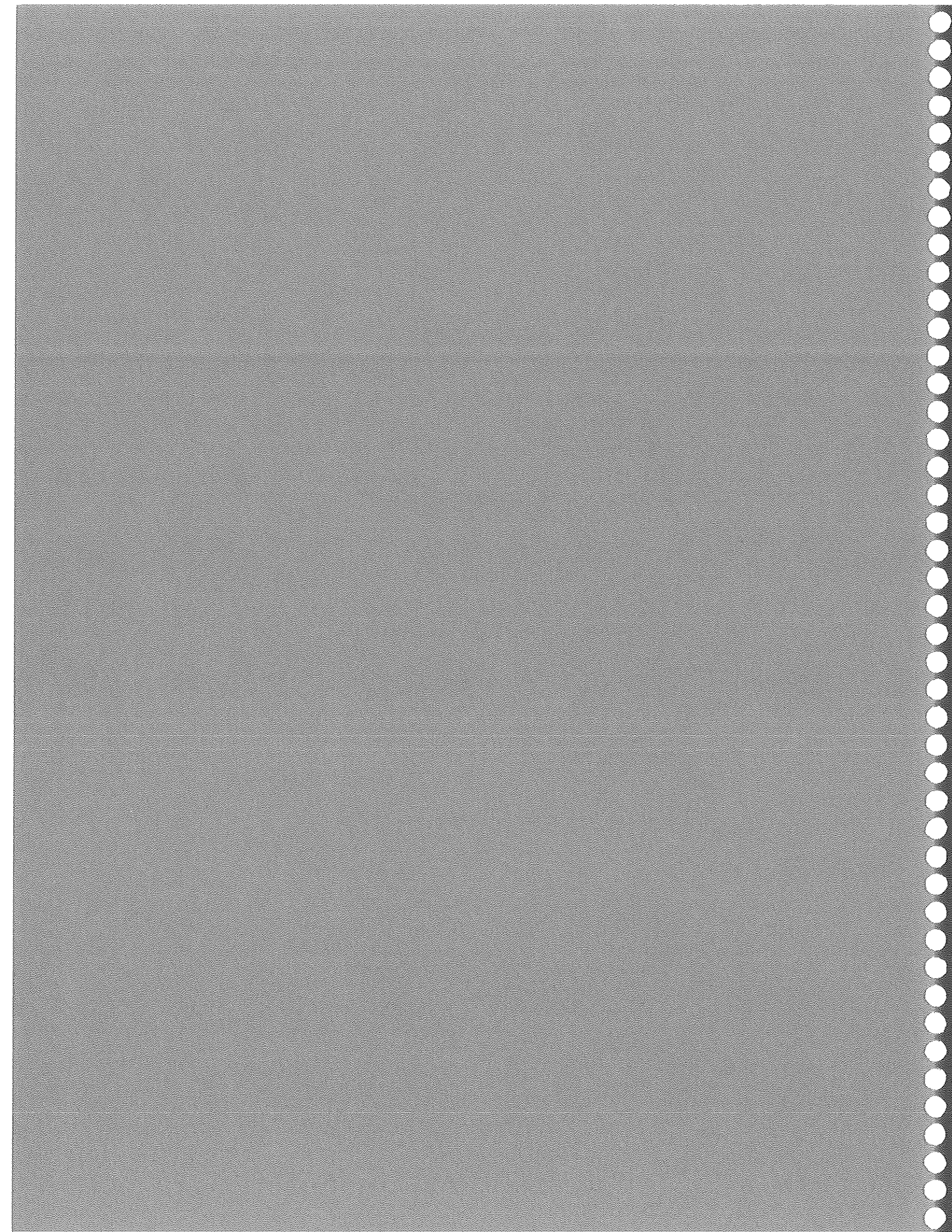
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for April 2012
DATE: May 24, 2012

Net Revenue Summary April 2012

	Apr-12	Apr-11	YTD 2011-2012	YTD 2010-2011
Passport	10,600.00	9,375.00	63,925.00	66,186.00
Passport Photos	2,304.00	1,943.00	13,944.00	14,023.00
Test Proctor	150.00	450.00	3,350.00	2,400.00
Meeting Room	375.00	530.00	6,415.00	7,329.00
DVD Rentals	617.00	556.00	5,401.50	6,169.51
Total	14,046.00	12,854.00	93,035.50	96,107.51

