



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Monday, January 28, 2013
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, January 28, 2013, Page 2.

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the December 17, 2012 Library Board of Trustees Work Session and Regular Meetings. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2012-2013 Cash Flow Analysis through December 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for December 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for December 2012. (Receive & File)

15. Acquisitions Report for December 2012. (Receive & File)

16. Entrepreneurial Activities Report for December 2012. (Receive & File)

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, January 28, 2013, Page 3.

GENERAL CONSENT REPORTS (Items 17 -- 19)

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

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for December 2012.
21. Children's Services Report for December 2012.
22. Adult Services Report for December 2012.
23. Placentia Library Web Site & Technology Report for December 2012.

PRESENTATION

24. Employee of the Quarter
Presentation: Board President Shkoler

NEW BUSINESS

25. Presentation of Fiscal Year 2011-2012 Financial Audit from Macias Gini & O'Connell.
Presentation: Macias Gini & O'Connell
Recommendation: Receive & File the Fiscal Year 2011-2012 Financial Audit for the Placentia Library District of Orange County.
26. Mid-Year Budget Review
Presentation: Library Director
Recommendation: Action determined by the Library Board of Trustees.
27. Carpet and Furniture Cleaning Update
Presentation: Business Manager
28. Updates on Joint Power Agreement Related Issues with the City of Placentia
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees
29. Selling Pens
Presentation: Library Director
Recommendation: Authorize the Placentia Library Friends Foundation to sell pens inside the library for patron use.
30. Travel Authorization: Public Library Director Forum
Presentation: Library Director
Recommendation: Authorize the Library Director to attend the Public Library Director Forum in Sacramento on March 6-7, 2013 with expenses covered by the California State Library.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, January 28, 2013, Page 4.

- 31. Orange County Local Area Formation Commission (LAFCO) Municipal Service Review (MSR) for Placentia Library District is scheduled for February 13, 2013 in Santa Ana.
Presentation: Library Director
Recommendation: Authorize Library Director to attend the February 13, 2013 LAFCO meeting and report findings at the February 25, 2013 Library Board of Trustees meeting.

DISCUSSION ITEMS

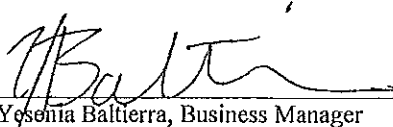
- 32. 2006 Strategic Plan and Staff Development Day Summary
Presentation: Library Director
Recommendation: Discuss and determine what budget items are to be considered for Fiscal Year 2013-2015.
- 33. Request for Proposals – Facility Improvement and IT Services
Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees.

ADJOURNMENT

- 34. Agenda Preparation for the February Unusual Date Meeting which will be held on Monday, February 25, 2013 unless re-scheduled by the Library Board of Trustees.
- 35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 36. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the January 28, 2013 Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 22, 2013.



Yesenia Baltierra, Business Manager

MINUTES
 PLACENTIA LIBRARY DISTRICT
 SPECIAL MEETING (WORK SESSION) OF THE BOARD OF TRUSTEES
 December 12, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 12, 2012 at 2:05PM.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Marisa Timothy, Librarian Nadia Dallstream, Librarian Lori Worden

ADOPTION OF AGENDA

None

ORAL COMMUNICATION

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

REVIEW AND DISCUSS 2006 STRATEGIC PLAN

Library Director Contreras provided a review of the May 9, 2006 Strategic Plan. Emphasis was placed on the listings of "Estimated Costs by Priority Level". All present reviewed each item listed and selected if the item was completed or to be completed in fiscal year 13-14 or fiscal year 14-15.

The following items were designated as completed:

- Enhance Library Programs
- Recruit additional high school students
- Materials Budget at 10%
- Transition collection to e-versions
- Eliminate debit card system
- Create Placentia history videos
- Use staff time for State Library grants
- Send staff to Library conferences
- Provide info posters to schools
- Review Medical Benefits package
- Conduct a class/comp study
- Encourage patron 24/7 use
- Promote website use
- Establish system to monitor website
- Designate private tutoring space
- Offer incentives to active tutors
- Promote volunteer-comm. service
- Monitor entrepreneurial activities
- Improve collection data accuracy
- Use District staff to create revenue
- Reduce in-house processing
- Improve collection use and circ. data
- Replace security gates
- Improve Library attendance info
- Created an Admin reception area
- Re-organize workroom & cubicles
- Continue Lap-sit and Preschool prgrms

- Create 4 express computer stations
- Continue FWS with Western State U.
- Continue partnership with Val-Tech

Additional items that were not listed on the 2006 Strategic Plan that were designated as completed were:

- Creating Social Media
- Creating a Social Media Policy
- Added many Adult Programs
- Added e-books and e-music to collection
- Added many Children's Programs
- Children's Department naming
- Renovated restroom to ADA code
- Created Naming Policy
- Installed new fire alarm system
- Installed new security camera system
- Implemented PYLAA Art Wall
- Installed PLFF Computer Lab
- Began Summer Reading Celebration
- Began Easter Eggcitement with Rotary
- Digitized Board Books
- Established District newsletter
- Five staff promotions in last four yrs
- Removed Petty Cash account
- Removed Subs from PARS benefit
- Created two-year budget format
- Implemented complete re-org
- Installed new lobby flooring

The following items were designated to be considered for accomplishment goals for the fiscal year 13-14:

- Expand Homework Club w/Title I schools
- Establish 4 yr replacement for computers

The following items were designated to be considered for accomplishment goals for the fiscal year 14-15:

- Create a self-service business center
- Hire a public agency finance consultant
- Secure IT support
- Set capital improvements budget
- Expand hours to 7 days per week
- Update & add Library signage

Library Director Contreras also provided copies of "Organizational Goals & Objectives 2012-2013" for the Board to review. She then provided copies of the "Staff Development Day Department Priority Lists" to all present. The Priority List was reviewed.

The following were confirmed as the staff's top five priorities for fiscal year 13-14:

- Regular Cleaning of Carpet & Upholstery
- Additional Children's Desk Hours
- IT Staff
- Additional Circulation Dept. Position/Sub Hours

New Book Carts and Demolish Exterior Book-drop

The following were confirmed as the staff's top five priorities for fiscal year 14-15:

- New Children's Desk
- New Children's Dept. 20hr. Library Assistant
- Increase Broadband
- Re-upholster Furniture
- Inter-Library Loan Shelving for Circulation Dept.

