



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, March 23, 2011






6:30 P.M.

History Room

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

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

To accomplish this goal the Library will:

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 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 February 28, 2011 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2010-2011 Cash Flow Analysis through February 2011; the Schedule of Anticipated Property Tax Revenues for FY2010-2011 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for February 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for February 2011. (Receive & File)
15. Acquisitions Report for February 2011. (Receive & File)
16. Entrepreneurial Activities Report for February 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for February 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for February 2011. (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 February 2011.
21. Library Services Manager's Report for February 2011. Trustee Shkoler will provide report on IT projects and status.
22. Children's Services Report for February 2011.
23. Volunteer Services Report for February 2011.
24. Reference, Adult and Literacy Services Report for February 2011.
25. Local History Room Report for February 2011.
26. Placentia Library Web Site & Technology Report for February 2011.

NEW BUSINESS

27. Presentation of Fiscal Year 2009-2010 Financial Audit by Linda Hurley, CPA from Macias Gini & O'Connell.
Presentation: Linda Hurley, CPA
Recommendation: Receive & File the Fiscal Year 2009-2010 Financial Audit for the Placentia Library District of Orange County.
28. CSDA Board of Directors Call for Nominations – Seat C
Presentation: Library Director
Recommendation: Determine if any Library Board of Trustees would be interested in serving on the CSDA Board of Directors.

DISCUSSION ITEMS

29. Defibrillator and Two-Way Radio for the Placentia Library District
Presentation: Library Director
Recommendation: Determine the interest of the Library Board of Trustees and for the Library Board of Trustees to consider the purchase of a defibrillator and Two-Way Radio for the Fiscal Year 2011-2012.
30. Template for Consultant and Independent Contractor Agreements
Presentation: Library Director
Recommendation: 1) Authorize Library Staff to discuss and present contract templates to an attorney for legal opinion; and
2) Library Staff to present legal opinion at a future meeting.
31. Review the Process of the Re-flooring Project and Lessons Learned

Presentation: Library Director
Recommendation: Direct Library Staff to develop a procedure for all construction projects from lessons learned and present at a future meeting.

32. IT Position

Presentation: Library Director
Recommendation: Authorize Library Staff to research and present cost analysis at the April meeting.

CONTINUING BUSINESS

33. Report on Actions taken at the Library Board of Trustees Closed Session

Presentation: President Wood

34. Fiscal Year 2010-2011 Capital Improvement Projects

Presentation: Library Director
Recommendation: Prioritize and determine what project(s) are to be completed within Fiscal Year 2010-2011.

35. Post Construction Cleaning of the Library

Presentation: Library Director
Recommendation: Authorize Library Staff to continue pursuing discussion with Concrete Construction Corporation and/or their insurance carrier, Goodman Insurance Services, for the cost of post construction cleaning for the Library.

36. Legislative Issues – California Forward's Speak Up California Dialogue

Presentation: Library Director
Recommendation: Determine which Library Board of Trustees would be interested in attending the Speak Up California Dialogue hosted by California Forward on Thursday, March 24, 2011 in San Diego.

ADJOURNMENT

37. Agenda Preparation for the April Regular Date Meeting which will be held on Monday, April 18, 2011 unless re-scheduled by the Library Board of Trustees.

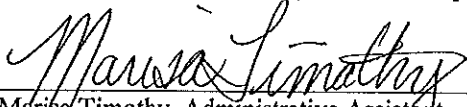
38. Review of Action Items.

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

39. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the March 23, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 19, 2011.


Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 28, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 28, 2011 at 6:32 P.M.

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

Members Absent: None

Others Present: Library Staff: Acting Library Director Joanne Hardy, Marisa Timothy; Placentia Library Friends Foundation (PLFF) Recording Secretary Carol Fizzard

ADOPTION OF AGENDA

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to adopt the agenda as presented:

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

ORAL COMMUNICATION

There was no oral communication made at this time.

TRUSTEE REPORTS

President Wood reported that she attended the Miss Placentia - Yorba Linda Scholarship Pageant where she enjoyed the performance by the Little Sisters. She also attended two California Special District Association (CSDA) Governance Foundations Workshops where a great deal was learned from presenter David Aranda. She expects that the Board will be more involved with the new information gained. She stated that she also intends to attend the upcoming All Staff Meeting in order to thank the staff for their exemplary efforts during the re-flooring project. She also acknowledged Interim Library Director Joanne Hardy's outstanding efforts as her tasks were much more than anticipated. (Item 5)

Secretary DeVecchio reported that he also attended the CSDA workshops that were very good. He participated in the second set of Miss Placentia - Yorba Linda Scholarship Program interviews. Also, he represented PLD at the recent Community Network Meeting.

Trustee Escobosa reported that she attended the CSDA workshops that were well done. She stated that many of the other Boards were much larger than PLD's.

Trustee Shkoler reported that he attended the CSDA workshops where it was good to see how other, larger Districts functioned. He participated in Miss Placentia - Yorba Linda Scholarship Program mock interviews and helped at the pageant by assisting with tickets and programs. He also acknowledged the Rotary Club of Placentia's donation of \$1,000 for library books.

Trustee Turner reported her attendance at the Book Discussion and Play

Reading at the Library. She also was at the Lunar New year event in the Children's Department. She was at the St. Joseph Catholic School community recognition event with Children's Librarian Lori Worden where she received a book from the students. She attended the PLFF February Board meeting and the State of the City Luncheon. She attended the North Orange County Alliance meeting that was hosted jointly by the Placentia and Yorba Linda chambers of commerce. She attended the Independent Special Districts of Orange County meeting in order to cast the LAFCO vote for Cheryl Brothers. She announced that Cheryl Brothers was not chosen. She also learned of a newly formed organization at the meeting named the California Cities Coalition. She viewed the Placentia Yorba Linda Art Association High School Student Art Show at the Library that had impressive works on display. (Item 6)

PLFF REPORT

PLFF Recording Secretary Carol Fizzard thanked the Board for their support of the upcoming Author's Luncheon. Plans are being made for the upcoming Annual PLFF Meeting in April with the vision of having a 'scaled-down' event this year. She reported that over 200 letters were sent out for Corporate Sponsors for the Author's Luncheon, yet only 6 responses were received. A discussion was held regarding engaging and outreaching to local businesses in the area. Interim Library Director Joanne Hardy provided ideas that have been used by other Libraries that included planned library visits and presentations to business organizations. (Item 7)

CONSENT CALENDAR

Consent items #11, 14, 17, 23, and 24 were discussed. Trustee Shkoler questioned Item #14, specifically the account balances for account #1400 - Maintenance, Buildings & Improvements and account #4200-Structures/Improvements. Trustee Escobosa questioned the statistics provided for the Adult Literacy services in Item #24 and requested that the number of active students be provided in future reports. Administrative Assistant Timothy recommended corrections to the January 31, 2011 Emergency Meeting Minutes to designate 'the meeting was adjourned at 3:15pm to view the flooring project. The meeting re-adjourned at 3:30pm.' It was moved by Trustee Turner and seconded by Trustee Shkoler to approve Agenda Items 8-26 with the changes to the January 31, 2011 Emergency Meeting Minutes as suggested and with a hold for approval on Agenda Item #14: Balance Sheet for January 2011 due to pending unanswered questions:

AYES:	Wood, DeVecchio, Escobosa, Shkoler, Turner
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)

FY2010-2011 Cash Flow Analysis through January 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor

(Item 12)

**TREASURER'S
REPORT**

Financial Reports for January 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for January 2011 (Item 14)

Acquisitions Report for January 2011 (Item 15)

Entrepreneurial Activities Report for January 2011 (Item 16)

GENERAL CONSENT

Personnel Report for January 2011 (Item 17)

Circulation Report for January 2011 (Item 18)

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

STAFF REPORTS

Library Director's Report for January 2011 (Item 20)

Library Services Manager's Report for January 2011 (Item 21)

Children's Services Report for January 2011 (Item 22)

Literacy / Volunteer Services Report for January 2011 (Item 23)

Reference and Adult Services Report for January 2011 (Item 24)

Local History Room Report for January 2011 (Item 25)

Web Site & Technology Report for January 2011 (Item 26)

**CONTINUING
BUSINESS**

**UPDATE ON RE-
FLOORING PROJECT**

Interim Library Director Joanne Hardy presented a dated list of completed items for the re-flooring project and related repairs. She stated that her focus has been on the project while the library departments maintained regular library operations. (Item 27)

**UPDATE ON
COMPUTER
UPGRADES**

Trustee Shkoler summarized the items of his report to state that things are going well and most of the staff computers have been replaced. He is amazed by the poor quality and age of the information technology equipment in the library, especially the server computer. Thanked his fellow members for approval of the upgrade. President Wood acknowledged that this is an item to be considered in the strategic plan with a focus on the Library's infrastructure. (Item 28)

**NEW
BUSINESS**

**FISCAL YEAR 2009-
2010 AUDIT**

President Wood announced that the presentation of Fiscal Year 2009-2010 Financial Audit was postponed to the March meeting due to pending items. (Item 29)

**TRAVEL
AUTHORIZATION**

Interim Library Director Joanne Hardy presented information on the upcoming 2011 CALTAC Workshop in Library Leadership to be held in Monrovia on March 12, 2011. It was determined that President Wood and Trustee Turner would attend the workshop. It was moved by Trustee

Shkoler and seconded by Trustee Escobosa to authorize President Wood and Trustee Turner to attend the workshop at a cost not to exceed \$20 per attendee, plus mileage: (Item 31)

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

**POST-CONSTRUCTION
CLEANING OF LIBRARY**

Interim Library Director Joanne Hardy presented extensive information on the condition of the Library after the re-flooring project, specifically the presence of fine concrete dust that spread throughout areas of the Library not protected by Visqueen barriers. She stated that it has been two months since the start of the project and yet the dust is still present in the many areas; the information and bids for professional post-construction cleaning estimates are being provided in order that the Board considers deep cleaning for health and safety reasons. She reviewed two local bids with a detailed breakout provided of the work and cost variations from both. She clarified that her intent is to get the process going. After a lengthy discussion of the cleaning bids, specific areas affected by the construction, designating funds to be used, and the process of contractor agreements and responsibilities, President Wood directed staff to proceed with the process and: 1. Pursue the liability insurance coverage, 2. Review the budget and identify funds for the post-construction cleaning, and 3. Draw a contract format for the District by the next Board Meeting.

**AGENDA
PREPARATION**

Agenda Preparation for the March Board of Trustees Meeting which will be held on Wednesday, March 23, 2011 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on February 28, 2011 adjourned at 8:30 P.M.

NEXT MEETING

The next meeting will be on March 23rd, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees



PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2011 – December 2011

MONTH	DATE	TIME	LOCATION
January	17	6:30 p.m.	Meeting Room
February	28	6:30 p.m.	Meeting Room
March	23	6:30 p.m.	Meeting Room
April	18	6:30 p.m.	Meeting Room
May	16	6:30 p.m.	Meeting Room
June	20	6:30 p.m.	Meeting Room
July	18	6:30 p.m.	Meeting Room
August	15	6:30 p.m.	Meeting Room
September	19	6:30 p.m.	Meeting Room
October	17	6:30 p.m.	Meeting Room
November	21	6:30 p.m.	Meeting Room
December	19	6:30 p.m.	Meeting Room

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for February 2010
DATE: March 23, 2011

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: March 23, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	03/09/11	5370	\$2,220.56
		TOTAL	\$2,220.56



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: March 23, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	03/23/11	5371	\$ 35,674.08
707	03/23/11	5372	\$ 8,068.99
707	03/23/11	5373	\$ 480.41
707	03/23/11	5374	\$ 2,401.52
707	03/23/11	5375	\$ 3,319.07
707	03/23/11	5376	\$ 471.89
707	03/23/11	5377	\$ 1,144.63
707	03/23/11	5378	\$ 2,621.23
707	03/23/11	5379	\$ 878.84
707	03/23/11	5380	\$ 1,034.16

Subtotal for Claims *\$56,094.82*

Payroll

On Demand Wire	04/15/11	23	\$40,000.00
	04/29/11	24	\$40,000.00

Subtotal for Payroll *\$80,000.00*

**TOTAL
CURRENT CLAIMS &
PAYROLL** **\$136,094.82**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 5371

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
VC6397 Citizens Business Bank 701 North Haven Ave., Ste. 250 Ontario, CA 91764	04-01-11 03-095	2200			\$7,044.80		
VC0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	03-17-11 60283	2801			\$3,401.08		
	03-17-11 60283	1400	0712		\$1,595.00		
	03-17-11 60283	0700	0701		\$7.64		
					\$5,003.72		
VC5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	03-08-11 162393	1900	0742		\$1,412.75		
VC5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	03-09-11 6746022400	0200			\$7,696.93		
VC5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	03-01-11 0007458-IN	0309			\$600.60		
	03-01-11 0007458-IN	0308			\$1,110.79		
	03-01-11 0007458-IN	0310			\$310.96		
	03-01-11 0007458-IN	1900			\$56.62		
	03-01-11 0007458-IN	0319			\$204.39		
	03-07-11 0007458-IN	0306			\$10,826.52		
	03-09-11 0007512-IN	0319			\$1,406.00		
	00356515-IN				\$14,515.88		
TOTAL REMITTANCE:					\$35,674.08		