CONSENT



Agenda Item 17

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for April 2012
DATE: May 24, 2012

			YTD	YTD
	Apr-12	Apr-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	1	0	2	0
Appointments	0	0	6	2
Open Positions	1	1	3	2
Workers' Compensation Leave	0	0	0	0
Total	2	1	11	6

SEPARATION:

None

RETIREMENT:

Toby Silberfarb, Library Assistant (40 hours)

APPOINTMENTS:

None

OPEN POSITIONS:

Library Assistant (40 hours)

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: May 24, 2012

MONTHLY STATISTICS**April 2012**

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Apr-12	Apr-11		2011-12	2010-11	% change
New Patron Registrations	323	291		3,345	3,281	2.0%
Total Circulation	17,162	17,087		167,392	181,131	-8.2%
Total Active Borrowers	8,868	9,210		94,402	94,100	0.3%
Attendance*	23,428	21,410		237,542	185,417	28.1%
Registered Card Holders**	29,812	33,147		291,179	319,225	-8.8%
Adult Fiction	2,793	2,874		28,451	31,915	-10.9%
Adult Nonfiction	2,028	2,262		19,295	24,234	-20.4%
Adult Magazines	290	281		2,705	3,145	-14.0%
Adult Music CDs	246	244		2,255	3,405	-33.8%
Adult Audio Books	464	630		5,618	6,751	-16.8%
Adult Free DVDs	352	355		3,156	3,469	-9.0%
Adult Rental DVDs	566	463		4,743	5,256	-9.8%
Overdrive E-Books***	192	18		1,110	158	602.5%
Overdrive Audio Books***	76	31		711	210	238.6%
JV Fiction	6,657	6,070		64,328	64,010	0.5%
YA Fiction	888	691		8,395	7,129	17.8%
JV Nonfiction	1,503	1,426		12,821	13,538	-5.3%
YA Nonfiction	106	37		652	392	66.3%
JV Magazines	2	5		40	38	5.3%
JV Music CDs	21	25		289	337	-14.2%
JV Audio Books	36	40		363	285	27.4%
JV Free DVDs	552	795		7,120	8,608	-17.3%
JV Rental DVDs	202	221		2,116	1,909	10.8%

* Begun patron count mid-February 2011 due to flooring project. ** Inactive accounts removed August 2011.

*** First ever recorded Overdrive subscription was in February 2011.

Agenda Item 18

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		871	480	479	508	604	2,942
10:00		492	544	501	649	526	2,712
11:00		661	801	388	683	682	3,215
12:00		808	752	605	434	652	3,251
1:00	812	639	416	656	609	995	4,127
2:00	1,174	863	657	624	751	954	5,023
3:00	1,104	896	557	703	587	812	4,659
4:00	856	1,093	931	852	897	748	5,377
5:00		999	1,093	937	937		3,966
6:00		1,371	1,157	1,098	1,053		4,679
7:00		1,064	914	955	719		3,652
8:00		863	763	880	746		3,252
Total/Day	3,946	10,620	9,065	8,678	8,573	5,973	46,855
					* Grand Total		23,428

*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	2	0	1	7	10
10:00		1	3	2	1	5	12
11:00		2	1	5	0	17	25
12:00		2	2	7	2	11	24
1:00	17	6	2	2	4	18	49
2:00	20	0	6	6	6	23	61
3:00	14	7	13	2	6	15	57
4:00	8	18	9	6	10	12	63
5:00		13	11	7	1		32
6:00		12	14	9	8		43
7:00		14	4	7	6		31
8:00		3	4	1	9		17
Total/Day	59	78	71	54	54	108	424
							Grand Total