There was discussion regarding the items identified by staff as priorities, specifically the need for Regular Cleaning of Carpet and Upholstery. Trustee Shkoler and Secretary Escobosa recommended that the Exterior Book-drop be addressed in the current fiscal year. President DeVecchio and Trustee Shkoler requested that the Strategic Plan Priority List be revised with input gathered from the meeting.

ADJOURNMENT The Special Meeting - Work Session of the Board of Trustees of the Placentia Library District on December 12, 2012 adjourned at 3:50 P.M.

NEXT MEETING The next meeting will be on December 17, 2012 at 6:30 P.M.

 Richard DeVecchio
 President
 Library Board of Trustees

 Betty Escobosa
 Secretary
 Library Board of Trustees

MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR MEETING OF THE BOARD OF TRUSTEES
 December 17, 2012

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 17, 2012 at 6:37 P.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Elizabeth Minter, Trustee Al Shkoler

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Venessa Faber, Jeannie Killianey, Fernando Maldonado, Katie Matas, Beatrice Quintanar, Brenda Ramirez, Marisa Timothy, Coleen Wakai, Estella Wnek, and Lori Worden; guest Fred Minter

ADOPTION OF AGENDA President DeVecchio requested that agenda items 28 and 29 be addressed in switched order. It was moved by Secretary Escobosa and seconded by President DeVecchio to adopt the agenda as presented:

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that he attended the Christmas Programs at the Library. He also attended events at the Bradford House and at Placentia Presbyterian Church. (Item 5)

Secretary Escobosa reported that she attended the caroling event at the Library and the retirement dinner for Trustee Turner.

Trustee Carline had nothing to report.

Trustee Minter had nothing to report.

Trustee Shkoler reported that he attended two Christmas programs. (Item 6)

PLFF REPORT

Library Director Contreras reported the activities of the PLFF Meeting that included discussing election results, addressing Author's Luncheon promotional materials corrections needed, and the new policy designation of a United States ID required for obtaining a Library card. She also mentioned the plans for PLFF to also sell pens in the Library. Trustee Shkoler requested that the selling of pens be presented for Board approval. (Item 7)

CONSENT CALENDAR

It was moved by Secretary Escobosa and seconded by Trustee Minter to approve Agenda Items 8-24:

AYES:	DeVecchio, Escobosa, Carline, Minter, Shkoler
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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)
- TREASURER'S REPORT** FY2011-2012 Cash Flow Analysis through November 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)
- Financial Reports for November 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)
- Balance Sheet for November 2012 (Item 14)
- Acquisitions Report for November 2012 (Item 15)
- GENERAL CONSENT** Entrepreneurial Activities Report for November 2012 (Item 16)
- Personnel Report for November 2012 (Item 17)
- Circulation Report for November 2012 (Item 18)
- Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)
- STAFF REPORTS** Library Director's Report for November 2012 (Item 20)
- Children's Services Report for November 2012 (Item 21)
- Adult Services Report for November 2012 (Item 22)
- Web Site & Technology Report for November 2012 (Item 23)
- ADJOURNMENT** President DeVecchio adjourned the meeting for a small reception in honor of newly elected Trustee Elizabeth Minter at 6:50pm.
- RECONVENE** The meeting reconvened at 7:00pm.
- NEW BUSINESS** President DeVecchio reported that the Library Director's personal objectives were presented and accepted at the Closed Session Meeting held on December 6, 2012. (Item 24)
- ACTIONS OF CLOSED SESSION MEETING**

REGULAR MEETING
DATES FOR 2013

Library Director Contreras presented a list of the 2013 observed federal Holidays and added that the Library observes all the same except Martin Luther King, Jr. on January 21st and Columbus Day that takes place in October 14th this year. A list of recommended meeting dates was viewed and discussed. Trustee Minter stated that a meeting should not be held on the Birthday of Martin Luther King, Jr. Resolution 13-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2013 (inclusive of the recommended January 2013 date change from the 21st to the 28th). It was moved by Secretary Escobosa and seconded by Trustee Shkoler to adopt Resolution 13-09 as amended: (Item 25)

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

ELECTION OF BOARD
OFFICERS

Secretary Escobosa nominated Trustee Shkoler for President. Trustee Shkoler seconded the nomination that was approved by all. Secretary Escobosa nominated Trustee Carline for Secretary. Trustee Carline accepted the nomination that was approved by all.

APPOINTMENT OF
BOARD
REPRESENTATIVES

The following Board Representatives were designated:
 Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee: Trustee Minter
 Alternate: Secretary Carline
 Representative to the Orange County Council of Governments: Trustee Escobosa
 Representative to the Placentia Library Friends Foundation: Secretary Carline
 Alternate: Trustee Escobosa
 Representative to the Placentia Community Network: Trustee DeVecchio
 Alternate: Trustee Escobosa

REVIEW OF PLD
POLICY SERIES 4000 –
BOARD OF TRUSTEES

PLD Policy Series 4000 – Board of Trustees was reviewed and discussed. Changes were recommended for the following policies: 4010.1.9, 4018.2, 4075.2.9, 4085.1.4 (grammatical), 4090.1.1 (omit). It was moved by Trustee Minter and seconded by Trustee DeVecchio to amend the PLD Policy Series 4000 – Board of Trustees policies as recommended: (Item 28)

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

TRAVEL
AUTHORIZATION

Library Director Contreras provided information on the California Special Districts Association's "How to Be an Effective Board Member" workshop. It was determined that Secretary Carline and Trustee Minter would attend the workshop. It was determined that the Library Director did not need to attend. It was moved by Trustee Escobosa and seconded by Trustee

DeVecchio to authorize travel expenses of \$225 per person for two Board members to attend the How to Be An Effective Board Member workshop on January 22, 2013 in Fountain Valley, California: (Item 28)

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

- AGENDA PREPARATION Agenda Preparation for the December Board of Trustees Meeting to be held on January 28, 2013 at 6:30 P.M.
- MOMENT OF SILENCE A moment of silence was held by all present in memory of the victims of the Newtown Connecticut shooting.
- ADJOURNMENT The Regular Meeting of the Board of Trustees of the Placentia Library District on December 17, 2012 adjourned at 7:41 P.M.
- NEXT MEETING The next meeting will be on January 28, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for December 2012
DATE: January 28, 2013

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			

TOTAL \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: January 28, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	12/20/12	5571	\$22,307.69
FUND 707	12/20/12	5572	\$ 330.39
FUND 707	01/09/13	5573	\$ 21,900.99
FUND 707	01/09/13	5574	\$ 1,726.40

