



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Tuesday, February 21, 2012
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

CONSENT CALENDAR (Items 8 – 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 – 26 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 8)

8. Minutes of the January 16, 2012 Library Board of Trustees Regular Meeting and January 25, 2012 Library Board of Trustees Work Session Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2011-2012 Cash Flow Analysis through January 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 26)

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

PRESENTATION

25. A Presentation to Mr. Bob Turner
Presentation: President DeVecchio

NEW BUSINESS


26. Travel Authorization: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) the Spring Workshop on March 10, 2012 at the Burbank Public Library.
Presentation: Library Director
Recommendation: Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 10, 2012 at the Burbank Public Library, at a cost of \$10 per person plus mileage, with the expenses to be drawn from the General Fund.
27. Placentia Library District Policy #4080 – Membership in Associations
Presentation: Library Director
Recommendation: Authorize an amendment to Placentia Library District Policy #4080 – Membership in Associations as presented inclusive of feedback from the Library Board of Trustees.
28. Request to Transfer Funds Within the General Fund Accounts
Presentation: Business Manager
Recommendation: Authorize a transfer of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses, as presented.
29. Discuss the Date and Time for the May Library Board of Trustees Meeting.
Presentation: Library Director
Recommendation: Actions to be determined by the Library Board of Trustees.

ADJOURNMENT

30. Agenda Preparation for the March Regular Date Meeting which will be held on Monday, March 19, 2012 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 21, 2012 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 15, 2012.



Marisa Timothy, Administrative Assistant

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

CALL TO ORDER President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 16, 2012 at 6:37 P.M.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, Coleen Wakai, and Lori Worden

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

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio moved Agenda item #27 – Employee of the Quarter Award to his report. He presented to Teen Librarian Coleen Wakai a proclamation and \$200 check provided by the Placentia Library Friends Foundation (PLFF) in recognition of her outstanding contributions. Coleen thanked the Board for the recognition and expressed her appreciation for the opportunity to be at PLD and grow. (Item 5)

No Trustee Reports were provided. (Item 6)

PLFF REPORT

As there was no representative from PLFF present, Trustee Turner reported that all efforts are on the upcoming Author's Luncheon and all PLFF Bookstore hours have been filled by volunteers. (Item 7)

CONSENT CALENDAR

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

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

CLAIMS

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

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

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through December 2011; the Schedule of Anticipated Property Tax

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

TREASURER'S REPORT

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

Balance Sheet for December 2011 (Item 14)

Acquisitions Report for December 2011 (Item 15)

Entrepreneurial Activities Report for December 2011 (Item 16)

GENERAL CONSENT

Personnel Report for December 2011 (Item 17)

Circulation Report for December 2011 (Item 18)

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

STAFF REPORTS

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

Information Technology Report for December 2011 (Item 21)

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

Volunteer Report for December 2011 (Item 23)

Adult Services Report for December 2011 (Item 24)

Local History Room Report for December 2011 (Item 25)

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

OLD BUSINESS

Agenda Item #27 – Employee of the Quarter Award was addressed in the Board President Report.

NEW BUSINESS

FREEGAL MUSIC SERVICE AGREEMENT

Library Director Contreras presented information and contract documents on the new online service Freegal Music that provides patrons with access to the catalog of artists in Sony Music Entertainment. She explained if the Library decides to provide this to patrons, they can download up to three songs a week with their library card barcode and pin number. The service works with any MP3 device including iPods. There was discussion regarding patron demand for music, the declining use of music CD's, PR plans, and reporting use statistics that are to be provided in the Adult Services report. It was moved by Trustee Shkoler and seconded by Trustee Turner to authorize PLD to offer Freegal Music to library patrons: (Item 28)

AYES: DeVecchio, Escobosa, Shkoler, Turner, Wood

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Wood to authorize the Library Director to sign the agreement: (Item 28)

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

FULLERTON PLAZA
CONDO OWNERS
ASSOC REQUEST

Library Director Contreras explained the history and membership of the Fullerton Plaza Condo Owners Association that has been renting the Meeting Room from PLD for many years. She informed the Board that the Association requests that their rental fee be set at the non-profit level of \$20/hour even as they do not have 501(c)(3) IRS exemption. She also presented a copy of the Association's email request. There was discussion regarding concern for other groups requesting the same if an exception is made. There was further discussion regarding possible revenue losses. It was moved by Trustee Shkoler and seconded by Trustee Wood to approve the Fullerton Plaza Condo Owners Association's request to be charged the meeting room rental non-profit fee of \$20/hour and to place Policy #6050 – Meeting Room Policy on a future agenda for review: (Item 29)

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

Trustee Escobosa requested record that her 'no' vote indicated that any approval would be contradictory to the current policy in place. (Item 29)