STAFF ACTIVITY

- April 03, 2012- Fernando participated in supervisors meeting.
- April 03, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- April 05, 2012- Staff organized the meeting room for Lap-Sit story time.
- April 06, 2012- Staff relocated the young adult graphic novels and the children's magazines.
- April 09, 2012- Fernando met with Yesenia to discuss personnel issues.
- April 10, 2012- Fernando participated in supervisors meeting.
- April 12, 2012- Fernando met with Tim to discuss vending machine orders.
- April 12, 2012- Fernando met with Jesus to discuss his performance review.
- April 12, 2012- Fernando met with Laura M. to discuss restroom issues.
- April 14, 2012- Staff organized the meeting room for Super Star story time.
- April 16, 2012- Fernando attended board meeting.
- April 17, 2012- Beatrice, Vanita, Fernando and Jesus attended all staff meeting.
- April 17, 2012- Fernando participated in supervisors meeting.
- April 17, 2012- Winston, Esther, Jesus, Vanita, Larry, Beatrice and Yesenia attended Circulation department meeting.
- April 17, 2012- Fernando facilitated Circulation department meeting.
- April 18, 2012- Fernando attended Liebert, Cassidy and Whitmore training in Mission Viejo.
- April 19, 2012- Fernando had weekly meeting with Jesus to discuss assignments.
- April 19, 2012- Jesus trained Fernando on the basics of Joomla.
- April 23, 2012- Larry trained Ed and Fernando how to use the DVD cleaning machine.
- April 24, 2012- Fernando participated in supervisors meeting.
- April 26, 2012- Staff organized the meeting room for P-Tac program.

ONGOING PROJECTS

- Fernando continues to work on staff performance evaluations.
- Staff is receiving, invoicing and processing acquisitions.
- Staff is inspecting the public restrooms hourly.

NEW PROJECTS AND ACTIVITIES

- Fernando and Jesus will work on a Passport marketing campaign.
- Fernando will try and collect food donations for the Summer Reading Event.
- Fernando will work with the Orange County Health Department to obtain a Summer Reading Event food handling permit.
- Circulation staff will do a walkthrough of the History room once a week, and shelve read the collection.
- Circulation staff will review cushion seats after volunteers use them in the afternoons.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: May 24, 2012