TOTAL \$46,265.47

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: January 28, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	1/28/13	5575	\$25,793.13
707	1/28/13	5576	\$1,050.18
707	1/28/13	5577	\$1,308.27
707	1/28/13	5578	\$829.92
707	1/28/13	5579	\$322.59
707	1/28/13	5580	\$917.33
707	1/28/13	5581	\$414.90
707	1/28/13	5582	\$381.35
707	1/28/13	5583	\$360.93
707	1/28/13	5584	\$313.67
707	1/28/13	5585	\$321.21
707	1/28/13	5586	\$561.34
707	1/28/13	5587	\$239.39
707	1/28/13	5588	\$431.19
707	1/28/13	5589	\$1,428.37
707	1/28/13	5590	\$820.29
707	1/28/13	5591	\$1,307.84
707	1/28/13	5592	\$561.85
707	1/28/13	5593	\$241.58
707	1/28/13	5594	\$2,419.40
707	1/28/13	5595	\$1,055.02
707	1/28/13	5596	\$334.75
707	1/28/13	5597	\$3,477.45
707	1/28/13	5598	\$379.71
707	1/28/13	5599	\$551.27
707	1/28/13	5600	\$355.31
707	1/28/13	5601	\$348.37
707	1/28/13	5602	\$101.58

\$46,628.19

*Subtotal for Claims***Payroll**

On Demand Wire	02/7/13	66	\$40,000.00
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<i>Subtotal for Payroll</i>			<i>\$40,000.00</i>
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**TOTAL CURRENT
CLAIMS & PAYROLL**

\$86,628.19

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/17/13
REPORT NO: 5575

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB 1/17/13

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Public Agency Retirement Services c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	01-16-13 6746022400	0200			\$1,453.15		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	01-07-13 12278	0306			\$12,704.79		
VC-1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	01-09-13 12108	1300			\$278.29		
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250-7967	01-05-13 88292688	1300			\$676.30		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	12-31-12 0676-001345311	1001			\$75.00		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	01-07-13 61524	2801			\$3,069.50		
VC-5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	12-31-12 181810	1900	0742		\$7,428.70		
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	12-01-12 231228	1900	0741		\$107.40		
TOTAL REMITTANCE:					\$25,793.13		
The claims listed above (totaling \$25,793.13) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

[Signature]
Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5576

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

YB 1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/16/13 W88259390	2400	0760		\$ 26.65		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	1/5/13 1148-201205460-010513	2400	0760		\$ 13.95		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/15/13 W88259370	2400	0760		\$ 45.21		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1/10/13 90676211	2400	0760		\$34.09		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1/10/13 90676213	2400	0760		\$34.09		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1/10/13 90676214	2400	0760		\$ 39.09		
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	1/7/13 5116	2400	0760		\$846.10		
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	12/13/12 0057477	2400	0760		\$11.00		
TOTAL REMITTANCE:					\$ 1,050.18		
The claims listed above (totaling \$1,050.18) 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: 01/28/13
REPORT NO: 5577

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

VB 1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/27/12 4010337055	2400	0760		\$344.80		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/27/12 4010337056	2400	0760		\$346.28		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/27/12 4010337057	2400	0760		\$440.64		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/27/12 4010337058	2400	0760		\$38.86		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/03/12 4010346456	2400	0760		\$68.69		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346457	2400	0760		\$24.18		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346458	2400	0760		\$17.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12-3-12 4010346459	2400	0760		\$20.16		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346460	2400	0760		\$7.66		
TOTAL REMITTANCE:					\$1,308.27		

The claims listed above (totaling \$1,308.27) 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: 01/28/13
REPORT NO: 5578

The County Auditor Is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB 1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346461	2400	0760		\$14.48		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346462	2400	0760		\$153.92		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346463	2400	0760		\$107.41		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346464	2400	0760		\$79.98		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346465	2400	0760		\$131.96		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346466	2400	0760		\$83.69		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346467	2400	0760		\$219.68		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346468	2400	0760		\$20.83		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346469	2400	0760		\$17.97		
TOTAL REMITTANCE:					\$829.92		
The claims listed above (totaling \$829.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5579

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

YB1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346470	2400	0760		\$30.23		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346471	2400	0760		\$30.95		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/2012 4010346472	2400	0760		\$37.10		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346473	2400	0760		\$15.11		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346474	2400	0760		\$15.69		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010346475	2400	0760		\$52.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347644	2400	0760		\$41.57		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347645	2400	0760		\$21.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347646	2400	0760		\$78.00		
TOTAL REMITTANCE:					\$322.59		
The claims listed above (totaling \$322.59) 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: 01/28/13
REPORT NO: 5580

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

VB/124

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347647	2400	0760		\$20.17		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347648	2400	0760		\$40.32		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/2012 4010347649	2400	0760		\$17.62		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347650	2400	0760		\$49.30		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347651	2400	0760		\$551.21		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347652	2400	0760		\$56.83		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010347653	2400	0760		\$19.61		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/3/12 4010354355	2400	0760		\$21.27		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/11/12 W85992210	2400	0760		\$141.00		
TOTAL REMITTANCE:					\$917.33		
The claims listed above (totaling \$917.33) 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: 01/28/13
REPORT NO: 5581

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10/15/12 4010298367	2400	0760		\$23.35		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/4/12 4010356075	2400	0760		\$133.79		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/7/2012 4010346567	2400	0760		\$21.73		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/7/12 4010354088	2400	0760		\$49.76		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354563	2400	0760		\$17.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354564	2400	0760		\$60.70		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354565	2400	0760		\$18.56		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354566	2400	0760		\$51.02		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354567	2400	0760		\$38.99		
TOTAL REMITTANCE:					\$414.90		

The claims listed above (totaling \$414.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 01/28/13
REPORT NO: 5582

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010356047	2400	0760		\$36.11		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010357590	2400	0760		\$14.48		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/2012 4010366129	2400	0760		\$21.40		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366130	2400	0760		\$163.25		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366131	2400	0760		\$41.23		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366132	2400	0760		\$18.93		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366133	2400	0760		\$21.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366134	2400	0760		\$37.12		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/2012 4010366135	2400	760		\$27.41		
TOTAL REMITTANCE:					\$381.35		
The claims listed above (totaling \$381.35) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5583

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

131/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354568	2400	0760		\$48.49		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354569	2400	0760		\$32.70		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354570	2400	0760		\$99.35		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354571	2400	0760		\$15.11		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354572	2400	0760		\$63.72		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010354573	2400	0760		\$41.75		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010357587	2400	0760		\$19.50		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010357588	2400	0760		\$18.88		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/10/12 4010357589	2400	0760		\$21.43		
TOTAL REMITTANCE:					\$360.93		
The claims listed above (totaling \$360.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 01/28/13
REPORT NO: 5584