The claims listed above (totalling \$35,674.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 5372

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
(needs vendor#) Joanne Hardy 4802 Hamier Dr. Placentia, CA 92870	03-07-11 03-07-11	1900	0748		\$4,960.00		
VC4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	02-24-11 03-03-11	1900 00569 1900 00580	0739 0739		\$671.74 \$250.00 \$921.74		
VC1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	03-10-11 11219	1300			\$705.48		
VC4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	03-01-11 206866	1900	0741		\$143.20		
VC5233-2 AT&T PO Box 989048 West Sacramento, CA 95798-9048	03-02-11 000002187652	0309			\$388.93		
VC4739 ADT Security Services Inc. P.O. Box 371956 Pittsburgh, PA 15250-7956	03-05-11 43465771	1300			\$182.02		
VC000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	03-05-11 8448400250276198	0700	0702		\$138.95		
VC6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-02-11 10-5-5793	1400	0710		\$534.06		
VC9914 Ray-Lite Industries, Inc. 547 Apollo Street, Suite A Brea, CA 92821	02-28-11 2202	1000			\$94.61		
TOTAL REMITTANCE:					\$8,068.99		

The claims listed above (totaling \$8,068.99) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 03/23/11
REPORT NO: 5373

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
VC4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	02-17-11	1800	0725				
	552640839001				\$121.37		
	02-22-11	1800	0725				
	553028125001				\$190.49		
	03-03-11	1800	0725				
	554393762001				\$39.06		
					\$350.92		
VC4591 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	02-23-11	1800	0725				
1530568				\$69.68			
VC8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	03-17-11	1800	0726				
	24574				\$59.81		
TOTAL REMITTANCE:					\$480.41		

The claims listed above (totaling \$480.41) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 03/23/11
REPORT NO: 5374

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
VC10034 D&R Office Works, Inc 9956 Baldwin Place El Monte, CA 91731	03-16-11 0083675-IN	4200			\$682.96		
VC10088 EARTEL 1316 W. Maurentania St. Wilmington, CA 90744	02-28-11 5133	4200			\$255.00		
VC4156 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	02-22-11 35775	4200			\$618.94		
VC4739 ADT Security Services Inc. P.O. Box 371956 Pittsburgh, PA 15250-7956	02-21-11 42401671	4200			\$844.62		
TOTAL REMITTANCE:					\$2,401.52		
<p>The claims listed above (totalling \$2,401.52) 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: 03/23/11
REPORT NO: 5375

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
(needs vendor #) OverDrive, Inc. 8555 Sweet Valley Drive, Suite N Cleveland, OH 44125	03-01-11 H-006441	2400	0760		\$2,500.00		
VC5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	02-01-11 905791	2400	0760		\$128.82		
VC0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	01-07-11 1080737741	2400	0760		\$34.76		
	01-20-11 1080843220	2400	0760		\$69.60		
	02-01-11 1080890801	2400	0760		\$34.80		
	02-04-11 1080923887	2400	0760		\$65.48		
	02-08-11 1080944012	2400	0760		\$34.80		
	02-11-11 1080958707	2400	0760		\$34.80		
	02-18-11 1081011106	2400	0760		\$26.60		
	02-25-11 1081050251	2400	0760		\$38.88		
	02-25-11 1081058271	2400	0760		\$34.80		
	03-04-11 1081090150	2400	0760		\$65.52		
					\$440.04		
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-04-11 W58189130	2400	0760		\$30.89		
	01-04-11 W58377960	2400	0760		\$74.73		
	01-04-11 W58378250	2400	0760		\$99.95		
	01-05-11 W56667420	2400	0760		\$20.51		
	01-05-11 W57588770	2400	0760		\$11.66		
	01-05-11 W57588760	2400	0760		\$12.47		
					\$250.21		
TOTAL REMITTANCE:					\$3,319.07		

The claims listed above (totalling \$3,319.07) 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: 03/23/11
REPORT NO: 5376

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-05-11	2400	0760				
	W57728510				\$13.27		
	01-05-11	2400	0760				
	W58185330				\$18.90		
	01-05-11	2400	0760				
	W57281820				\$18.90		
	01-07-11	2400	0760				
	W58721900				\$37.36		
	01-07-11	2400	0760				
	W58723450				\$30.83		
	01-10-11	2400	0760				
	W57728500				\$19.70		
	01-10-11	2400	0760				
	W57852820				\$16.49		
	01-10-11	2400	0760				
	W57715980				\$12.47		
	01-10-11	2400	0760				
	W5836610				\$14.08		
	01-10-11	2400	0760				
	W58445630				\$18.90		
	01-10-11	2400	0760				
	W58536620				\$18.90		
	01-17-11	2400	0760				
W59282060				\$14.60			
01-17-11	2400	0760					
W58800410				\$17.06			
01-17-11	2400	0760					
W59282020				\$18.69			
01-20-11	2400	0760					
W59488560				\$18.66			
01-21-11	2400	0760					
W59290560				\$20.51			
01-21-11	2400	0760					
W58511960				\$13.27			
01-28-11	2400	0760					
W60138530				\$34.68			
02-16-11	2400	0760					
W61467920				\$20.31			
02-16-11	2400	0760					
W61473080				\$18.70			
02-25-11	2400	0760					
W61804960				\$55.30			
02-25-11	2400	0760					
W6168440				\$20.31			
				\$471.89			
TOTAL REMITTANCE:					\$471.89		

The claims listed above (totaling \$471.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 5377

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	02-25-11	2400	0760				
	W61803300				\$47.85		
	01-04-11	2400	0760				
	4009684432				\$32.39		
	01-07-11	2400	0760				
	4009668284				\$15.81		
	01-07-11	2400	0760				
	4009668286				\$21.63		
	01-07-11	2400	0760				
	4009668287				\$147.35		
	01-07-11	2400	0760				
	4009668288				\$40.55		
	01-07-11	2400	0760				
	4009668289				\$41.55		
	01-07-11	2400	0760				
	4009668290				\$19.56		
	01-07-11	2400	0760				
	4009668291				\$47.71		
	01-07-11	2400	0760				
	4009668292				\$74.29		
01-07-11	2400	0760					
4009668293				\$144.20			
01-07-11	2400	0760					
4009668294				\$14.60			
01-07-11	2400	0760					
4009668295				\$67.06			
01-07-11	2400	0760					
4009668296				\$20.36			
01-07-11	2400	0760					
4009668297				\$16.50			
01-07-11	2400	0760					
4009668298				\$17.16			
01-07-11	2400	0760					
4009668299				\$106.17			
01-07-11	2400	0760					
4009668300				\$53.99			
01-07-11	2400	0760					
4009668301				\$132.11			
01-07-11	2400	0760					
4009668302				\$18.74			
01-07-11	2400	0760					
4009668303				\$53.82			
01-07-11	2400	0760					
4009668304				\$11.23			
				\$1,144.63			
TOTAL REMITTANCE:					\$1,144.63		
The claims listed above (totaling \$1,144.63) 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.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 5378

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-07-11	2400	0760				
	4009673025				\$23.65		
	01-07-11	2400	0760				
	4009673026				\$55.28		
	01-07-11	2400	0760				
	4009673027				\$20.32		
	01-07-11	2400	0760				
	4009673028				\$22.53		
	01-07-11	2400	0760				
	4009673029				\$12.52		
	01-07-11	2400	0760				
	4009673030				\$34.86		
	01-07-11	2400	0760				
	4009673031				\$87.00		
	01-07-11	2400	0760				
	4009673032				\$26.53		
	01-07-11	2400	0760				
	4009673033				\$137.92		
	01-07-11	2400	0760				
	4009673034				\$244.68		
	01-07-11	2400	0760				
	4009673035				\$732.18		
	01-07-11	2400	0760				
4009673036				\$404.29			
01-07-11	2400	0760					
4009673037				\$18.06			
01-07-11	2400	0760					
4009673038				\$279.85			
01-07-11	2400	0760					
4009668239				\$40.08			
01-11-11	2400	0760					
4009691849				\$5.91			
01-17-11	2400	0760					
4009698632				\$184.08			
01-17-11	2400	0760					
4009698073				\$86.00			
01-17-11	2400	0760					
4009681362				\$33.62			
01-17-11	2400	0760					
4009681363				\$30.06			
01-17-11	2400	0760					
4009681364				\$101.11			
01-17-11	2400	0760					
4009681365				\$40.70			
				\$2,621.23			

TOTAL REMITTANCE: \$2,621.23

The claims listed above (totalling \$2,621.23) 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.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 5379

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-17-11	2400	0760				
	4009681366				\$27.77		
	01-17-11	2400	0760				
	4009681367				\$13.32		
	01-17-11	2400	0760				
	4009681368				\$8.59		
	01-17-11	2400	0760				
	4009681369				\$157.15		
	01-17-11	2400	0760				
	4009681370				\$32.48		
	01-17-11	2400	0760				
	4009681371				\$107.96		
	01-17-11	2400	0760				
	4009681372				\$9.52		
	01-17-11	2400	0760				
	4009681373				\$23.09		
	01-17-11	2400	0760				
	4009681374				\$35.69		
	01-17-11	2400	0760				
	4009681375				\$66.55		
	01-17-11	2400	0760				
	4009681376				\$14.62		
	01-17-11	2400	0760				
4009681377				\$43.43			
01-17-11	2400	0760					
4009681378				\$60.59			
01-17-11	2400	0760					
4009681379				\$14.62			
01-24-11	2400	0760					
4009705001				\$26.80			
01-26-11	2400	0760					
4009690589				\$16.93			
01-26-11	2400	0760					
4009690591				\$25.50			
01-26-11	2400	0760					
4009690592				\$102.35			
01-26-11	2400	0760					
4009690593				\$24.14			
01-26-11	2400	0760					
4009690594				\$27.92			
01-26-11	2400	0760					
4009690595				\$16.96			
01-26-11	2400	0760					
4009690596				\$22.86			
				\$878.84			
TOTAL REMITTANCE:					\$878.84		

The claims listed above (totaling \$878.84) 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: 03/23/11
REPORT NO: 5380

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
VC4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	01-26-11	2400	0760				
	4009690597				\$61.37		
	01-26-11	2400	0760				
	4009690598				\$245.68		
	01-26-11	2400	0760				
	4009690600				\$19.68		
	01-26-11	2400	0760				
	4009690601				\$60.85		
	01-26-11	2400	0760				
	4009690602				\$64.97		
	01-26-11	2400	0760				
	4009690603				\$132.48		
	01-26-11	2400	0760				
	4009690604				\$15.25		
	01-26-11	2400	0760				
	4009690605				\$18.73		
	01-26-11	2400	0760				
	4009698046				\$16.93		
	01-26-11	2400	0760				
	4009698047				\$20.36		
01-26-11	2400	0760					
4009698048				\$13.21			
01-26-11	2400	0760					
4009698049				\$100.47			
01-26-11	2400	0760					
4009698050				\$12.57			
01-26-11	2400	0760					
4009698051				\$14.50			
01-26-11	2400	0760					
4009698052				\$20.48			
01-26-11	2400	0760					
4009698053				\$26.09			
01-26-11	2400	0760					
4009698054				\$22.55			
01-26-11	2400	0760					
4009698055				\$24.87			
01-26-11	2400	0760					
4009698056				\$15.81			
01-26-11	2400	0760					
4009698057				\$75.26			
01-26-11	2400	0760					
4009698058				\$30.43			
01-26-11	2400	0760					
4009698059				\$21.62			
					\$1,034.16		

TOTAL REMITTANCE: \$1,034.16

The claims listed above (totaling \$1,034.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 23

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-15-11 Payroll #23	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/23/11
REPORT NO: 24