CITY OF PLACENTIA INVOICES

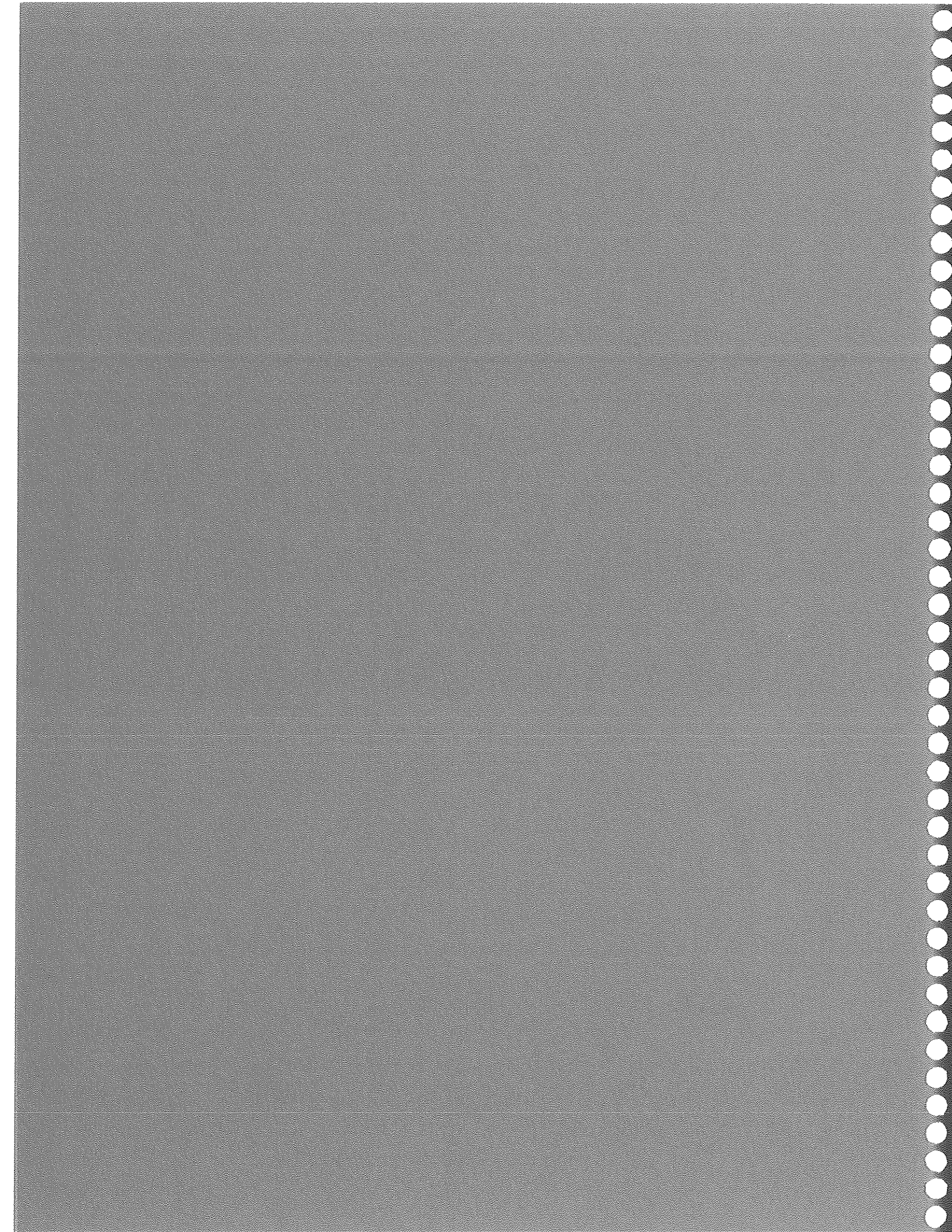
PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL	
FY2011-2012							
	11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
	11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
	11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	\$7,691.07
	11-Oct	01/04/12	4,031.98	1,452.50	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	04/09/12	3,035.20	1,452.50	142.50	7.72	\$4,637.92
	12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	\$4,652.09
	12-Apr						
	12-May						
	12-Jun						
	TOTAL	\$37,917.10	\$13,072.49	\$1,282.50	\$68.96		\$49,201.18
	AVG	4,213.01	1,452.49	142.50	7.66		5,466.79

* 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



STAFF REPORTS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for April 2012
DATE: May 24, 2012

Accomplishments

- Continued to meet with Supervisors to discuss the Fiscal Year 2012-2013 budget.
- Met with vendors to discuss the newsletter proposal.
- Met with various vendors to obtain estimated costs for Placentia Library Friends Foundation (PLFF) list.
- Interviewed and hired a Library Assistant for Adult Services Department.
- Managed the Library Board of Trustees vacancy process.
- Met with residents to answer questions regarding the Library Board of Trustees vacancy.
- Managed the ABC7 Cool Kids interview with Valencia High School (VHS) Interact Club President, Tarlochan Rakhra.
- Working with library staff to procure donations for the Summer Reading Celebration.

Meetings

- Library Board of Trustees Meeting – April 16th
- Manager's meeting – April 10th, 17th, 24th
- Rotary Meetings – April 4th, 11th, 18th, 19th
- Placentia Roundtable Women's Club – April 4th
- VHS Interact Club – April 11th, 23rd, 26th
- City of Placentia – April 24th
- Eggcitement Meeting – April 18th
- Orange County Library Director's Meeting – April 19th
- Oversight Board Meeting – April 11th
- Placentia Foundation Blue Ribbon Committee – April 19th

Community Events / Functions

- PLFF Bookstore Volunteer Recognition – April 13th
- Valencia High School Award Night – April 18th
- Donate Life Run/Walk Event at California State University, Fullerton – April 28th

Projects in Progress

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for April 2012
DATE: Mau 24, 2012

Report is not 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 April 2012
DATE: May 24, 2012