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

VB1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366136	2400	0760		\$25.81		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366137	2400	0760		\$13.73		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/2012 4010366138	2400	0760		\$35.89		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010371218	2400	0760		\$21.41		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010371831	2400	0760		\$57.60		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362403	2400	0760		\$42.20		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362404	2400	0760		\$17.89		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362405	2400	0760		\$71.59		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/2012 4010362406	2400	760		\$27.55		
TOTAL REMITTANCE:					\$313.67		
The claims listed above (totaling \$313.67) 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: 01/28/13
REPORT NO: 5585

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362407	2400	0760		\$11.97		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362408	2400	0760		\$18.96		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362409	2400	0760		\$13.85		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362410	2400	0760		\$39.25		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362411	2400	0760		\$62.59		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362412	2400	0760		\$65.31		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362413	2400	0760		\$33.14		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362414	2400	0760		\$50.96		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362415	2400	0760		\$25.18		
TOTAL REMITTANCE:					\$321.21		
The claims listed above (totaling \$321.21) 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: 01/28/13
REPORT NO: 5586

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362416	2400	0760		\$27.33		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362417	2400	0760		\$23.44		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362418	2400	0760		\$30.85		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362419	2400	0760		\$24.86		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010362420	2400	0760		\$222.88		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/19/12 4010372989	2400	0760		\$110.51		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/21/12 4010374999	2400	0760		\$78.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/24/12 4010369423	2400	0760		\$21.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371923	2400	0760		\$22.05		
TOTAL REMITTANCE:					\$561.34		

The claims listed above (totaling \$561.34) 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: 01/28/13
REPORT NO: 5587

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

YB/124

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371924	2400	0760		\$20.81		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371925	2400	0760		\$22.24		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371926	2400	0760		\$20.81		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371927	2400	0760		\$21.13		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371928	2400	0760		\$27.64		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371929	2400	0760		\$8.98		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371930	2400	0760		\$47.12		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371931	2400	0760		\$56.18		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371932	2400	0760		\$14.48		
TOTAL REMITTANCE:					\$239.39		
The claims listed above (totaling \$239.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5588

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB/1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371933	2400	0760		\$19.90		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371934	2400	0760		\$39.71		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371935	2400	0760		\$191.38		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371936	2400	0760		\$54.55		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371937	2400	0760		\$28.97		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371938	2400	0760		\$29.28		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371939	2400	0760		\$23.44		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371940	2400	0760		\$30.23		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371941	2400	0760		\$13.73		
TOTAL REMITTANCE:					\$431.19		
The claims listed above (totaling \$431.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5589

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB 1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371942	2400	0760		\$20.78		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371943	2400	0760		\$19.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371944	2400	0760		\$267.56		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371945	2400	0760		\$541.15		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371946	2400	0760		\$412.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371947	2400	0760		\$60.78		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/31/12 4010371948	2400	0760		\$43.59		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/2/13 4010372997	2400	0760		\$20.82		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/2/13 4010372999	2400	0760		\$41.65		
TOTAL REMITTANCE:					\$1,428.37		

The claims listed above (totaling \$1,428.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 01/28/13
REPORT NO: 5590

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

VB 1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/2/13 4010373000	2400	0760		\$22.74		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/2/13 4010373001	2400	0760		\$163.68		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/2/13 4010373002	2400	0760		\$366.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375198	2400	0760		\$62.45		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375199	2400	0760		\$22.94		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375200	2400	0760		\$22.73		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375202	2400	0760		\$13.88		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375203	2400	0760		\$104.77		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375204	2400	0760		\$41.01		
TOTAL REMITTANCE:					\$820.29		

The claims listed above (totaling \$820.29) 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: 01/28/13
REPORT NO: 5591

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375206	2400	0760		\$26.49		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375207	2400	0760		\$109.24		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/2013 4010375208	2400	0760		\$11.98		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375209	2400	0760		\$14.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375210	2400	0760		\$29.02		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375211	2400	0760		\$15.15		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375212	2400	0760		\$31.01		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375213	2400	0760		\$52.85		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375214	2400	0760		\$1,017.58		
TOTAL REMITTANCE:					\$1,307.84		
The claims listed above (totaling \$1,307.84) 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5592

The County Auditor Is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

45/124

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375215	2400	0760		\$99.01		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010375216	2400	0760		\$47.80		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/3/13 4010387497	2400	0760		\$54.83		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/7/13 4010380907	2400	0760		\$208.14		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/7/13 4010380908	2400	0760		\$21.47		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/7/13 4010380909	2400	0760		\$22.10		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/7/13 4010380910	2400	0760		\$18.34		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 4010362131	2400	0760		\$72.13		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/11/12 4010363047	2400	0760		\$18.03		
TOTAL REMITTANCE:					\$561.85		
The claims listed above (totaling \$561.85) 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: 01/28/13
REPORT NO: 5593

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356267	2400	0760		\$102.07		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356268	2400	0760		\$12.25		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356269	2400	0760		\$37.18		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356270	2400	0760		\$14.48		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356271	2400	0760		\$13.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356272	2400	0760		\$18.95		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356273	2400	0760		\$21.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356274	2400	0760		\$8.31		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356275	2400	0760		\$13.83		
TOTAL REMITTANCE:					\$241.58		

The claims listed above (totaling \$241.58) 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: 01/28/13
REPORT NO: 5594

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

YB 1/24/13

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356276	2400	0760		\$242.38		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356277	2400	0760		\$321.74		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356278	2400	0760		\$355.60		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356279	2400	0760		\$614.91		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356280	2400	0760		\$352.03		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/12/12 4010356281	2400	0760		\$77.75		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/18/12 4010366128	2400	0760		\$285.37		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87557120	2400	0760		\$54.93		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87634020	2400	0760		\$114.69		
TOTAL REMITTANCE:					\$2,419.40		
The claims listed above (totaling \$2,419.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5595

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

YB1/24

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/13/12 W86081150	2400	0760		\$30.61		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86244220	2400	0760		\$18.51		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86519170	2400	0760		\$174.07		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86519210	2400	0760		\$452.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86521240	2400	0760		\$22.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86588020	2400	0760		\$22.52		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/14/12 W86588050	2400	0760		\$30.64		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/10/12 90608647	2400	0760		\$34.09		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/19/12 90631512	2400	0760		\$269.54		
TOTAL REMITTANCE:					\$1,055.02		

The claims listed above (totaling \$1,055.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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: 01/28/13
REPORT NO: 5596