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

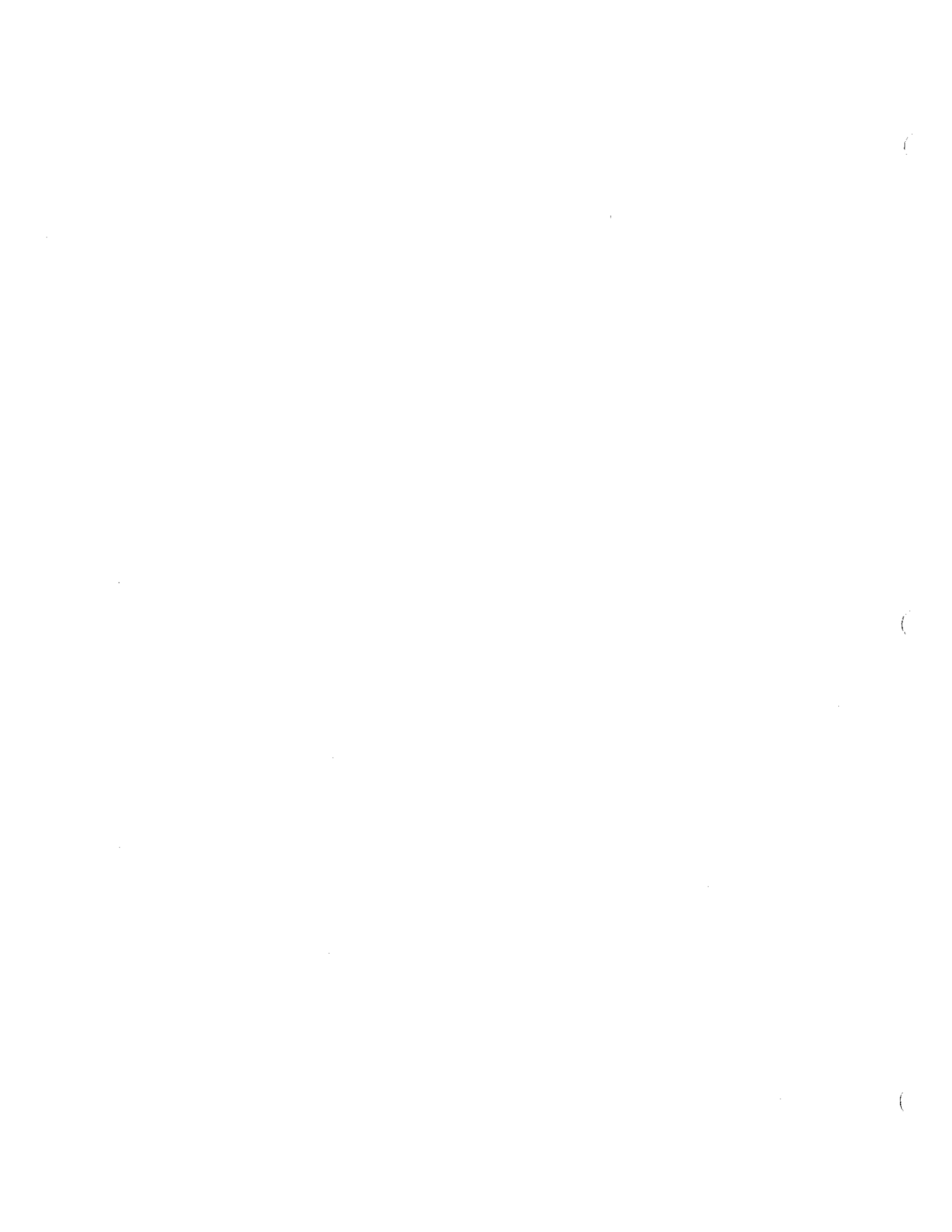
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-29-11 Payroll #24	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The 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: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through December 2010 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger
DATE: March 23, 2011

Summary of Cash and Investments as of February 28, 2011

Cash with Orange County Treasurer Fund 702	10,263.29
Cash with Orange County Treasurer Fund 703	12,238.42
Cash with Orange County Treasurer Fund 706	176,256.88
Cash with Orange County Treasurer Fund 707	1,129,723.81
Cash with Orange County Treasurer Fund 708	11,942.07
General Fund Checking – Bank of the West	100,370.46
General Fund Savings – Bank of the West	284,220.32
Payroll Checking – Wells Fargo Bank	118,115.89
Total Cash and Investments	1,843,131.14

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



Jeanette Contreras
Library Director

PLACENTIA LIPSON DISTRICT
 YTD REVENUE REPORT
 February 28, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,668,964	982,495	686,469	58.9%
6220		Property Taxes - Current Unsecured	61,932	64,609	-2,677	104.3%
6230		Property Taxes - Prior Secured	0	-	0	100.0%
6240		Property Taxes - Prior Unsecured	0	-	0	100.0%
6250		Taxes - Spec Dist Augmentation	3,962	4,112	-150	103.8%
6280		Property Taxes - Curr Supplemental	14,621	13,476	1,145	92.2%
6300		Property Taxes - Prior Supplemental	5,847	3,598	2,249	61.5%
6540		Penalties & Costs on Delinq Taxes	1,563	1,129	434	72.2%
REVENUE FROM USE OF MONEY & PROPPY						
6610		Interest	8,456	4,555	3,901	53.9%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	12,476	7,684	4,792	61.6%
6970		State - Other	18,844	7,684	11,160	40.8%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)	30,000	50,514	-20,514	168.4%
		Passports	62,800	47,101	15,699	75.0%
		DVD Rental	4,000	5,105	-1,105	127.6%
		Meeting Room	4,000	6,365	-2,365	159.1%
		Test Proctor	0	1,650	0	100%
		FY 09/10 Funds Available	262,713			
TOTAL REVENUES FY 10/11:			2,160,178	1,200,076		55.6%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	45,178	0	100.0%
		Emergency Payroll	0	26,562	0	100.0%
		City of Placentia Tax Sharing Agreement	0	3,896	0	100.0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

February 28, 2011

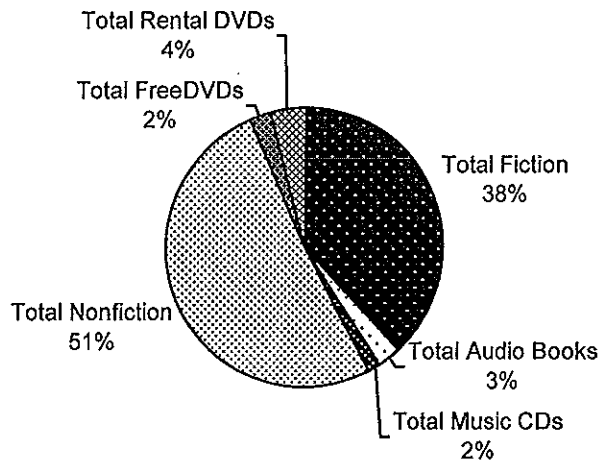
58% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,080,094	621,824	0.58	\$458,270
0200	Retirement	77,295	44,152	0.57	\$33,143
0301	Unemployment Insurance	6,000	464	0.08	\$5,536
0306	Health Insurance	106,622	71,129	0.67	\$35,493
306	Employee Assistance Program	787	434	0.55	\$353
0308	Dental Insurance	15,274	9,683	0.63	\$5,591
0309	Life Insurance	8,324	5,165	0.62	\$3,159
0310	AD & D Insurance	4,737	3,769	0.80	\$968
0319	Vision Insurance	2,486	1,752	0.70	\$734
0350	Workers' Compensation Insurance	10,000	3,879	0.39	\$6,121
	TOTAL	\$1,311,619	\$762,251	0.58	\$549,368
SERVICES & SUPPLIES					
0700	Communications	17,000	4,410	0.26	\$12,590
0900	Food	1,000	849	0.85	\$151
1000	Household Expenses	8,000	8,865	1.11	-\$865
1100	Library Insurance	15,000	11,291	0.75	\$3,709
1300	Maintenance, Equipment	25,000	14,537	0.58	\$10,463
1400	Maintenance, Buildings & Improvements	65,000	12,680	0.20	\$52,320
1600	Memberships	4,700	4,483	0.95	\$217
1800	Office Expenses	35,000	19,369	0.55	\$15,631
1803	Postage	5,000	2,394	0.48	\$2,606
1900	Prof./Specialized Services	149,100	44,395	0.30	\$104,705
1912	Investment Administrative Fees	1,500	818	0.55	\$682
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	1,000	282	0.28	\$718
2200	Rents & Leases - Buildings & Improvements	35,000	43,099	1.23	-\$8,099
2400	Books/Library Materials	150,000	56,134	0.37	\$93,866
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	6,500	6,404	0.99	\$96
2800	Utilities	85,000	54,296	0.64	\$30,704
	TOTAL	\$606,800	\$284,306	0.47	\$322,494
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,187	0.88	\$813
	OPERATING EXPENSES	\$1,918,419	\$1,052,745	0.55	\$865,674
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$10,000	\$11,668	1.17	-\$1,668
4200	Structures/Improvements	100,000	\$90,071	0.00	\$9,929
5200	Contingency Funds	\$124,759	\$0	0.00	\$124,759
	TOTAL	\$234,759	\$101,739	0.43	\$133,020
TOTAL BUDGET (Fund 707)					
		\$2,160,178	\$1,154,484	0.53	\$1,005,694
Reserves	General Reserves	\$10,000	\$0	0.00	\$10,000
	702-Equipment & Structural Repair Fund	\$10,265	\$1	0.00	\$10,264
	703-Automated Replacement Fund	\$12,236	\$1	0.00	\$12,235
	706-Interest & Sinking Bond Redemption	\$175,985	\$15	0.00	\$175,970
	708-Unused Sick Leave Payoff Reserve	\$11,939	\$1	0.00	\$11,938
	Impact Fees	\$42,732	\$0	0.00	\$42,732

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 THROUGH THE MONTH OF FEB. 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$33,571	2,213	2,753
Total Non-Fiction	\$44,997	1,587	2,754
Total Music CDs	\$1,396	79	80
Total Audio Books	\$2,357	72	72
Total Free DVDs	\$2,130	87	98
<u>Total Rental DVDs</u>	<u>\$3,681</u>	<u>105</u>	<u>132</u>
TOTAL MATERIALS	\$88,132	4143	5889



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 2010-2011 THROUGH THE MONTH OF FEBRUARY 2011
 Prepared by Kate 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	\$7,265	373	398	\$164	3	15	\$7,430	376	413	\$1,070	37	38	\$8,500	413	451
Adult Non-Fiction	\$17,051	790	794	\$331	16	21	\$17,382	806	815	\$182	8	8	\$17,564	814	823
Adult Reference	\$664	8	8	\$0	0	0	\$664	8	8	\$25	1	1	\$689	9	9
Adult Magazines	\$5,180	97	1178	\$0	0	0	\$5,180	97	1178	\$0	0	0	\$5,180	97	1,178
Adult Rental DVDs	\$7,770	2	0	\$0	0	0	\$7,770	2	0	\$0	0	0	\$7,770	2	0
Adult on-line databases	\$30,664	897	1980	\$331	16	21	\$30,996	913	2001	\$207	9	9	\$31,202	922	2010
Total Adult Non-Fiction	\$37,830	1270	2378	\$496	19	36	\$38,425	1289	2414	\$1,276	46	47	\$39,702	1335	2461
TOTAL ADULT PRINT MATERIALS	\$43,987	1497	2605	\$496	19	36	\$44,483	1,516	2,641	\$2,039	84	85	\$46,522	1,600	2,726
Adult Music CDs	\$1,354	77	77	\$0	0	0	\$1,354	77	77	\$998	24	24	\$1,751	101	101
Adult Audio Books	\$1,839	48	48	\$0	0	0	\$1,839	48	48	\$164	3	3	\$2,004	51	51
Adult Free DVDs	\$598	18	18	\$0	0	0	\$598	18	18	\$0	0	0	\$598	18	18
Adult Rental DVDs	\$2,267	84	84	\$0	0	0	\$2,267	84	84	\$200	11	11	\$2,468	95	95
TOTAL ADULT NON-PRINT MATERIALS	\$6,057	227	227	\$0	0	0	\$6,057	227	227	\$762	38	38	\$6,820	265	265
TOTAL ADULT MATERIALS	\$50,044	1724	2832	\$496	19	36	\$50,540	1743	2868	\$2,801	122	123	\$53,341	1865	2891
Juvenile Fiction	\$18,105	1,207	1,717	\$0	0	0	\$18,105	1,207	1,717	\$836	58	62	\$18,941	1,265	1,779
Young Adult Fiction	\$8,201	633	638	\$0	0	0	\$8,201	633	638	\$305	18	18	\$8,506	651	656
Total Juvenile Fiction	\$26,306	1,840	2,355	\$0	0	0	\$26,306	1,840	2,355	\$1,140	76	80	\$27,446	1,916	2,435
Juvenile Non-Fiction	\$11,780	603	617	\$0	0	0	\$11,780	603	617	\$65	4	4	\$11,845	607	621
Young Adult Non-Fiction	\$1,469	68	68	\$0	0	0	\$1,469	68	68	\$146	7	10	\$1,615	75	78
Juvenile Reference	\$88	3	3	\$366	22	22	\$454	25	25	\$0	0	0	\$454	25	25
Juvenile Magazines	\$597	15	96	\$0	0	0	\$597	15	96	\$0	0	0	\$597	15	96
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$14,333	690	774	\$366	22	22	\$14,699	712	796	\$211	11	14	\$14,910	723	810
TOTAL JUVENILE PRINT MATERIALS	\$40,638	2,530	3,129	\$366	22	22	\$41,005	2,552	3,151	\$1,351	87	94	\$42,356	2,639	3,245
Juvenile Music CDs	\$42	2	3	\$0	0	0	\$42	2	3	\$20	1	1	\$62	3	4
Juvenile Audio Books	\$518	24	24	\$0	0	0	\$518	24	24	\$0	0	0	\$518	24	24
Juvenile Free DVDs	\$1,532	69	80	\$0	0	0	\$1,532	69	80	\$0	0	0	\$1,532	69	80
Juvenile Rental DVDs	\$1,414	21	48	\$0	0	0	\$1,414	21	48	\$0	0	0	\$1,414	21	48
TOTAL JUVENILE NON-PRINT MATERIALS	\$3,506	116	155	\$0	0	0	\$3,506	116	155	\$20	1	1	\$3,526	117	156
TOTAL JUVENILE MATERIALS	\$44,145	2646	3284	\$366	22	22	\$44,511	2668	3306	\$1,371	88	95	\$45,882	2756	3401
Total Fiction	\$33,571	2,213	2,753	\$164	3	15	\$33,735	2216	2768	\$2,210	113	118	\$35,946	2,329	2,886
Total Non-Fiction	\$44,997	1,587	2,754	\$698	38	43	\$45,695	1625	2797	\$417	20	23	\$46,112	1645	2820
Total Music CDs	\$1,396	79	80	\$0	0	0	\$1,396	79	80	\$418	25	25	\$1,813	104	105
Total Audio Books	\$2,357	72	72	\$0	0	0	\$2,357	72	72	\$164	3	3	\$2,522	75	75
Total Free DVDs	\$2,130	87	98	\$0	0	0	\$2,130	87	98	\$0	0	0	\$2,130	87	98
Total Rental DVDs	\$3,681	105	132	\$0	0	0	\$3,681	105	132	\$200	11	11	\$3,881	116	143
TOTAL MATERIALS	\$88,132	4143	5889	\$862	41	56	\$88,994	4184	5947	\$3,410	172	180	\$92,404	4356	6127