RENEWAL OF
PLACENTIA YORBA
LINDA ART ASSOC
MOA

Library Director Contreras reviewed the history of the partnership established with the Placentia Yorba Linda Art Association to provide artwork to be displayed on the art gallery wall across from the Circulation Desk. She notified the Board that the annual Memorandum of Understanding is up for renewal. Trustee Turner expressed concern for staff duties and time involved. It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize PLD to renew its partnership with the Placentia Yorba Linda Art Association to provide artwork for the Library as specified in the Attachment A provided: (Item 30)

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

WOMAN OF THE YEAR
FOR 72ND ASSEMBLY
DISTRICT

Library Director Contreras notified the Board that Assemblyman Chris Norby of the 72nd Assembly District is seeking nominations for the 2012 Woman of the Year Award that recognizes their career, community, and personal achievements. She explained that the notice was provided by Field Rep Jackie Filbeck. It was moved by Trustee Shkoler and seconded by Trustee Turner to nominate Trustee Wood: (Item 31)

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

It was moved by President DeVecchio to nominate Secretary Escobosa. She declined the nomination and nominated Trustee Turner for her positive involvement with PLFF and other community organizations. It was moved by Secretary Escobosa and seconded by Trustee Wood to nominate Trustee Turner: (Item 31)

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

It was determined that administration would compose the letters of nomination. (Item 31)

MIDYEAR BUDGET
REPORT

Library Director Contreras provided a summary of the state of the current fiscal year budget as of January 2nd, 2012. She explained that it appears PLD will receive more funds from the County than budgeted. Miscellaneous Revenues that include circulation fines and fees, passport fees, and meeting room fees are down. A significant unexpected cost was the addition of medical insurance coverage for two full time staff, yet there has also been quite a bit of unpaid leave. Additional high expenses are household and office supplies and an increased tax assessment. The total expected surplus funds at the end of this fiscal year is \$53,000, a combination of \$23,00 from this year with \$30,000 from last year. (Item 32)

AGENDA
PREPARATION

Agenda Preparation for the February Board of Trustees Meeting which will be held on Tuesday, February 21, 2012 unless re-scheduled by the Library Board of Trustees. It was requested that PLD Policy #6050 –Meeting Room Policy be reviewed in regards to non-profit status and rates.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on January 16, 2012 adjourned at 7:11 P.M.

NEXT MEETING

The next meeting will be on February 21, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION OF THE BOARD OF TRUSTEES
January 25, 2012

CALL TO ORDER President DeVecchio called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 25, 2012 at 9:37 A.M.

ROLL CALL Members Present: President Richard DeVecchio, Secretary Betty Escobosa , Trustee Al Shkoler (arrived at 9:39), Trustee Jean Turner (arrived at 10:07), Trustee Gaeten Wood

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Marisa Timothy, and Lori Worden

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

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

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

BUDGET WORK SESSION Library Director Contreras presented key figures affecting the upcoming fiscal year 12-13 budget. She explained that the revenue total amount of \$2,094,494 is based on a 1% Property Tax increase with \$70,000 of surplus funds from previous years. She explained that with consideration of staff requests and input and current salaries, supplies, services, and fixed assets, required funds fall short by \$337,346. She then presented three possible options for next fiscal year's budget. Option 1 would include no change in personnel, no additional staff, no library improvements, and no conference attendance for staff. Option 2 would include no salary change, a decrease of the District's PARS contribution from 8% to 4%, and a decrease in spending for library materials and programs. Option 3 would include the re-classification of two Librarian II positions with the addition of two lead positions that would be part of a re-organization of staff. This would require a \$78k increase in salary expenses. There would also be a small increase in funds for Library Materials, yet none for programs. This re-classification on the Librarian II positions with the elimination of the Library Services Manager position would transfer many tasks and responsibilities from administration to these new supervisory positions. Library Director Contreras also presented possible benefit changes as gathered from a recent all staff meeting. President DeVecchio and Trustee Wood requested that there be further discussion regarding paid holidays for part-time staff. There were questions regarding a two-tier format and it was confirmed that a two-tier format would not be implemented. President DeVecchio suggested that there may need to be a comprehensive review of the benefits policy. He recommended that work be done on the numbers currently available rather than theoretical or possible figures in relation to policy changes. There was further discussion on this and it was concluded that some policy changes could provide direct expense savings for the District; focus should be placed on those items.

ADJOURNMENT The Work Session meeting was adjourned at 11:18 am for a short break.

RE-CONVENE The work Session meeting re-convened at 11:27am.

Board members voted on which policy items should be considered for review and possible changes in addition to the possibility of reduced operating hours during the winter holidays. Library Director Contreras reiterated that the decrease in local revenues and the increase in operating costs must be considered including the need for consultants such as an information technology vendor. It was decided that the board members would review the information presented at the meeting and hold an additional work session to work further on the budget. (Item 5)

ADJOURNMENT The Work Session of the Board of Trustees of the Placentia Library District on January 25, 2012 adjourned at 11:47 A.M.