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

YB1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	12/6/12 1148-122141277-120612	2400	0760		\$109.37		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/20/12 90634805	2400	0760		\$47.18		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/20/12 90633597	2400	0760		\$49.99		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/21/12 90639348	2400	0760		\$24.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87669520	2400	0760		\$11.26		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87745660	2400	0760		\$11.26		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87839520	2400	0760		\$30.71		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87842670	2400	0760		\$22.61		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87861810	2400	0760		\$28.28		
TOTAL REMITTANCE:					\$334.75		

The claims listed above (totaling \$334.75) 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: 01/28/13
REPORT NO: 5597

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

VB/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 W87869290	2400	0760		\$18.56		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	1/1/13 H-0013840	2400	0760		\$3,000.00		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/13/12 90617226	2400	0760		\$44.09		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12/13/12 90617228	2400	0760		\$133.45		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1/17/13 90692169	2400	0760		\$43.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380152	2400	0760		\$166.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380153	2400	0760		\$38.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380154	2400	0760		\$20.22		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380155	2400	0760		\$13.86		
TOTAL REMITTANCE:					\$3,477.45		
<p>The claims listed above (totaling \$3,477.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/28/13
REPORT NO: 5598

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

YB 1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380156	2400	0760		\$13.88		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380157	2400	0760		\$19.55		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380158	2400	0760		\$101.84		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380159	2400	0760		\$61.89		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380160	2400	0760		\$28.40		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380161	2400	0760		\$19.43		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380162	2400	0760		\$78.30		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380163	2400	0760		\$15.15		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380164	2400	0760		\$41.27		
TOTAL REMITTANCE:					\$379.71		

The claims listed above (totaling \$379.71) 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: 01/28/13
REPORT NO: 5599

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

YB 1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380165	2400	0760		\$110.06		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380166	2400	0760		\$15.12		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/8/13 4010380167	2400	0760		\$49.13		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386682	2400	0760		\$94.69		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386683	2400	0760		\$16.40		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386684	2400	0760		\$20.59		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386686	2400	0760		\$132.49		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386687	2400	0760		\$74.70		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386688	2400	0760		\$38.09		
TOTAL REMITTANCE:					\$551.27		
The claims listed above (totaling \$551.27) 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: 01/28/13
REPORT NO: 5600

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

YB 1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386689	2400	0760		\$23.97		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386690	2400	0760		\$16.40		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386691	2400	0760		\$38.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386692	2400	0760		\$15.15		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386693	2400	0760		\$61.83		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386694	2400	0760		\$32.06		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386695	2400	0760		\$42.26		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386696	2400	0760		\$102.29		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386697	2400	0760		\$23.35		
TOTAL REMITTANCE:					\$355.31		
The claims listed above (totaling \$355.31) 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: 01/28/13
REPORT NO: 5601

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010386698	2400	0760		\$17.69		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10/10/13 4010386699	2400	0760		\$18.60		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10/10/13 4010386700	2400	0760		\$160.25		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/10/13 4010394976	2400	0760		\$9.12		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/14/13 4010391051	2400	0760		\$18.19		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/14/13 4010391052	2400	0760		\$36.15		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/27/12 4010380455	2400	0760		\$65.46		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	12/27/12 0000055134	2400	0760		\$10.78		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	1/4/13 W86497091	2400	0760		\$12.13		
TOTAL REMITTANCE:					\$348.37		

The claims listed above (totaling \$348.37) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken 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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 01/28/13
REPORT NO: 5602
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

VB1/24

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	10/31/12 4010310755	2400	0760		\$58.42		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11/8/12 4010322343	2400	0760		\$43.16		
TOTAL REMITTANCE:					\$101.58		
<p>The claims listed above (totaling \$101.58) 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: 01/28/13
REPORT NO: 66

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	*02-7-13 Payroll #12 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: January 28, 2013

	Fiscal Year 2012-2013						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
07/31/12	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2012	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2012	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/12	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2012	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2012	Closed Account	Closed Account	Closed Account	1,912,383.33	Closed Account	1,912,383.33	0.00
01/31/13	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/13	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2013	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

	Fiscal Year 2011-2012						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: January 28, 2013

Summary of Cash and Investments as of December 31, 2012

Cash with Orange County Treasurer Fund 707	1,912,383.33
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	12,286.01
General Fund Savings – Bank of the West	510,448.18
Payroll Checking – Wells Fargo Bank	106,911.92
Total Cash and Investments	3,331,237.84

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 December 31, 2012

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	944,462	852,754	52.6%
6220		Property Taxes - Current Unsecured	76,781	42,523	34,258	55.4%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
6280		Property Taxes - Curr Supplemental	24,602	13,257	11,345	53.9%
6290		Other Taxes	0	1,746	(1,746)	100.0%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	50.4%
		Sub Total		<u>1,004,425</u>		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	3,121	(3,121)	100.0%
		Sub Total		<u>3,121</u>		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	2,216	14,689	13.1%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		<u>2,216</u>		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	15,940	19,060	45.5%
		Passport/Photos	55,000	36,589	18,411	66.5%
		Meeting Room Fees	5,500	2,580	2,920	46.9%
		DVD Rentals	5,000	3,134	1,866	62.7%
		Test Proctor	3,000	2,300	700	76.7%
		Sub Total		<u>60,543</u>		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		<u>1,070,305</u>		
		FY 11/12 Funds Available	70,000	70,000		
TOTAL REVENUES FY 12/13:			2,094,494	1,140,305	954,189	54.4%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 December 31, 2012
 50% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	499,144	0.47	\$571,718
0200	Retirement	37,960	17,674	0.47	\$20,286
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	67,220	0.40	\$99,221
0306-0770	Employee Assistance Program	800	355	0.44	\$445
0308	Dental Insurance	15,500	7,703	0.50	\$7,797
0309	Life Insurance	7,400	3,664	0.50	\$3,736
0310	AD & D Insurance	4,000	1,954	0.49	\$2,046
0319	Vision Insurance	2,600	1,204	0.46	\$1,396
0350	Workers' Compensation Insurance	10,000	4,460	0.45	\$5,540
	TOTAL	\$1,326,563	\$603,377	0.45	\$723,186
SERVICES & SUPPLIES					
0700	Communications	12,000	4,401	0.37	\$7,599
0900	Food	1,500	850	0.57	\$650
1000	Household Expenses	10,000	4,825	0.48	\$5,175
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	13,213	0.66	\$6,787
1400	Maintenance, Buildings & Improvements	85,000	10,655	0.13	\$74,345
1600	Memberships	14,000	9,025	0.64	\$4,975
1800	Office Expenses	30,000	18,141	0.60	\$11,859
1803	Postage	5,000	2,248	0.45	\$2,752
1900	Prof./Specialized Services	184,900	15,866	0.09	\$169,034
1912	Investment Administrative Fees	1,500	469	0.31	\$1,031
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	30,000	14,090	0.47	\$15,910
2400	Books/Library Materials	211,731	75,945	0.36	\$135,786
2600	Transportation & Travel	2,000	327	0.16	\$1,673
2700	Meetings	9,000	10,068	1.12	-\$1,068
2800	Utilities	97,500	32,197	0.33	\$65,303
	TOTAL	\$728,631	\$224,518	0.31	\$504,113
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$2,445	0.29	\$5,855
	OPERATING EXPENSES	\$2,063,494	\$830,340	0.40	\$1,233,154
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$97	0.00	\$20,903
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$97	0.00	\$30,903
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$830,437	0.40	\$1,264,057
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF DECEMBER 2012