Outstanding Orders as of February 2011

General Fund
 \$11,591

Adopt-a-book
 \$132

TOTAL
 \$11,723

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Acting Human Resources/Finance Analyst
SUBJECT: Entrepreneurial Activities Report for February 2011
DATE: February 23, 2011

February 2011 Net Revenue Summary

			YTD	YTD
	Feb-11	Feb-10	2010-2011	2009-2010
Passport	9,075.00	8,635.00	47,101.00	44,261.00
Passport Photos	2,052.00	1,000.00	9,884.00	7,155.00
Test Proctor	300.00	300.00	1,650.00	2,250.00
Meeting Room	1,745.00	490.00	6,365.00	3,190.00
DVD Rentals	462.51	536.00	5,105.01	4,386.00
Total	13,634.51	10,961.00	70,105.01	61,242.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Personnel Report for February 2011
DATE: March 23, 2011

SEPARATION:
None

OPEN POSITIONS:
None

RETIREMENT:
None

WORKERS' COMPENSATION LEAVE:
None

APPOINTMENTS:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: March 23, 2011

MONTHLY STATISTICS

February 2011

CIRCULATION			Y-T-D	Y-T-D	Y-T-D
	Feb-11	Feb-10	2010-11	2009-10	% change
NEW PATRON REGISTRATIONS	284	383	2,624	3,023	-13.2%
TOTAL CIRCULATION	16,225	16,644	144,603	142,285	1.6%
TOTAL ACTIVE BORROWERS	9,327	16,638	122,297	142,165	-14.0%
ATTENDANCE*	12,728	20,929	136,833	194,693	-29.7%
Adult Fiction	2,662	2,390	24,669	25,355	-2.7%
Adult Nonfiction	2,158	2,073	20,407	19,692	3.6%
Adult Magazines	259	333	3,068	2,859	7.3%
Adult Music CDs	363	465	3,092	3,052	1.3%
Adult Audio Books	591	585	5,161	5,345	-3.4%
Adult Free DVDs	372	641	3,698	3,474	6.4%
Adult Rental DVDs	449	547	3,934	4,539	-13.3%
JV Fiction	5,310	5,118	48,307	46,604	3.7%
YA Fiction	534	451	4,845	5,272	-8.1%
JV Nonfiction	1,608	1,517	10,046	9,739	3.2%
YA Nonfiction	35	26	329	282	16.7%
JV Magazines	2	1	64	40	60.0%
JV Music CDs	31	38	424	293	44.7%
JV Audio Books	39	40	234	232	0.9%
JV Free DVDs	672	598	6,538	6,369	2.7%
JV Rental DVDs	160	135	1,331	1,394	-4.5%

* Attendance was only available from 2/10/11; the first day the library reopened it's main entrance.

PATRON COUNT*

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.	Total div 2
9:00	-	255	387	202	413	378	1,635	0
10:00	-	352	297	164	294	567	1,674	0
11:00	-	392	234	366	268	631	1,891	0
12:00	-	507	174	145	243	685	1,754	0
1:00	1,049	423	586	261	249	336	2,904	0
2:00	480	825	409	374	249	458	2,795	0
3:00	616	490	385	460	435	451	2,837	0
4:00	585	770	486	603	584	316	3,344	0
5:00	-	483	507	634	605	-	2,229	0
6:00	-	459	559	381	599	-	1,998	0
7:00	-	290	295	549	237	-	1,371	0
8:00	-	283	229	272	319	-	1,103	0
Total/Day	2,730	5,529	4,548	4,411	4,495	3,822	25,535	12,768
								Grand Total

* Patron counts were only available after 02/10/11, this was the first day the library reopened it's main entrance.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total per hour
9:00	0	0	1	2	1	3	7
10:00	0	0	5	5	0	5	15
11:00	0	4	1	1	1	10	17
12:00	0	0	0	1	1	15	17
1:00	20	3	2	1	1	14	41
2:00	15	3	7	1	6	11	43
3:00	14	1	2	5	0	10	32
4:00	4	4	0	1	6	4	19
5:00	0	5	1	6	5	0	17
6:00	0	5	10	3	7	0	25
7:00	0	8	5	6	1	0	20
8:00	0	0	5	2	1	0	8
Total per day	53	33	39	34	30	72	261
							Grand Total

STAFF ACTIVITY

- Feb. 06, 2011 – Laura Mitchell attended SRC committee meeting.
- Feb. 09, 2011 – Circulation staff broke down temporary desks.
- Feb. 10, 2011 – Set up new circulation desk.
- Feb. 21, 2011 – Fernando set up and ran tests on the new passport office credit card machine.
- Feb. 20, 2011 – Laura Mitchell attended SRC committee meeting.
- Feb. 23, 2011 – Fernando attended supervisors meeting.

ONGOING PROJECTS

N/A

NEW PROJECTS AND ACTIVITIES

N/A



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: March 23, 2011

CITY OF PLACENTIA
INVOICES

PERIOD COVERED FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-10	08/31/10	6,892.73	1,452.50	142.50	14.42	\$8,502.15
Aug-10	10/12/10	6,848.56	1,425.50	142.50	*	\$8,443.56
Sep-10	10/28/10	6,571.73	1,452.50	142.50	*	\$8,166.73
Oct-10	11/23/10	4,688.88	1,452.50	142.50	*	\$6,283.88
Nov-10	12/08/10	3,832.05	1,452.50	142.50	*	\$5,427.05
Dec-10	02/01/11	3,337.15	1,452.50	142.50	*	\$4,932.15
Jan-11	02/15/11	3,412.40	1,452.50	142.50	7.68	\$5,015.08
Feb-11	3/17/11	3,401.08	1452.50	142.50	7.64	\$5,003.72
Mar-11	*	*	*	*	*	*
Apr-11	*	*	*	*	*	*
May-11	*	*	*	*	*	*
Jun-11	*	*	*	*	*	*
TOTAL		38,784.58	11,620.00	1,140.00	29.74	\$51,774.32
AVG		4,848.07	1,452.50	142.50	3.71	\$6,471.79

* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
Jul-09	02/03/10	7,927.04	1,605.36	137.25	70.71	9,740.36
Aug-09	02/03/10	7,315.95	1,605.36	134.30	12.79	9,068.40
Sep-09	02/03/10	7,803.57	1,605.36	142.53	12.77	9,564.23
Oct-09	02/03/10	3,853.51	1,605.36	*	12.78	5,471.65
Nov-09	02/03/10	3,835.72	1,605.36	138.05	12.80	5,591.93
Dec-09	02/03/10	3,327.17	1,605.36	132.42	*	5,064.95
Jan-10	05/10/10	3,327.17	1,605.36	132.11	*	5,064.64
Feb-10	05/10/10	3,306.59	1,605.36	132.11	*	5,044.06
Mar-10	05/10/10	3,802.36	1,605.36	142.50	14.39	5,564.61
Apr-10	5/10&8/5/10	3,796.14	1,605.36	142.50	14.39	5,558.39
May-10	5/10&8/5/10	3,948.92	1,605.36	142.50	14.44	5,711.22
Jun-10	5/10&7/15/10	7,023.20	1,605.36	142.50	14.41	8,785.47
TOTAL		59,267.34	19,264.32	1,518.77	179.48	\$80,229.91
AVG		4,938.94	1,605.36	138.07	19.94	\$6,685.82

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Joanne Hardy, Interim Library Director
SUBJECT: Library Director's Report for February 2011
DATE: March 23, 2011

Accomplishments in February 2011

Installation of materials security system (3M), new Circulation and Reference desks, Art Wall lighting, shelving for Friends Bookstore area

Professional cleaning of Atrium/Lobby

Re-opened front entrance on Thursday, February 10 at 9:00 a.m.

Re-established connections for damaged telephone lines

Requested estimates for a deep cleaning of the library after completion of the remodel.

Completed transfer of responsibility for Meeting Room Reservations from Administrative Assistant to Library Clerk.

Meetings

Meeting with President Wood – Wednesday, February 9 & Thursday, February 17

Library Board of Trustees meeting – February 28

PLFF Meeting – February 14th

Meeting with Emercon Restoration & Interior for cleaning estimate – February 8

Meeting with Better Floors for cleaning estimate – February 17

Manager's meetings – February 1, 15, & 22

Projects in Progress

Author's Luncheon



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: AL SHKOLER, INTERIM IT PERSONNEL
SUBJECT: IT Report for March 2011
DATE: MARCH 23, 2011

Activities Report:

Attended the Technology Petty Zoo with Katie at the Anaheim Library. The workshop was put on by Info People and provided the attendees with an opportunity to try 30 or 40 electronic devices. We were able to try the Ipad and compare it to a competitive product from Samsung. There were several brands of smart phones including Droid and iPhone. And laptop computers, digital cameras, an Xbox with Kinect and more. They all worked so you could see if you could figure out how to turn them on and then go from there.

Achievements

Configured and installed more computers for staff. Replaced one of the oldest computers with one reconfigured with parts from two somewhat newer computers.

The new backup system on the cloud (files reside in a computer somewhere out on the web) is mostly working. One file of the almost 39,000 files we back up every day doesn't want to be backed up. By the time you read this the problem should be resolved.

Taught several classes in the lab. Nadia has scheduled classes out to August. It's still fun and I still get surprised by some of the things that students find particularly interesting.

Since the board authorized purchase of MS Office for the staff everyone is now using Word, Powerpoint, Excel, etc. This has negated our need for Google docs and related products. We are not renewing our contract with them and have entered into a new agreement with Network Solutions (NS). Google would have cost around \$2,000 for one year. NS will cost \$376 for five years. Included in that price is hosting for a web site. We will transition from hosting on our own local (and ancient) computer to NS in the near future. It will be faster and if we lose power our site will still be up.

The monitor in the front hallway is up and running continuing info on upcoming events.

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 February 2011
DATE: March 23, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	February 2011	February 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
Phone reference:	57	23	385	196	96.43%
In person reference/research:	751	656	4934	4146	19.01%
Total Reference	808	679	5319	4348	22.33%
Total Number of Programs	24	25	191	202	-5.45%
Total Programs Attendance	738	800	7171	6458	11.04%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	45
Read to the Dogs	1	20
Preschool Story Times I & II: 3-6 years	8	147
Pocket Tales: Stories, music, and movement.	4	99
Lap Sit 24 months & younger	4	228
P-TAC	2	56
Family Game Day	1	35
Super STAR Storytime	1	13
2/5 Lunar New Year	1	50
2/12 Valentine's Day Stories and Crafts	1	45
Total February 2011	24	738
Total February 2010	25	800

Current FY to date	191	7,171
Previous FY to date	202	6,458

Achievements:

- Lori Worden attended St. Joseph School's Community Appreciation Program with Trustee Jean Turner on Feb. 2.
- Lori Worden supervised the El Dorado High School "Be Active" Club at the Miss Placentia/ Yorba Linda Pageant on Feb. 19. The teens sold snacks and soft drinks to those attending the program. The Rotary Club and the Placentia Library sponsor this program to help raise funds for this high school group.
- Coleen Wakai attended the SCLC YA Librarians Interest Group meeting on February 23.
- Children's staff attended the Children's / Reference staff meeting on Feb. 16.
- Children's staff attended e-book Overdrive training on Feb. 15.
- Children's staff and Reference staff donated items for a silent auction basket for the Placentia Library Friends Foundation Author Luncheon held on March 5.
- Lori Worden served as Library "In Charge" staff member on Feb. 9, 10, and 12 due to the Director's maternity leave.