MONTHLY STATISTICS**Childrens Desk Activity**

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	36	66	420	527	-20.30%
In person reference/research:	821	749	7015	7151	-1.90%
Total Reference	857	815	7435	7678	-3.16%
Total Number of Programs	39	24	368	243	51.44%
Total Programs Attendance	1081	1860	15429	9987	54.49%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	35
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	27
Preschool Story Times I & II: 3-6 years	8	261
Pocket Tales: Stories, music, and movement.	5	132
C.O.P.S.	1	23
Lap Sit 24 months & younger	4	243
P-TAC	2	42
Family Game Day	1	26
Super S.T.A.R.	1	35
Homework Club	13	149
4/14 Kaplan Practice Test	1	28
4/28 El Día de los Niños	1	80

Total April 2012	39	1,081
Total April 2011	24	1,860
Current FY to date	368	15,429
Previous FY to date	243	9,987

Achievements:

- Brenda Ramirez received a \$250.00 grant from REFORMA for our El Dia de los Ninos program on April 28.
- Lori Worden attended a Liebert Cassidy Whitmore workshop on "Supervisory Skills for the First Line Supervisor/ Manager" on April 18.
- Brenda Ramirez, Coleen Wakai and Lori Worden completed orders for materials for the Children's and Young Adult collections for fiscal year 2011/2012.
- Brenda Ramirez attended an Easter Eggcitement assessment meeting on April 10.
- Lori Worden attended the Library Board of Trustees meeting on April 16.
- Children's staff attended the all-staff meeting on April 16.

In progress:

- Children's staff are making plans for the Summer Reading Program for children and teens.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Librarian II
SUBJECT: Adult Services Monthly Activity Report for April 2012
DATE: May 24, 2012

MONTHLY STATISTICS

Adult Services Programs

		April 2012
April 3, 2012	Computer Workshop: Introduction to Computers	10
April 4, 2012	Play Reading: The Fox on the Fairway	2
April 9, 2012	Book Discussion: The Immortal Life of Henrietta Lacks	12
April 10, 2012	Computer Workshop: Introduction to Computers	9
April 11, 2012	Placentia: A Pleasant Place at Rotary Meeting	50
April 11, 2012	League of Women Voters: Privatization Study	19
April 17, 2012	Computer Workshop: Introduction to Computers	9
		111

Reference Desk Activity

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	816	943	8262	10339	-20.09%
Reference -- telephone	259	332	2743	3311	-17.15%
Reference -- email/chat	6	2	33	4	100.00%
Technology assistance	308	542	3583	6459	-44.53%
Guest passes	128	143	1593	1632	-2.39%
Adult and Children's computer use (desktops)	2614	3208	27497	30036	-8.45%
Adult computer usage (desktop)*	2218	0	23212	0	0.00%
Public computer use (express laptops)**	477	320	7778	8414	-7.56%
In library use -- cleanup	3399	3009	32659	33952	200.00%
Adult Program Attendance	111	83	1035	869	19.10%

**No data available for FY 10-11*

***Only 2 available for FY 11-12*

Volunteer Hours

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	3	67.5	262.5	489.5	-46.37%
PLFF	446	421	4536.75	4503	0.75%
General Library	553.75	403.75	5886	3738.25	57.45%
Technology	38.75	0	494.5	403.75	22.48%
Homework Club	83.25	99	1029.25	810.5	26.99%
Adult Literacy Tutors	87.25	101	551.5	630	-12.46%
PTAC	104.75	302.5	1241.5	984.5	26.10%
Total Volunteer Hours	1316.75	1394.75	10362.5	9287	11.58%

History Room Activity

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	11	12	77	89	-13.48%
History Room Volunteers	2	3	12	30	0.00%

Adult Literacy Services

	April 2012	April 2011
Number of Tutors	11	0
Number of Students	19	0
Total Number of Participants	30	0

**No data for FY 2010-2011*

Computer Literacy Services

	April 2012	April 2011
Number of Tutors	1	0
Number of Students	2	0
Total Number of Participants	3	0

**No data for FY 2010-2011*

ACHIEVEMENTS

- *Jeannie Killianey* coordinated & instructed 3 Computer Workshops (Introduction to Computers Session 1).
- *Jeannie Killianey* is coordinating the Computer Literacy tutoring program.
- *Jeannie Killianey* created the book trough for "Special Interest DVDs"
- *Jeannie Killianey* created a computer collection bibliography.