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$11,418	578	602	\$829	10	82	\$12,247	588	684	\$60	3	3	\$12,307	591	687
Adult Non-Fiction	\$10,786	496	502	\$143	7	7	\$10,929	503	509	\$154	8	8	\$11,083	511	517
Adult Reference	\$498	12	12	\$0	0	0	\$498	12	12	\$156	8	8	\$654	20	20
Adult magazines	\$5,236	90	629	\$0	0	0	\$5,236	90	629	\$0	0	0	\$5,236	90	629
Total Adult Non-Fiction	\$16,519	598	1143	\$143	7	7	\$16,662	605	1150	\$310	16	16	\$16,972	621	1166
TOTAL ADULT PRINT MATERIALS	\$27,938	1176	1745	\$972	17	89	\$28,910	1193	1834	\$370	19	19	\$29,280	1212	1853
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$585	39	39	\$585	39	39
Adult Audio Books	\$3,044	69	69	\$192	4	6	\$3,236	73	75	\$0	0	0	\$3,236	73	75
Adult Free DVDs	\$864	30	34	\$0	0	0	\$864	30	34	\$0	0	0	\$864	30	34
Adult Rental DVDs	\$2,001	65	65	\$0	0	0	\$2,001	65	65	\$0	0	0	\$2,001	65	65
TOTAL ADULT NON-PRINT MATERIALS	\$5,909	164	168	\$192	4	6	\$4,100	103	109	\$585	39	39	\$4,685	142	148
TOTAL ADULT MATERIALS	\$33,847	1,340	1,913	\$1,164	21	95	\$33,010	1,296	1,943	\$955	58	58	\$33,965	1,354	2,001
Juvenile Fiction	\$19,196	1166	1441	\$14	1	1	\$19,210	1167	1442	\$272	22	23	\$19,482	1189	1465
Young Adult Fiction	\$9,821	638	644	\$0	0	0	\$9,821	638	644	\$70	10	10	\$9,891	648	654
Total Juvenile Fiction	\$28,017	1804	2085	\$14	1	1	\$28,031	1805	2086	\$342	32	33	\$28,373	1837	2119
Juvenile Non-Fiction	\$6,999	333	342	\$0	0	0	\$6,999	333	342	\$18	1	1	\$7,017	334	343
Young Adult Non-Fiction	\$1,557	69	70	\$30	2	2	\$1,587	71	72	\$25	1	1	\$1,612	72	73
Juvenile Reference	\$13	1	1	\$268	15	15	\$281	16	16	\$35	2	2	\$316	18	18
Juvenile Magazines	\$562	13	38	\$0	0	0	\$562	13	38	\$0	0	0	\$562	13	38
Total Juvenile Non-Fiction	\$9,131	416	451	\$298	17	17	\$9,429	433	468	\$78	4	4	\$9,507	437	472
TOTAL JUVENILE PRINT MATERIALS	\$ 37,148	2,220	2,536	\$312	18	18	\$37,460	2,238	2,554	\$420	36	37	\$ 37,880	2,274	2,591
Juvenile Music CDs	\$18	1	1	\$0	0	0	\$18	1	1	\$0	0	0	\$18	1	1
Juvenile Audio Books	\$595	25	25	\$0	0	0	\$595	25	25	\$0	0	0	\$595	25	25
Juvenile Free DVDs	\$2,325	110	116	\$0	0	0	\$2,325	110	116	\$0	0	0	\$2,325	110	116
Juvenile Rental DVDs	\$1,126	33	44	\$0	0	0	\$1,126	33	44	\$0	0	0	\$1,126	33	44
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,064	169	186	\$0	0	0	\$4,064	169	186	\$0	0	0	\$4,064	169	186
TOTAL JUVENILE MATERIALS	\$13,195	585	2722	\$298	17	17	\$13,493	602	654	\$78	4	4	\$13,571	606	658
On-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
E-books	\$1,113	29	30	\$0	0	0	\$1,113	29	30	\$0	0	0	\$1,113	29	30
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$1,512	30	30	\$0	0	0	\$1,512	30	30	\$0	0	0	\$1,512	30	30
Total Fiction	\$39,435	2382	2687	\$843	11	83	\$40,278	2393	2770	\$402	35	36	\$40,680	2428	2806
Total Non-Fiction	\$25,650	1014	1594	\$441	24	24	\$26,091	1038	1618	\$388	20	20	\$26,479	1058	1638
Total Electronic	\$1,512	30	30	\$0	0	0	\$1,512	30	30	\$0	0	0	\$1,512	30	30
Total Audio Books	\$3,639	94	94	\$192	4	6	\$3,831	98	100	\$0	0	0	\$3,831	98	100
Total Free DVDs	\$3,189	140	150	\$0	0	0	\$3,189	140	150	\$0	0	0	\$3,189	140	150
Total Rental DVDs	\$3,127	98	109	\$0	0	0	\$3,127	98	109	\$0	0	0	\$3,127	98	109
TOTAL MATERIALS	\$76,553	3758	4664	\$1,476	39	113	\$78,029	3,797	4,777	\$790	55	56	\$78,819	3852	4833

Outstanding Orders as of December 2012

General Fund	\$22,227
Adopt-a-book	\$248
TOTAL	\$22,475

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for December 2012

DATE: January 28, 2013

Net Revenue Summary for December 2012

			YTD	YTD
	Dec-12	Dec-11	2012-2013	2011-2012
Passport	3,850.00	2,850.00	29,450.00	26,175.00
Passport Photos	948.00	672.00	7,139.00	5,832.00
Test Proctor	200.00	600.00	2,300.00	2,650.00
Meeting Room	185.00	1,590.00	2,580.00	3,720.00
DVD Rentals	453.00	462.00	3,133.60	3,095.00
Total	5,636.00	6,174.00	44,602.60	41,472.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for December 2012

DATE: January 28, 2013

			YTD	YTD
	Dec-12	Dec-11	2012-2013	2011-2012
Separation	1	0	2	0
Retirement	0	0	0	1
Appointments	0	0	1	5
Open Positions	2	1	3	2
Workers' Compensation Leave	0	0	0	0
Total	3	1	6	8

SEPARATION:
Edward Strysik, Library Aide (20 hrs.)