In-Progress

- Lori Worden coordinated with Brookhaven Elementary School to have student artwork displayed in the Children's area during the month of March. Dixie Shaw will be sponsoring a student reception in the library in March.
- Children's staff is currently planning the Summer Reading Program. Plans were made for Wednesday programs for children during the summer, donations and prizes.
- Brenda Ramirez and Lori Worden made plans for the upcoming El Dia de los Ninos program planned for April 30. Brenda Ramirez applied for a \$250.00 El Dia De Los Ninos Grant from the Orange County Chapter of Reforma.
- The Children's Department is also planning for the Eggcitement Program on April 23. PLFF donated \$500.00 towards this program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Toby Silberfarb, Library Assistant Children's / Volunteers
SUBJECT: Volunteer Report for February, 2011
DATE: March 23, 2011

Volunteer Hours:

	February 2011	February 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
History Room	40	31	335.5	353.5	-5.09%
PLFF	511	508	2972	3799	-21.77%
Library (General)	106	235	2855.5	2672.5	6.85%
Technical	64	8	192.25	51	276.96%
Homework Club	88	157	553	598	-7.53%
Adult Literacy	92	68	362	330	1.10%
PTAC (beg 1/11)	179.25		305.25		

Achievements:

- Held a F.I.R.S.T. family book discussion (**Happy Birthday to You**)
- Supervised the Placentia Achieves School Success (P.A.S.S.) homework club

Projects in Progress:

- Collection development and weeding of children's 000.0 to 499.99 and Parent/teacher collection
- Supervising a One-Stop adult volunteer
- Working on the children's Summer Reading Program planning and preparation
- Planning F.I.R.S.T. book discussions for July through December 2011

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian
SUBJECT: Reference and Adult Services Monthly Activity Report for February 2011

DATE: MARCH 23, 2011

MONTHLY STATISTICS

Adult Services Programs

		February 2011
February 2, 2011	Play Reading: Tesla's Letters	9
February 2, 2011	Tech Help	3
February 5, 2011	Computer Workshop: Introduction to E-Mail	9
February 8, 2011	Book Discussion: Worse Than Watergate	11
February 9, 2011	Computer Workshop: Introduction to the Internet	7
February 9, 2011	Tech Help	6
February 16, 2011	Computer Workshop: Internet Basics	7
February 16, 2011	Tech Help	6
February 23, 2011	Computer Workshop: Introduction to E-Mail	4
February 23, 2011	Tech Help	4
		66

Reference Desk Activity

	February 2011	February 2010	Y-T-D 2010-2011	Y-T-D* 2009-10	Y-T-D % change
Reference -- in person	894	1232	8292	9876	-16.04%
Reference -- telephone	286	360	2633	2458	7.12%
Reference -- email/chat	0	0	1	0	100.00%
Technology assistance	480	708	5252	5298	-0.87%
Guest passes	142	18	1276	126	912.70%
Public computer use (desktops)	2940	2727	23285	22949	1.46%
Public computer use (express laptops)	312	1207	7374	13026	-43.39%
In library use -- cleanup	2736	3256	27493	26764	2.72%
Adult Program Attendance*	66	0	707	0	100.00%

**No data for FY 2009-2010*

ACHIEVEMENTS

- *Katie Matas* proctored six exams.
- *Kathy Staymates* continues to update the Librarians' Choice book trough.
- *Kathy Staymates* updated the book troughs to display books celebrating Valentine's Day and Black History Month.
- *Kathy Staymates* created a bibliography and a PowerPoint presentation featuring Renoir for Dixie Shaw's Artist of the Month program.
- *Gary Bell and Jean Turner* led the February 2nd play reading of *Tesla's Letters* by Jeffrey Stanley.
- *Trustee Shkoler* prepared materials and taught the Introduction to E-Mail Computer Workshop on February 5th.
- *Martha Leonard* led the February 8th book discussion of *Worse than Watergate* by John Dean.
- *Trustee Shkoler* prepared materials and taught the Introduction to the Internet Computer Workshop on February 9th.
- *Nadia Dallstream* prepared materials and taught Internet Basics on February 16th.
- *Trustee Shkoler* prepared materials and taught Introduction to E-Mail on February 23rd.
- *Nadia Dallstream* is coordinating the Tech Volunteer Program and Computer Workshops. Six volunteers provided 30 hours of assistance.
- *Gary Bell* is coordinating the Adult Literacy Program. Nine Volunteers provided 92 hours of assistance.
- *Gary Bell* connected three Adult Literacy students with tutors.
- *Gary Bell* selected books for the César Chávez bibliography and display.

MEETINGS

- *Kathy Staymates* attended the Summer Reading Celebration meeting on February 6th and February 20th.
- *Nadia Dallstream* attended three Managers/Supervisors Meetings.
- *Kathy Staymates, Katie Matas, Nadia Dallstream and Gary Bell* attended the Adult Services/Reference Meeting on February 23rd.
- *Kathy Staymates, Katie Matas, Nadia Dallstream and Gary Bell* attended the Adult Services and Children's Services Staff Meeting on February 16th.

IN PROGRESS

- *Gary Bell* is preparing for the March 2nd Play Reading of *The Real Thing* by Tom Stoppard.
- *Katie Matasis* preparing for the March 8th Book Discussion of *Plague of Doves* by Louise Erdrich.

- *Nadia Dallstream* is preparing a brochure on computer workshops.

Agenda Item 24
Page 3 of 3

- *Katie Matas and Nadia Dallstream* are preparing to launch the Overdrive e-books subscription.
- *Nadia Dallstream* is working with Trustee Shkoler and volunteers to provide overflow computer workshops.
- *Nadia Dallstream* is coordinating an April 2nd Spanish/English program in celebration of César Chávez Day.
- *Kathy Staymates and Nadia Dallstream* are working on the Adult Summer Reading Program and the Summer Reading Celebration.
- *Nadia Dallstream* is coordinating Computer Workshops and Tech Help for March.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for February 2011
DATE: March 23, 2011

History Room Statistics:

	February 2011	February 2010	Y-T-D 2010-11	Y-T-D* 2009-10	Y-T-D % change
History Room Visitors	12	14	69	71	-2.82%
History Room Volunteer Hours	40	31	292	348	-16.09%

ACHIEVEMENTS:

- *Gary Bell* gave a presentation on the History Room at the Reference & Children's meeting on February 16th.
- *Gary Bell* assisted four patrons with information pertaining to local families.
- *Gary Bell* prepared a document on Literacy Procedures for prospective tutors, along with information for an upcoming brochure and a list of priorities for tutors.
- *Gary Bell* wrote and submitted two articles for the upcoming Quarterly.
- *Gary Bell* contacted three production companies seeking professional videographers for the upcoming DVD project.

IN PROGRESS

- *Gary Bell* is preparing materials and working on the upcoming DVD project.
- *Gary Bell* is preparing for the summer reading program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for February 2011
DATE: March 23, 2011

MONTHLY STATISTICS

Online database usage:

	February 2011	February 2010	Y-T-D 2010-11	Y-T-D 2009-10	Y-T-D % change
General Reference Center	668	141	3,000	1,461	105%
Career Transitions (new for FY10/11)	2	0	259	0	NA
Heritage Quest	329	969	4,141	5,574	-26%
Novelist	34	93	425	414	3%
Tumblebooks	513	607	3,003	2,764	9%
Reference USA	63	47	719	655	9%
	1609	1857	11,547	10,868	6%

Website traffic for February 2011:

In February 2011 we had 19,149 visitors to our website. In February 2010 there were 34,453 page hits. Last year we had 16,446 visitors and 37,940 page hits in February.

STAFF ACTIVITY

- Katie attended a reference meeting.
- Katie met with Jane Herb from Baker & Taylor.
- Katie proctored six exams.
- Katie participated in an online/telephone training for Overdrive.
- Jesus made links to Overdrive on the Library's website's e-book and online database pages to offer patrons the opportunity to use the site before it is publicized. Seven audio books and three e-books were checked out the first week.

ONGOING PROJECTS

- Jesus continues to update Library events on the website and the outside digital sign.
- Katie helped patrons and staff with day-to-day computer and copier questions.
- Katie updates the messages on the telephone system.
- Nadia updates the Library's Facebook account.
- Coleen updates the Library's Flickr and Twitter accounts.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2009-2010 Financial Audit by Linda Hurley, CPA
from Macias Gini & O'Connell.

DATE: March 23, 2011

BACKGROUND

Linda Hurley, CPA from Macias Gini & O'Connell, will present the findings from the Fiscal Year 2009-2010 Audit of Financial Transactions for the Placentia Library District.

Draft reports will be presented at the meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2009-2010.



To the Honorable Board of Trustees of
the Placentia Library District

We have audited the financial statements of the governmental activities and the general fund of Placentia Library District (District) for the year ended June 30, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated September 7, 2010, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated September 7, 2010.

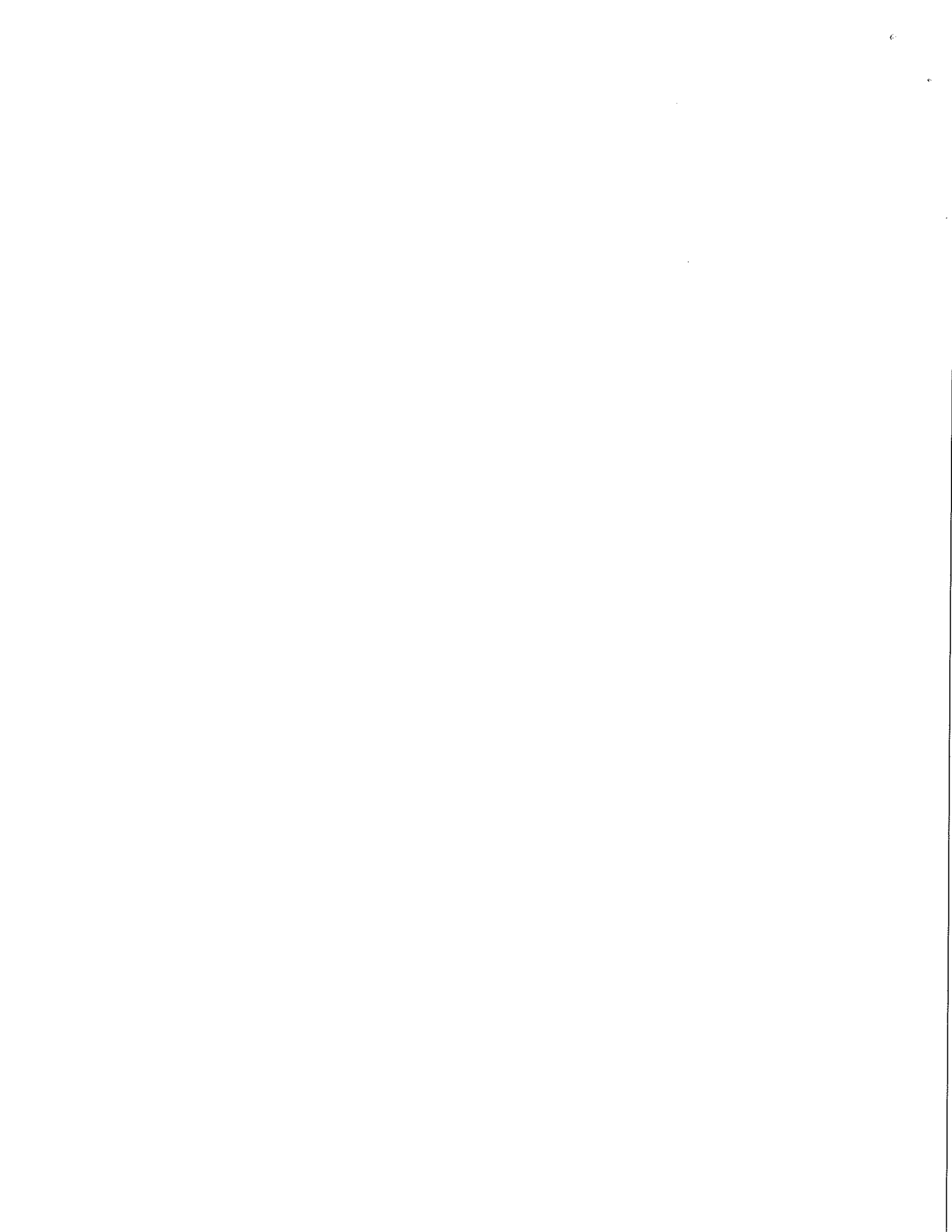
Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2010. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

1. Management's estimate of the depreciation is based on the useful-lives of the capital assets. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.



2. Management's estimate of the compensated absences is based on employees' accrued paid off hours and current salary rates. We evaluated the key factors and assumptions used to develop the compensated absences in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

The District's financial statements are compiled using two accounting information systems as sources of information; the County of Orange's accounting system and the District's accounting system (QuickBooks). Some accounting transactions such as payroll are recorded in both systems and therefore the District goes through a complex elimination process to account for these transactions that are in both systems. But as there are no documented procedures covering this elimination process, we encountered some difficulties in performing audit procedures to verify that the elimination process and therefore the compiled financial statements were accurate and complete.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule summarizes misstatements detected as a result of audit procedures were corrected by management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 28, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Macias Jini & O'Connell LLP

Certified Public Accountants
Newport Beach, California

February 28, 2011

**Placentia Library District
Schedule of Corrected Misstatements
Fiscal Year Ended June 30, 2010
(In Whole Dollars)**

Governmental Activities	Debit	Credit
1 Property Taxes – Current Secured	\$ 87,299	
Property Taxes – Current Supplemental Tax Receivable	1,138	
<i>To reverse prior year's accrual entries.</i>		\$ 88,437
2 Vouchers Payable - Inferred	23,273	
Maintenance – Building & Improvement		23,273
<i>To reverse prior year's accrual entries</i>		
3 General Fund Checking	26,562	
Certificate of Deposit		26,562
<i>To correct the bank balance as of June 30, 2010</i>		
4 Payroll Expenses	36,064	
Payroll Payable		36,064
<i>To accrue payroll expenses as of June 30, 2010</i>		
5 Tax Receivable	55,607	
Property Taxes – Current Secured		54,254
Property Taxes – Current Supplemental		1,353
<i>To accrue property taxes receivable as of June 30, 2010</i>		
6 2200 – R&L Bldg. & Improvements	20,873	
1800 – Office Expense	573	
1900 – Taxes and Fees	1,152	
1900 – Professional & Special Services	2,247	
1001 – Household Expenses	228	
0200 - PARS	2,915	
Vouchers Payable - Inferred		27,988
<i>To accrue vouchers payable as of June 30, 2010</i>		



To the Honorable Board of Trustees
and Management of the Placentia Library District

In planning and performing our audit of the financial statements of the governmental activities and the general fund of the Placentia Library District (District) as of and for the year ended June 30, 2010, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the District's internal control to be significant deficiencies:

During the performance of our audit procedures over the District's financial statements, we noted that 2 accounting information systems are used as sources of information for the District's financial statements (the County of Orange's accounting system and the District's accounting system [QuickBooks]). Significant accounting transactions such as payroll are recorded in both systems. The District uses a third party to process payroll and records payroll transactions in Quickbooks after each pay period. The District also requests transfers from the County to cover the payroll costs. The County records this transfer as payroll in its system. In addition, there are some transactions that originate purely from the District such as library user fees, passport fees and state grants that are processed and recorded by the District in Quickbooks. The cash is then transferred to the County and reflected by the County as revenue as well. The process of compiling financial statements for the District involves combining transactions from both these accounting information systems and eliminating those transactions that are recorded in both systems. This elimination process is complex and there are no documented procedures to assist in this process, but rather a manual individual identification of certain types of transactions is performed in order to complete this elimination. Such an overly complex financial reporting process sometime induces unnecessary errors and makes difficulties to establish a control to prevent and/or detect such errors.