ACHIEVEMENTS (Continued)

- *Katie Matas* proctored 3 exams.
- *Katie Matas* coordinated the April 4th Play Reading of *The Fox on the Fairway*.
- *Martha Leonard* led the April 10th Book Discussion of *The Immortal Life of Henrietta Lacks*.
- *Wendy Townsend* celebrated Volunteer Week with a display thanking the library's volunteers and providing certificates of appreciation to each volunteer.
- *Wendy Townsend* added 2 new books to the History Room Collection, 2 new books to the Local Author's Collection and received 2 donations for the History Room.
- *Wendy Townsend* assisted Chris Lowe with updating *Elephant Rides for Free: A Child's History of Placentia*.
- *Wendy Townsend* added information on the 1940's census to the History Room Collection.
- *Wendy Townsend* attended the April book discussion.
- *Wendy Townsend* updated book trough display.
- *Nadia Dallstream* completed a staff Performance Evaluation.

MEETINGS

- *Nadia Dallstream and Jeannie Killianey* met two times.
- *Nadia Dallstream and Katie Matas* met one time.
- *Nadia Dallstream and Wendy Townsend* met three times.
- *Nadia Dallstream and Wendy Townsend* attended the Placentia Rotary Club meeting on April 11th and presented the *Placentia: A Pleasant Place* film.
- *Nadia Dallstream* participated in an interview panel on April 12th.
- *Nadia Dallstream and Jeannie Killianey* attended a Library Staff meeting on April 17th.
- *Wendy Townsend* attended the CSUF Fieldwork Day on April 17th.
- *Nadia Dallstream* attended the Liebert, Cassidy, Whitmore training on April 18th.
- *Nadia Dallstream* attended the Placentia Community Network Meeting on April 19th.
- *Nadia Dallstream, Jeannie Killianey, Katie Matas and Wendy Townsend* attended an Adult Services Department meeting on April 24th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on April 24th.
- *Wendy Townsend* interviewed 7 Val Tech Interns.
- *Wendy Townsend* met with Pat Irot and Marie Schmidt for a tour of Placentia on April 30th.

IN PROGRESS

- *Nadia Dallstream* is working on 2 staff Performance Evaluations.
- *Nadia Dallstream* is coordinating programming for FY 2012-13.
- *Nadia Dallstream* is working on objectives for department and staff for FY 2012-13.
- *Nadia Dallstream* is coordinating the Adult Summer Reading Program.
- *Nadia Dallstream* is coordinating a Horizon Workshop for librarians and clerks.
- *Jeannie Killianey* is coordinating 3 Computer Workshops for May.
- *Jeannie Killianey* is assisting in 1 Computer Workshop for May.
- *Jeannie Killianey* continues to monitor and update the library's Facebook page.
- *Jeannie Killianey* is weeding the educational DVDs.
- *Jeannie Killianey* is preparing for a book discussion in May, Elizabeth Peters' *Crocodile on the Sandbank*.

IN PROGRESS (Continued)

- *Katie Matas* is preparing for the May Play Reading Program
- *Wendy Townsend* is continuing to fill volunteer positions and verify volunteer hours.
- *Wendy Townsend* is writing donation letters to local schools for yearbooks.
- *Nadia Dallstream and Wendy Townsend* are working on an oral history of Jeremy B. Yamaguchi.
- *Wendy Townsend* is ordering preservation materials for the History Room.
- *Wendy Townsend* is working on the June Book Discussion.
- *Nadia Dallstream and Wendy Townsend* are scheduling outreach programs for the History Room.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for April 2012
DATE: May 24, 2012

MONTHLY STATISTICS**On-line database usage**

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	97	672	495	3,559	-86%
Heritage Quest	1,747	1,068	6,376	5,797	10%
Novelist	114	117	449	361	24%
Tumblebooks	403	437	3,295	2,781	18%
Reference USA	32	65	903	758	19%
TOTAL DATABASE USAGE			11,518	13,256	-13%

Website Traffic

	April 2012	April 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	18,113	20,501	202,249	185,730	9%
Page Hits	35,603	35,880	387,606	361,686	7%

ACHIEVEMENTS

- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.



PRESENTATION