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Page (10 hrs.)
Library Aide (20 hrs.)

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: January 28, 2013

MONTHLY STATISTICS**December 2012**

CIRCULATION	Dec-12	Dec-11		Y-T-D	Y-T-D	Y-T-D
				2012-13	2011-12	% change
New Patron Registrations	201	293		1,821	2,004	-9.1%
Total Circulation	13,830	13,523		101,943	100,808	1.1%
Total Active Borrowers*	8,619	9,375				
Attendance	19,223	20,515		137,245	138,137	-0.6%
Registered Card Holders*	32,147	28,483				
Adult Fiction	2,614	2,313		17,468	17,525	-0.3%
Adult Nonfiction	1,566	1,604		10,913	11,556	-5.6%
Adult Magazines	205	198		1,469	1,630	-9.9%
Adult Music CDs	148	198		1,079	1,368	-21.1%
Adult Audio Books	525	474		3,161	3,532	-10.5%
Adult Free DVDs	203	248		1,653	1,809	-8.6%
Adult Rental DVDs	351	395		2,494	2,655	-6.1%
Overdrive E-Books	326	104		1,547	470	229.1%
Overdrive Audio Books	134	110		639	424	50.7%
JV Fiction	5,067	4,974		40,161	39,219	2.4%
YA Fiction	931	763		7,558	5,160	46.5%
JV Nonfiction	916	1,000		6,636	6,461	2.7%
YA Nonfiction	62	49		430	319	34.8%
JV Magazines	13	2		70	28	150.0%
JV Music CDs	12	15		148	140	5.7%
JV Audio Books	37	36		265	231	14.7%
JV Free DVDs	588	667		4,160	4,559	-8.8%
JV Rental DVDs	167	203		1,227	1,272	-3.5%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		704	359	341	392	770	2,566
10:00		315	566	395	602	527	2,405
11:00		333	322	345	576	702	2,278
12:00		404	489	479	316	802	2,490
1:00	772	335	343	444	1,464	963	4,321
2:00	1,098	439	605	646	748	1,057	4,593
3:00	959	460	599	523	736	957	4,234
4:00	809	733	535	865	655	1,092	4,689
5:00		954	683	689	722		3,048
6:00		1,020	755	1,130	618		3,523
7:00		550	639	601	540		2,330
8:00		509	372	581	507		1,969
Total/Day	3,638	6,756	6,267	7,039	7,876	6,870	38,446
					* Grand Total		19,223

*The patron count equipment counts each patron once every time they walk in & out of the library, therefore, the total reflected is larger than the grand total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		3	0	1	1	2	7
10:00		1	0	0	3	2	6
11:00		1	0	3	3	6	13
12:00		2	6	1	0	2	11
1:00	17	2	0	2	2	8	31
2:00	4	4	4	1	4	10	27
3:00	2	3	3	2	0	2	12
4:00	9	2	0	3	2	2	18
5:00		2	1	5	7		15
6:00		0	0	2	1		3
7:00		2	3	5	0		10
8:00		0	0	0	1		1
Total/Day	32	22	17	25	24	34	154
							Grand Total

STAFF ACTIVITY

- December 01, 2012- Staff organized the meeting room for Family Flicks.
- December 01, 2012- Tim compiled and submitted purchase order for vending machines.
- December 01, 2012- Fernando began month long training for Laura De Leon.
- December 04, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- December 04, 2012- Fernando collected money from the copy machine.
- December 04, 2012- Fernando participated in supervisors meeting.
- December 05, 2012- Beatrice and Vanita helped with set up for the 18th Annual Tamale Festival.
- December 05, 2012- Estella and Laura C. participated in outreach at Tamale Festival.
- December 06, 2012- Staff organized the meeting room for Lap-Sit story time.
- December 06, 2012- Staff organized the meeting room for P-Tac.
- December 06, 2012- Estella delivered money deposits to the bank.
- December 08, 2012- Staff organized the meeting room for Family Flicks.
- December 09, 2012- Laura C. and Shawn helped with the Friends monthly book sale.
- December 11, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- December 11, 2012- Estella delivered money deposits to the bank.
- December 13, 2012- Staff organized the meeting room for Lap-Sit story time.
- December 13, 2012- Estella delivered money deposits to the bank.
- December 15, 2012- Staff organized chairs in the meeting room for Super Star story time.
- December 15, 2012- Tim compiled and submitted purchase order for vending machines.
- December 17, 2012- Fernando attended board meeting.
- December 18, 2012- Fernando collected money from the copy machine.
- December 18, 2012- Estella, Beatrice, Laura D. and Fernando attended all staff meeting.
- December 20, 2012- Estella delivered money deposits to the bank.

ONGOING PROJECTS

- Fernando continues to work on staff performance evaluations.
- Circulation staff continues performance measure assignment.
- Circulation Supervisor continues to participate in next fiscal years' department budget.

NEW PROJECTS AND ACTIVITIES

- Circulation will plan a passport marketing campaign.
- Circulation Supervisor along with Business Manager will begin recruitment for clerk substitutes.
- Circulation will begin recruitment for 20 hour library aide.
- Circulation will begin recruitment for 10 hour library page.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: City of Placentia Invoices, December 2012

DATE: January 28, 2013

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2012-2013						
12-Jul	8/22/12	2,954.95	1,452.50	142.50	7.68	\$4,557.63
12-Aug	11/29/12	6,506.97	*	142.50	7.92	\$6,657.39
12-Sep	11/29/12	6,627.60	1,452.49	142.50	15.70	\$6,785.80
12-Oct	11/29/12	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/13	3,209.17	*	*	7.76	\$6,121.91
12-Dec	*	*	*	*	*	
13-Jan						
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						
	TOTAL	23,491.27	4,357.48	427.50	31.30	\$28,315.31
	AVG	4,698.25	1,452.49	142.50	9.77	\$5,663.06

* City Billing Not Received

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	\$7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	\$5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	\$4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	\$4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	\$4,655.21
12-Feb	04/09/12	3,035.20	1,452.50	142.50	7.72	\$4,637.92
12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	\$4,652.09
12-Apr	06/07/12	3,028.13	1,452.50	142.50	7.70	\$4,630.82
12-May	6/14/12	3,346.82	1,452.50	142.50	15.40	\$4,957.22
12-Jun	8/22/12	5,656.99	1,452.50	142.50	*	\$7,251.99
	TOTAL	\$49,949.04	\$17,430.00	\$1,710.00	\$92.06	\$66,041.21
	AVG	4,162.42	1,452.50	142.50	8.36	5,503.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for December 2012

DATE: January 28, 2013

Accomplishments

- Secured \$2,500 from Placentia Library Friends Foundation (PLFF) for the Adult Services Summer Reading Program.
- Facilitated the meeting to review the 2006 Strategic Plan.
- Commenced the Monday huddles with morning staff.
- Continued to provide assistance to PLFF for the Author's Luncheon.