This communication is intended solely for the information and use of management, the Board of Trustees of the Placentia Library District, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Macias Jini & O'Connell LLP

Certified Public Accountants
Newport Beach, California

February 28, 2011



The Honorable Board of Trustees of
The Placentia Library District

**Independent Accountant’s Report on Agreed-Upon Procedures
Applied to Appropriations Limit Worksheets**

We have performed the procedures enumerated below to the accompanying Appropriations Limit worksheet No. 6 of the Placentia Library District (District) for the year ended June 30, 2010. These procedures, which were agreed to by the District and the League of California Cities (as presented in the League publication entitled *Article XIII B Appropriations Limitation Uniform Guidelines*), were performed solely to assist the Placentia Library District in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The Placentia Library District’s management is responsible for the Appropriations Limit worksheet No. 6. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets No. 1 through No. 7 (or other alternative computation) and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the Board of Trustees. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of the Board of Trustees.

Finding: We noted that the limit was not adopted prior to the beginning of the year.

2. For the accompanying Appropriations Limit worksheet No. 6, we added line A, last year’s limit, to line E, total adjustments, and compared the resulting amount to line F, this year’s limit.

Finding: No exceptions were noted as a result of these procedures.

3. We compared the current year information presented in the accompanying Appropriations Limit worksheet No. 6 to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of this procedure.



4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet No. 6 to the prior year appropriations limit adopted by the Board of Trustees during the prior year.

Finding: We noted that the appropriations limit was adopted on August 17, 2009, which was not prior to the beginning of the fiscal year.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet No. 6. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII B of the California Constitution.

This report is intended solely for the information and use of the Board of Trustees and management of the Placentia Library District and is not intended to be and should not be used by anyone other than these specified parties.

Macias Jini & O'Connell LLP

Certified Public Accountants
Newport Beach, California

February 28, 2011

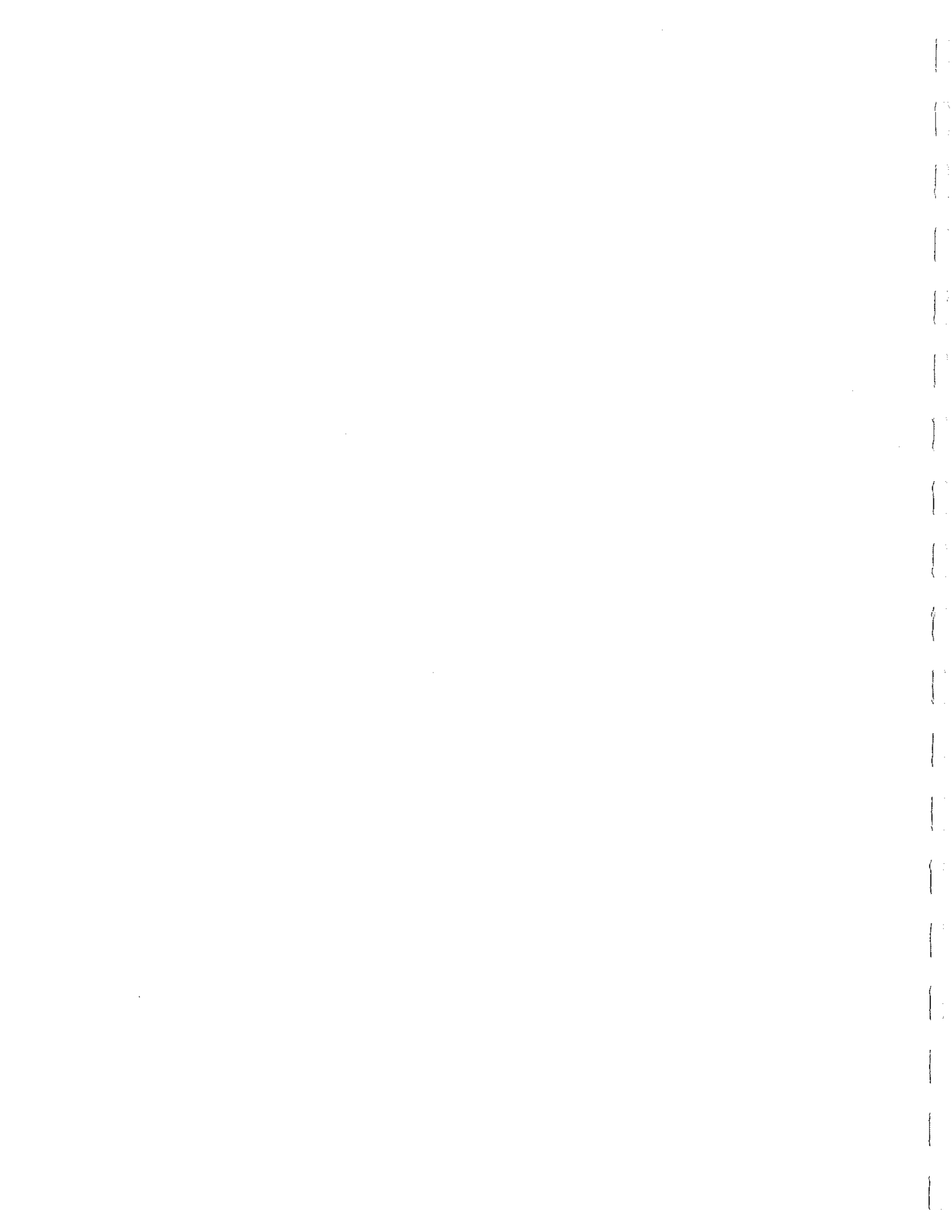
PLACENTIA LIBRARY DISTRICT
APPROPRIATIONS LIMIT WORKSHEET NO.6
FY 2009-2010
BUDGET

	<u>AMOUNT</u>
A. LAST YEAR'S LIMIT	\$ 3,471,892
B. ADJUSTMENT FACTORS	
1. Population %	1.03%
2. Inflation %	<u>0.62%</u>
Total Adjustment %	<u>1.66%</u>
C. ANNUAL ADJUSTMENT \$	57,508
D. OTHER ADJUSTMENTS	<u>-</u>
E. TOTAL ADJUSTMENTS	<u>57,508</u>
F. CURRENT YEAR LIMIT	<u><u>\$ 3,529,400</u></u>

PLACENTIA LIBRARY DISTRICT

Independent Auditor's Report and
Annual financial Statements

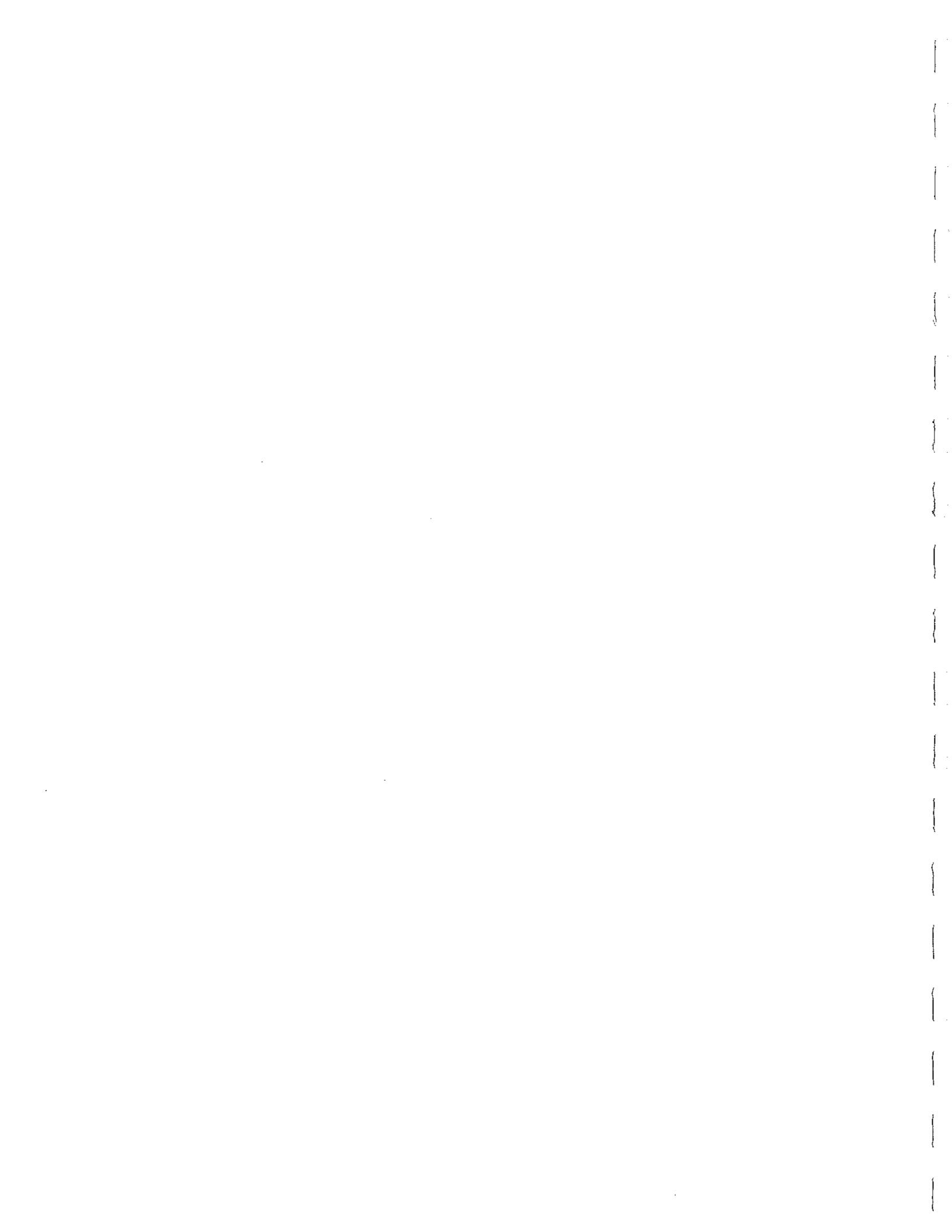
For the Years Ended June 30, 2010



PLACENTIA LIBRARY DISTRICT
Annual Financial Report
For the Year Ended June 30, 2010

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Trustees of
the Placentia Library District

We have audited the accompanying financial statements of the governmental activities and the general fund of the Placentia Library District (District) as of and for the year ended June 30, 2010, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the District as of June 30, 2010, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and other required supplementary information identified in the accompanying table of contents are not a part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we do not audit the information and express no opinion on it

Macias Jini & O'Connell LLP

Certified Public Accountants
Newport Beach, California

February 28, 2011

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PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
June 30, 2010

As management of the Placentia Library District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended June 30, 2010. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements, which can be found on pages 12 to 17 of this report.

Financial Highlights

- ☞ The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$2,841,970 (*net assets*). Of this amount, \$1,852,395 (*unrestricted net assets*) may be used to meet the District's ongoing obligations to citizens and creditors.
- ☞ The District's total net assets increased by \$224,247. This increase is attributable to lower expenses compared to prior years due to the salary/benefit savings, decrease in office supply orders, and book budget decrease.
- ☞ As of the close of the current fiscal year, the District's governmental fund reported an ending fund balance of \$1,918,349, an increase of \$242,953 in comparison with the prior year. 100 percent of this total amount, \$1,918,349 is available for spending at the government's discretion (*unreserved fund balance*).
- ☞ The District's Capital lease decreased by \$23,817 during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements

This report also contains other supplementary information in addition to the basic financial statements themselves.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Placentia District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the District's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in new assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements can be found on pages 12 to 13 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

The government-wide financial statements and fund financial statements can be found on pages 12 to 17 of this report.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 to 28 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$2,841,970 at the close of the most recent fiscal year.