Meetings

- Library Board of Trustees meetings – December 6th, 12th & 17th
- Supervisor's meeting – December 4th, 11th & 18th
- Staff meeting – December 18th
- Monday huddles – December 17th
- City of Placentia – December 17th
- PLFF meeting – December 10th
- Rotary Club – December 3rd, 5th, 11th, 12th & 19th
- Miss Placentia Contestant – December 18th
- Orange County Library Director's Meeting – December 20th
- Long Beach Library Director – December 4th
- Easter Eggcitement – December 4th
- Performance Evaluation – December 6th

Conferences/Workshops/Training

- Election 2012 Recap – December 20th

Community Events / Functions

- Tamale Festival – December 5th
- Miss Placentia / Yorba Linda Scholarship mixer – December 12th

Projects in Progress

- Newsletter for March 2013 – September 2013
- Fiscal Years 2013-2015 Budget

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 December 2012

DATE: January 28, 2013

MONTHLY STATISTICS**Childrens Desk Activity**

	December 2012	December 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	40	34	207	208	-0.48%
In person reference/research:	779	579	4715	3703	27.33%
Total Reference	819	613	4922	3911	25.85%
Total Number of Programs	40	27	232	204	13.73%
Total Programs Attendance	793	763	8425	8827	-4.55%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	30
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	12
Preschool Story Times I & II: 3-6 years	8	106
C.O.P.S.	1	21
Pocket Tales: Stories, music, and movement	4	58
Lap Sit 24 months & younger	4	92
P-TAC	2	46
Family Flicks	3	29
Super S.T.A.R.	1	24
Homework Club	12	173
11/10 Ruby Dr. Elementary: Library Services Presentation for Spanish-speaking Parents	1	45

11/13 YA: Le Teen Café	1	32
11/15 Winter Wonderland	1	125
Total December 2012	40	793
Total December 2011	27	763
Current FY to date	232	8,425
Previous FY to date	204	8,827

Achievements:

- Lori Worden conducted a planning meeting on December 4 for next year's Easter Eggcitement program.
- Lori Worden attended the Placentia Library Board of Trustees meeting on December 17.
- Children's staff attended the all-staff meeting on December 18.
- Children's staff made plans for Spring and Summer events for inclusion in the Spring/ Sumer 2013 eXPLORE Library newsletter.
- Lori Worden attended a SCLC Children's Librarian meeting on December 19 at Yorba Linda Public Library to plan the upcoming Performer's Showcase program.
- Brenda Ramirez participated in an Infopeople Graphic Design webinar.
- Children's staff planned and presented holiday programs: "Winter Wonderland," including Santa, a puppet show, and crafts for children; and "Le Teen Café" with holiday snacks and crafts for teens.
- Lori Worden attended meetings with Jeanette Contreras and library supervisors on December 4, 11, and 18.
- Children's staff members attended the holiday staff potluck lunch on December 20.

In progress:

- Children's staff members continue to plan upcoming programs for children and teens.
- Lori Worden will be working with the Easter Eggcitement committee to plan this year's event on March 23 at Kraemer Park.
- Children's staff members are purchasing items for the library collection for children and teens. Staff also continue to weed and discard items in their collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for December 2012

DATE: JANUARY 28, 2013

MONTHLY STATISTICS

Reference Desk Activity

	December 2012	December 2011	Y-T-D 2012-2013	Y-T-D* 2011-2012	Y-T-D % change
Reference -- in person	761	550	5790	4857	19.21%
Reference -- telephone	216	198	2020	1698	18.96%
Reference -- email/chat	2	0	17	14	21.43%
Technology assistance	288	244	2442	2360	3.47%
Guest passes	95	119	811	1106	-26.67%
Adult & Children's computer use (desktops)	2220	2468	15064	16652	-9.54%
Adult computer usage (desktop)*	1889	1989	13145	14187	-7.34%
Public computer use (express laptops)	109	666	2054	5332	-61.48%
In library use -- cleanup	2719	2426	19690	18430	6.84%
Adult Program Attendance**	240	109	1150	621	85.19%
Number of Adult Programs	5	5	41	31	32.26%

**Only 1 Express Laptop Available*

***2 Lab Computers Unavailable for Workshops*

Adult Services Programs

		December 2012
December 6, 2012	Holiday Fine Arts Series: A Seussified Christmas Carol	125
December 11, 2012	Book Discussion: Life of Pi	12
December 11, 2012	Introduction to PowerPoint	3
December 13, 2012	Holiday Fine Arts Series: Placentia Community Chorus	83
December 18, 2012	Introduction to Overdrive & Freegal	17
Total Program Attendance		240
Cumulative # of Adult Programs		41

Volunteer Hours

	December 2012	December 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	11	0	130.25	388	-66.43%
PLFF	386.5	412	2572.75	2696	-4.57%
General Library	329.75	357.25	1979.25	4069	-51.36%
Technology	14.75	94	724.25	203.5	255.90%
Homework Club	86.75	75.5	410.25	564.75	-27.36%
Adult Literacy Tutors	25.75	40	163	238	-31.51%
PTAC	127.5	152.5	885.75	668.25	32.55%
Total Volunteer Hours	982	1131.25	8178.75	8827.5	-7.35%

History Room Activity

	December 2012	December 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room Visitors	5	8	41	46	-10.87%

Adult Literacy

	December 2012	December 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	9	6	40	29	37.93%
Number of Students	12	9	54	39	38.46%
Total Number of Participants	21	15	94	68	38.24%

Computer Literacy

	December 2012	December 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	4	2	12	14	-14.29%
Number of Students	4	2	15	13	15.38%
Total Number of Participants	8	4	26	22	18.18%