Approximately 35 percent of the District's net assets reflect its investment in capital assets (e.g., land, buildings, furniture and equipment), less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Placentia Library District Net Assets Governmental Activities		
	2009-10	2008-09
Current and other assets	\$1,982,401	\$1,725,122
Capital assets	1,081,017	1,114,962
Total Assets	3,063,418	2,840,084
Long-term liabilities outstanding	157,396	172,635
Other liabilities	64,052	49,726
Total Liabilities	221,448	222,361
Net assets:		
Invested in capital assets, net of related debt	989,575	999,703
Unrestricted	1,852,395	1,618,020
Total net assets	\$2,841,970	\$2,617,723

None of the District's net assets are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* \$1,852,395 may be used to meet the government's ongoing obligations to citizens and creditors.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Statement of Activities

	2009 - 10	2008 - 09	\$ Change
Program revenues:			
Charges for services	\$ 159,373	\$ 193,721	\$ (34,348)
Operating grants and contributions	75,411	106,296	(30,885)
Subtotal	<u>234,784</u>	<u>300,017</u>	<u>(65,233)</u>
General revenues:			
Property tax	1,844,477	1,914,386	(69,909)
Unrestricted investment earnings	13,332	26,429	(13,097)
Miscellaneous	47,528	7,155	40,373
Subtotal	<u>1,905,337</u>	<u>1,947,970</u>	<u>(42,633)</u>
Total revenues	<u>2,140,121</u>	<u>2,247,987</u>	<u>(107,866)</u>
Expenses:			
General government	1,910,948	2,039,679	(128,731)
Interest	4,926	9,589	(4,663)
Total governmental activities	<u>1,915,874</u>	<u>2,049,268</u>	<u>(133,394)</u>
Change in net assets	<u>\$ 224,247</u>	<u>\$ 198,719</u>	<u>\$ 25,528</u>
Net assets - beginning of year	<u>2,617,723</u>	<u>2,419,004</u>	<u>198,719</u>
Net assets - end of year	<u>\$ 2,841,970</u>	<u>\$ 2,617,723</u>	<u>\$ 224,247</u>

The government's net assets increased by \$224,247 during the fiscal year. The increase is due to lower expenditures and salaries savings.

Governmental Activities.

Governmental Activities increased the Placentia Library District of Orange County's net assets by \$224,247, thereby accounting for 100 percent of the total increase in the net assets of the Placentia Library District of Orange County. Key elements of this increase are as follows:

- Although overall revenues decreased by \$107,866; decrease in the number of passport applications processed, no grants from the State Library of California for governmental activities in support of literacy programs, property tax revenue decrease due to re-evaluation of properties, and low rate of returns on Districts investments due to poor money market returns, it did not affect the increase of the total net assets for the fiscal year 2009/10.
- Salary and benefit savings due to staff availability and removal of vacations accrual incentive program.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Financial Analysis of the Government's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the fiscal year 2009-2010, the District's governmental fund reported an ending balance of \$1,918,349 an increase of \$242,953 in comparison with the prior year. 100 percent of this total amount \$1,918,349 constitutes *unreserved fund balance*, which is available for spending at the government's discretion.

The general fund is the chief operating fund of the District. At the end of the current fiscal year, the unreserved fund balance of the general fund and total fund balance was \$1,918,349. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and the total fund balance to total fund expenditures. Unreserved fund balance represents 80 percent of total generating fund expenditures, and the total fund balance also represents 80 percent of that same amount.

The fund balance of the District's general fund increased by \$242,953 during the current fiscal year as a result of current year revenues of \$2,140,121 exceeding current year expenditures of \$1,897,168. Key factors in the increase are as follows:

- ☐ Property tax revenues decreased by \$69,909 when compared to 2009. This decrease in property tax revenues was due to the overall downturn in the economy. Plummeting home values and stagnant home sales affected the amount of property taxes received in the County and therefore the amounts apportioned to the District. These decreases in property tax apportionments were partially offset in the current year by receipt of Proposition 1A Securitization Program revenues.
- ☐ Other state funds revenue and Library income decreased by \$30,885 and \$39,821, respectively when compared to 2009. The decreases were mainly due to reduced funding received from State and local sources as a result of the downturn in the economy. (The District did not receive the State Library Literacy fund for the fiscal year 2010.)
- ☐ Salary and benefit decreased (savings) by \$28,988 when compared to 2009 due to a decrease in part-time staff usage and the cancellation of the Vacation Accrual Incentive Program in the current year.
- ☐ Maintenance expenditures decreased by \$133,738 when compared to 2009 as a result of the District making ceiling repair and painting of the interior building needed as a result of the earthquake during 2009. Such expenditures were not needed in 2010.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

- 📖 Book and library materials expenses decreased when comparing 2009 to 2010 as a result of fewer book and library materials purchases.
- 📖 Principal lease payments decreased by \$40,101 when comparing 2009 to 2010 as a result of completion of lease payments for the Civic Center renovation. As a result, principal lease payments were significantly less in 2010.

General Fund Budgetary Highlights

There were no differences between the original budget and the final amended budget. Current year expenditures exceeded budgeted expenditures in the following areas:

- 📖 Library programs exceeded budgeted expenditures due to the fact that no amount was budgeted for these expenditures in the original budget. Expenditures in this category included Adult, Teen, and Children's programs sponsored by the Placentia Library Friends Foundation.
- 📖 Increase in maintenance equipment and supply expenses due to addition of a part-time Facility Maintenance Technician position.
- 📖 Miscellaneous exceeded budgeted expenditures due to uncategorized expenses. Expenditures in this category included supply reimbursements, refreshments, and special events.
- 📖 Professional services exceeded budget due to the District's legal consultation regarding impact fee issues being incurred in the current year that were not budgeted.

Capital Asset and Debt Administration

Capital Assets. The District spent \$18,862 on improvements.. No other major capital acquisition events were undertaken in the current fiscal year.

Additional information on the District's capital assets can be found in Note 3 (b) on page 24 of this report.

Long-term debt. At the end of the current fiscal year the District had total non-current liabilities outstanding of \$157,396. Of this amount, \$91,442 comprises debt backed by the full faith and credit of the government. The remaining \$65,954 represents the District's obligation to its employees for compensated absences.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Placentia Library District of Orange County's Outstanding Debt	
	Governmental activities
	June 30, 2010
Capital Lease, Equipment	\$91,442
Compensated Absences	65,954
Total	\$157,396

The District's total debt decreased by \$23,817 during the current fiscal year. The primary change was the payment on the HVAC lease.

California statutes limit the amount of general obligation debt a governmental entity may issue to 10 percent of its total assessed valuation. The 2010 property valuation for the City of Placentia is \$5,036,070,386. The current debt limitation for the District is \$503,607,039.

Additional information on District's long-term debt can be found in Note 3 (c) on page 25 of this report.

Economic Factors and Next Year's Budgets and Rates

- The assumption used in the Fiscal Year 2010-11 Budget was that the property valuation growth would remain at the same level with no anticipated increase.

- That the categorical grants from the State Library of California for Family For Literacy, the English Language Literacy Intensive Program, and the Adult Literacy Program will not receive funds. Staff is seeking other grant opportunities.

- That the Public Library Fund grant from the State Library of California will remain constant at approximately \$18,000 or slight decrease.

- That local revenue for Passports and photos will decrease because of past changes in Passport requirements by the Department of State and availability of services elsewhere within proximity of the District, e.g. Post Office.

All of these factors were considered in preparing the District's budget for Fiscal Year 2010-11.

During the current fiscal year, unreserved fund balance in the general fund increased to \$1,918,349. The Placentia Library District of Orange County has carried over all of this amount for paying the District's expenses between July 1, 2010 and the end of November, 2010 when the first property tax allocation is received from the Orange County Treasurer.

PLACENTIA LIBRARY DISTRICT
Management's Discussion and Analysis (Continued)
June 30, 2010

Requests for Information

This financial report is designed to provide a general overview of the Placentia Library District of Orange County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Library Director's Office, Placentia Library District, 411 East Chapman Avenue, Placentia, CA 92870-6198.

Jeanette Contreras
Library Director
Placentia Library District

BASIC FINANCIAL STATEMENTS

PLACENTIA LIBRARY DISTRICT
Statement of Net Assets
June 30, 2010

Assets:	
Cash and investments	\$ 1,925,170
Taxes receivable	55,607
Interest receivable	1,624
Capital assets, non-depreciable	81,498
Capital assets, net of accumulated depreciation	<u>999,519</u>
Total assets	<u>3,063,418</u>
 Liabilities:	
Accounts payable	27,988
Accrued salaries	36,064
Noncurrent liabilities:	
Due within one year	
Capital leases	24,808
Compensated absences	28,177
Due in more than one year:	
Capital leases	66,634
Compensated absences	<u>37,777</u>
Total liabilities	<u>221,448</u>
 Net assets:	
Invested in capital assets, net of related debt	989,575
Unrestricted	<u>1,852,395</u>
Total net assets	<u><u>\$ 2,841,970</u></u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Activities
For the Year Ended June 30, 2010

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net Expenses and Changes in Net Assets</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental activities:				
General government	\$ 1,910,948	\$ 159,373	\$ 75,411	\$ (1,676,164)
Interest	4,926	-	-	(4,926)
Total governmental activities	<u>\$ 1,915,874</u>	<u>\$ 159,373</u>	<u>\$ 75,411</u>	<u>(1,681,090)</u>

General revenue:	
Property tax	1,844,477
Unrestricted investment earnings	13,332
Miscellaneous	47,528
Total general revenue	<u>1,905,337</u>
Change in net assets	224,247
Net assets - beginning of year	<u>2,617,723</u>
Net assets - end of year	<u>\$ 2,841,970</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Balance Sheet
General Fund
June 30, 2010

	<u>General Fund</u>
Assets:	
Cash and investments	\$ 1,925,170
Taxes receivable	55,607
Interest receivable	<u>1,624</u>
Total assets	<u>\$ 1,982,401</u>
Liabilities and fund balance:	
Liabilities:	
Accounts payable	\$ 27,988
Accrued salaries	<u>36,064</u>
Total liabilities	64,052
Fund balance:	
Unreserved	<u>1,918,349</u>
Total liabilities and fund balance	<u>\$ 1,982,401</u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the General Fund Balance Sheet
to the Statement of Net Assets
June 30, 2010

Fund balance of governmental fund		\$ 1,918,349
<p>Amounts reported for governmental activities in the Statement of Net Assets are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund.</p>		1,081,017
<p>Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the fund.</p>		
Capital lease	\$ (91,442)	
Compensated absences	<u>(65,954)</u>	<u>(157,396)</u>
Net assets of governmental activities		<u><u>\$ 2,841,970</u></u>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Statement of Revenues, Expenditures and
Changes in Fund Balance
General Fund
For the Year Ended June 30, 2010

Revenues:	
Property taxes	\$ 1,844,477
Other state funds	75,411
Interest income	13,332
Library income	159,373
Miscellaneous	47,528
	<hr/>
Total revenues	2,140,121
	<hr/>
Expenditures:	
Current:	
Salaries and employee benefits	1,244,930
Professional services	139,832
Maintenance	126,692
Office and administration	139,925
Library programs	77,067
Books and library materials	130,418
Miscellaneous	9,561
Debt service:	
Principal lease payments	23,817
Interest	4,926
	<hr/>
Total expenditures	1,897,168
	<hr/>
Net change in fund balance	242,953
	<hr/>
Fund balance - beginning of year	1,675,396
	<hr/>
Fund balance - end of year	\$ 1,918,349
	<hr/> <hr/>

See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the General Fund
to the Statement of Activities
For the Year Ended June 30, 2010

Net change in fund balance of the governmental fund	\$	242,953
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Amounts reported for governmental activities in the Statement of Activities differ from the amounts reported in the Statement of Revenues, Expenditures and Changes in Fund Balance because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the deficiency of capital assets purchases over depreciation expense.		(33,945)
---	--	----------

The repayment of principal of long-term debt consumes the current financial resources of governmental funds. This transaction reduces the long-term liabilities in the statement of activities and has no effect on net		23,817
---	--	--------

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds. The resources earned fell below the amount expensed.		(8,578)
--	--	---------

Change in net assets of governmental activities	\$	<u>224,247</u>
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See Accompanying Notes to the Financial Statements.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements
June 30, 2010

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Placentia Library District (District) conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for governmental accounting and financial reporting principles. The following is a summary of the District's significant policies.

(a) Reporting Entity

The District was incorporated in 1919 under the provisions of the California Education Code. The District is governed by a Board of Trustees which consists of five members who are elected at large.

The County of Orange performs all accounting functions and acts as a fiduciary agent.

(b) Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the activities of the District.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues are reported in three categories, if applicable: 1) charges for services, 2) operating grants and contribution, and 3) capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. The major individual governmental fund is reported as a separate column in the fund financial statements.

The District reports only one governmental fund. The *General Fund* is the District's operating fund. It accounts for all financial resources of the District.

(c) Measurement Focus, Basis of Accounting and Financial Statement Presentations

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental fund to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in the governmental fund. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

Property taxes, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

(d) Property Tax Revenues

Property taxes are assessed, collected and allocated by the County of Orange throughout the fiscal year according to the following property tax calendar:

Lien Date	January 1
Levy Date	4 th Monday of September
Due Dates	November 1, 1 st Installment February 1, 2 nd Installment
Delinquent Dates	December 10, 1 st Installment April 10, 2 nd Installment

The District elected to participate in the County of Orange Teeter Plan whereby the District receives 100% of the tax levy for a fiscal year net of an administrative fee.

(e) Cash and Investments

Investments are stated at fair value which is based on quoted market prices. All investments are controlled by an investment policy that is adopted annually by the Board of Trustees within the provisions of California Government Code.

(f) Capital Assets

Capital assets, which include, land, buildings and improvements, equipment, and furniture, are reported in the government-wide financial statements. Capital assets are defined by the District as individual assets with an initial, individual cost of more than \$5,000. All purchased capital assets are valued at cost where historical cost records are available and at an estimated historical

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

cost where no historical records exist. Donated capital assets are valued at their estimated fair value on the date received. Capital assets acquired with capital leases are capitalized in accordance with generally accepted accounting principles.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Using the convention of no depreciation expense in the year of acquisition, depreciation is recorded in the government-wide financial statements on a straight-line basis over the useful life of the assets as follows: furniture, and equipment – 5 to 10 years, and buildings and improvements – 50 years.

(g) *Compensated Absences Payable*

Compensated absences include accrued vacation and sick leave that are available to employees in future years either in time off or in cash (upon leaving the employment of the District). All compensated absences are accrued when incurred in the government-wide financial statements. A liability for compensated absences is reported in the governmental fund only if they have matured, for example as a result of employee resignations or retirements.

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the District. Sick leave accrues to full-time, permanent employees to specified maximums. Generally, after one year of service, employees are entitled to a percentage of their sick leave balance and all accrued vacation leave upon termination.

(h) *Claims and Judgments*

The District has no estimated liability for claims and judgments as of June 30, 2010. Additionally, based on historical trends, the District estimates no liability for incurred but not reported claims.

(i) *Classification of Net Assets and Fund Balance*

Government-wide Financial Statements

In the government-wide financial statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt: This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation on these assets and the outstanding principal of related debt reduce this category.

Restricted Net Assets: This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. The District had no restricted net assets at June 30, 2010.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

Unrestricted Net Assets: This category represents the net assets of the District that are not externally restricted for any project or other purpose.

(j) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

(a) Budgetary Principles

General Budget Policies

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting – under which purchase orders, contracts, or other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation – is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year. The District had no encumbrances outstanding at fiscal year-end.

Continuing Appropriations

Unexpended annual appropriations lapse at the end of the fiscal year; encumbered appropriations are rebudgeted in the next fiscal year.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

(3) DETAILED NOTES ON ALL FUNDS

(a) Cash and Investments

Cash and investments at June 30, 2010 consisted of the following:

Checking account	\$	124,939
Saving account		224,375
Bank accounts - payroll		<u>60,726</u>
Subtotal deposits		410,040
Cash held by County of Orange Treasurer		<u>1,515,130</u>
Total cash and investments	\$	<u><u>1,925,170</u></u>

Investments Authorized by the District Investment Policy

The District investment policy authorizes investment in the local government investment pool administered by the County of Orange and investments authorized under provisions of California Government Code. The District investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of year end, the average life month end maturity of the investments contained in the Orange County Investment Pool (OCIP) is approximately 288 days.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. On December 1, 2008, Standard and Poor's Rating Services assigned a AAAm Principal Stability Fund Rating to the OCIP. The OCIP is not registered with the SEC.

Concentration of Credit Risk

The investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total investments.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

In order to maximize investment return, the District has contracted with the County of Orange Treasurer's Office to act as its fiscal agent (bank) and pool its available cash with that of the OCIP. The OCIP is used essentially as a demand deposit account by governmental entities that participate in the OCIP. The County of Orange Treasurer's Office makes all investment decisions for the OCIP.

Interest income and realized gains and losses arising from such pooled cash and cash equivalents is apportioned to each participating fund balance on the relationship of the individual fund's average daily cash balances to the aggregate pooled cash and cash equivalents. The District's share of pooled cash and cash equivalents is based upon the District's pro-rata share of the fair value provided by the OCIP for the entire portfolio (in relation to the amortized cost of that portfolio).

The primary investment objectives of the Treasurer's investment activities in order of priority are: protecting the safety of principal invested, meeting participants' liquidity needs, attaining a money market rate of return and attempting to stabilize at a \$1 net asset value for the Money Market Fund. This external investment pool contains deposits, repurchase agreements and investments. Interest is allocated to individual funds monthly based on the average daily balances on deposit with the Treasurer.

Deposits must be made in state or national banks, or state or federal savings and loan associations located within the State. The County is authorized to use demand accounts and certificates of deposits. The County has not provided or obtained any legally binding guarantees during the period to support the value of participants shares in the OCIP.

The OCIP values participants shares using an amortized cost basis. Specifically, the OCIP distributes income to participants based on their relative participation during the period. Income is calculated based on (1) realized investment gains and losses calculated on an amortized cost basis, (2) interest income based on stated rates (both paid and accrued), (3) amortization of discounts and premiums on a straight-line basis, and reduced by (4) investment and administrative expenses. This method differs from the fair value method used to value deposits and investments because the amortized cost method is not designed to distribute to participants all unrealized gains and losses in their fair values. As of June 30, 2010 there was no material difference between OCIP participants' shares valued on an amortized cost basis compared to fair value.

The County of Orange's bank deposits are either Federally insured or collateralized in accordance with the California Government Code. Further OCIP detail is included in the County of Orange's Comprehensive Annual Financial Report (CAFR). Copies may be obtained from the County of Orange Auditor-Controller's Office - 12 Civic Center Plaza, Room 202 - Santa Ana, CA 92702.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

(b) *Capital Assets*

Changes in capital assets during the fiscal year ended June 30, 2010 were as follows:

	Balance at July 1, 2009	Additions	Deletions	Balance at June 30, 2010
Nondepreciable capital assets:				
Land	\$ 81,498	\$ -	\$ -	\$ 81,498
Depreciable capital assets:				
Buildings and other improvements	2,029,651	18,862	-	2,048,513
Equipment and furniture	663,053	-	-	663,053
Subtotal	2,692,704	18,862	-	2,711,566
Less accumulated depreciation for:				
Buildings and other improvements	(1,036,376)	(40,970)	-	(1,077,346)
Equipment and furniture	(622,864)	(11,837)	-	(634,701)
Subtotal	(1,659,240)	(52,807)	-	(1,712,047)
Net depreciable assets	1,033,464	(33,945)	-	999,519
Total net capital assets	\$ 1,114,962	\$ (33,945)	\$ -	\$ 1,081,017

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

Depreciation expense of \$52,807 as charged to the general government function of the District.

(c) Noncurrent Liabilities

All noncurrent liabilities will be repaid from future general fund resources. The following is a summary of the changes in noncurrent liabilities for the fiscal year ended June 30, 2010:

	Balance at July 1, 2009	Additions	Deletions	Balance June 30, 2010	Due Within One Year
Equipment capital lease	\$ 115,259	\$ -	\$ 23,817	\$ 91,442	\$ 24,808
Compensated absences	57,376	57,923	49,345	65,954	28,177
	<u>\$ 172,635</u>	<u>\$ 57,923</u>	<u>\$ 73,162</u>	<u>\$ 157,396</u>	<u>\$ 52,985</u>

Equipment Capital Lease

The District entered into a lease agreement for a heating, lighting, and air conditioning system. For accounting purposes, the lease agreement qualifies as a capital lease and, therefore, has been recorded at the present value of the future minimum lease payments as of the inception date. The interest rate on the capital lease is 4.1%. The remaining payments are detailed below by fiscal year:

Year Ending June 30,	Principal	Interest	Total
2011	\$ 24,808	3,371	28,179
2012	25,841	2,338	28,179
2013	26,917	1,262	28,179
2014	13,876	214	14,090
Total	<u>\$ 91,442</u>	<u>\$ 7,185</u>	<u>\$ 98,627</u>

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

(4) OTHER INFORMATION

(a) Defined Contribution Plan

The District's employees participate in a defined contribution plan administered by National Retirement Services, Inc. All employees with six months of service and who are at least twenty-one years of age are eligible to participate in the plan. The plan was established by Resolution of the Board of Trustees and may be amended by approval of the Board of Trustees. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The contributions and any interest earned vest in increasing amounts per year of service: 1 year of service – 20% vested, 2 years of service – 40% vested, 3 years of service – 60% vested, 4 years of service – 80% vested, and 5 years of service – 100% vested.

Annually the District contributes eight percent of eligible employees' wages. For fiscal year 2009-2010, the District contributed \$72,651, based on covered salaries of \$908,134 for the covered period. There were 26 covered employees during the year. Assets of the plan totaled \$535,230 at June 30, 2010.

(b) Liability, Property, And Workers' Compensation Protection

Intergovernmental Risk Sharing Joint Powers Agreement

The District is a member of the Special District Risk Management (Authority). The Authority is comprised of California public entities and is organized under a joint powers agreement pursuant to California Government Code Section 6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group-purchased insurance for property and other coverage.

Self Insurance Programs of the Authority

General and Auto Liability, Public Officials' and Employees' Errors and Omissions, and Employment Practices Liability. Coverage is for \$2.5 million combined single limit and per occurrence with another \$2.5 million excess coverage layer. Deductibles are \$500 per occurrence for third party general liability property damage, \$1,000 per occurrence for third party auto liability property damage, and 50% coinsurance of cost expended by the Authority in excess of \$10,000 up to \$50,000 per occurrence for employment related claims.

Employee Dishonesty. Coverage is \$400,000 per loss.

Property Loss. Coverage is for replacement cost to a combined total of \$500 million per occurrence, subject to a \$1,000 deductible.

Boiler and Machinery. Coverage is for replacement cost up to \$50 million per occurrence, subject to a \$1,000 deductible.

PLACENTIA LIBRARY DISTRICT
Notes to the Financial Statements (Continued)
June 30, 2010

Public Officials Personal Liability. Coverage is for \$500,000 per occurrence for each covered official, subject to a \$500 deductible.

Workers' Compensation and Employers' Liability. Coverage is \$50 million per occurrence for workers' compensation and \$10 million for employers' liability coverage.

Adequacy of Protection

During the past three fiscal (claims) years, none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability coverage from coverage in the prior year.

(c) Relationship to Placentia Civic Center Authority

The Placentia Civic Center Authority, a joint powers agreement between the City of Placentia and the Placentia Library District, was formed in May 1972 for the purpose of selling bonds to construct and furnish a civic center complex, consisting of a city hall, a police facility, and a library. The Authority is the owner of the facility and leases the facility back to the City and the District. Bonds were issued to finance the facility. When the bonds are fully paid, the facility will revert to the City and the District. Funds are kept by and appropriated through the County of Orange.

Costs of the civic center complex are prorated for financial purposes to the District based on the following percentages:

- 50% - Landscape and outside maintenance
- 35% - Utilities
- 25% - Bond clipping by the Board of Trustees for lease payments

Financial statements of the Placentia Civic Center Authority may be obtained from the City of Placentia Finance Manager at Placentia City Hall 401 E. Chapman Avenue, Placentia, CA 92870.

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REQUIRED SUPPLEMENTARY INFORMATION

PLACENTIA LIBRARY DISTRICT
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2010

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive/ (Negative)</u>
Revenues:			
Property taxes	\$ 1,727,392	\$ 1,844,477	\$ 117,085
Other state funds	20,000	75,411	55,411
Interest income	26,650	13,332	(13,318)
Library income	139,388	159,373	19,985
Miscellaneous	-	47,528	47,528
	<u>1,913,430</u>	<u>2,140,121</u>	<u>226,691</u>
Expenditures:			
Current:			
Salaries and employee benefits	1,303,772	1,244,930	58,842
Professional services	125,310	139,832	(14,522)
Maintenance	89,008	126,692	(37,684)
Office and administration	152,500	139,925	12,575
Library programs	-	77,067	(77,067)
Books and library materials	161,000	130,418	30,582
Miscellaneous	2,300	9,561	(7,261)
Debt service:			
Principal payments	23,817	23,817	-
Interest payments	51,183	4,926	46,257
	<u>1,908,890</u>	<u>1,897,168</u>	<u>11,722</u>
Net change in fund balance	4,540	242,953	238,413
Fund balance - beginning of year	<u>1,675,396</u>	<u>1,675,396</u>	<u>-</u>
Fund balance - end of year	<u>\$ 1,679,936</u>	<u>\$ 1,918,349</u>	<u>\$ 238,413</u>

See Accompanying Note to Required Supplementary Information.

PLACENTIA LIBRARY DISTRICT
Note to Required Supplementary Information
June 30, 2010

(1) GENERAL BUDGET POLICIES

The Executive Director of the District submits a proposed budget to the Board of Trustees each year. The Board of Trustees and the County of Orange approve the budget. The annual budget is adopted by Resolution of the Board of Trustees. Revisions or transfers that alter the total appropriations must be approved by the Board of Trustees. Supplemental appropriations may be adopted by the Board of Trustees during the year. There were no supplemental appropriations required during the fiscal year.

A budget is adopted annually on a basis consistent with generally accepted accounting principles and is used as a management control device. The District maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget. The legal level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) for the operating budget is within a fund.

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