NEXT MEETING The next meeting will be on February 21, 2012 at 6:30 P.M.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for January 2012
DATE: February 21, 2012

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: February 21, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	02/01/12	5460	\$ 10,045.78
		TOTAL	\$ 10,045.78

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: February 21, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	2/21/12	5461	\$ 1,608.12
707	2/21/12	5462	\$ 3,371.87
707	2/21/12	5463	\$ 6,853.77
707	2/21/12	5464	\$20,961.96
707	2/21/12	5465	\$ 1,232.29

Subtotal for Claims \$34,028.01

Payroll

On Demand Wire	2/27/12	46	\$40,000.00
	3/07/12	47	\$40,000.00

Subtotal for Payroll \$80,000

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$114,028.01**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 5461

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	11-29-11		2400	0760			
		4010001819			\$38.69		
	11-29-11		2400	0760			
		4010006327			\$21.40		
	11-29-11		2400	0760			
		4010006328			\$18.91		
	11-29-11		2400	0760			
		4010006329			\$20.29		
	11-29-11		2400	0760			
		4010006330			\$15.02		
	11-29-11		2400	0760			
		4010006331			\$66.84		
	11-29-11		2400	0760			
		4010006332			\$35.79		
	11-29-11		2400	0760			
		4010006333			\$28.97		
	11-29-11		2400	0760			
		4010006334			\$42.32		
	11-29-11		2400	0760			
		4010006335			\$53.00		
	11-29-11		2400	0760			
		4010006336			\$13.85		
	11-29-11		2400	0760			
	4010006337			\$87.91			
11-30-11		2400	0760				
	4010014928			\$121.21			
12-07-11		2400	0760				
	4010012044			\$20.80			
12-07-11		2400	0760				
	4010012045			\$24.42			
12-07-11		2400	0760				
	4010012046			\$18.98			
12-07-11		2400	0760				
	4010012047			\$16.38			
12-07-11		2400	0760				
	4010012048			\$23.18			
12-07-11		2400	0760				
	4010012049			\$19.55			
12-07-11		2400	0760				
	4010012050			\$753.72			
12-08-11		2400	0760				
	4010018162			\$62.33			
12-09-11		2400	0760				
	4010013188			\$104.56			
TOTAL REMITTANCE:					\$1,608.12		

The claims listed above (totaling \$1,608.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 5462

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	12-12-11	4010016156	2400	0760	\$16.31		
	12-12-11	4010016157	2400	0760	\$215.40		
	12-12-11	4010016158	2400	0760	\$75.03		
	12-13-11	4010015233	2400	0760	\$78.99		
	12-13-11	4010015234	2400	0760	\$50.74		
	12-13-11	4010015235	2400	0760	\$13.20		
	12-13-11	4010015236	2400	0760	\$370.32		
	12-13-11	4010015237	2400	0760	\$413.53		
	12-13-11	4010015238	2400	0760	\$1,034.42		
	12-13-11	4010015239	2400	0760	\$187.43		
	12-13-11	4010015240	2400	0760	\$363.11		
	12-13-11	4010015241	2400	0760	\$52.32		
	12-13-11	4010015242	2400	0760	\$121.73		
	12-13-11	4010026394	2400	0760	\$25.11		
	12-15-11	4010021462	2400	0760	\$14.46		
	12-15-11	4010021463	2400	0760	\$20.78		
	12-15-11	4010021464	2400	0760	\$25.85		
	12-15-11	4010021465	2400	0760	\$19.62		
	12-15-11	4010021466	2400	0760	\$35.79		
	12-15-11	4010021467	2400	0760	\$165.29		
12-15-11	4010021468	2400	0760	\$57.96			
12-15-11	4010021469	2400	0760	\$14.48			
TOTAL REMITTANCE:					\$3,371.87		

The claims listed above (totaling \$3,371.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 5463

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	12-15-11	2400	0760				
	4010021470	2400	0760		\$13.73		
	12-15-11	2400	0760				
	4010021471	2400	0760		\$19.50		
	12-15-11	2400	0760				
	4010021472	2400	0760		\$102.65		
	12-15-11	2400	0760				
4010021473	2400	0760		\$2,129.46			
12-19-11	2400	0760					
4010021124	2400	0760			\$90.33		
01-25-12	2400	0760					
W77700340					\$679.48		
					\$3,035.15		
VC--2883 World Book, Inc. World Book School and library P.O. Box 856009 Louisville, KY 40285-6009	01-17-12	2400	0760				
	WBE1438514				\$968.67		
VC-4829 Hoang Computer Services 6765 Westminster Bl. Ste C-PMB 103 Westminster, CA 92683	12-01-11	1900	0739				
	00721	1900	0739		\$1,000.00		
	01-06-11	1900	0739				
	00729				\$1,300.00		
					\$2,300.00		
VC-11022 OGO Sense PMB 220 11 Main Street, Suite 7 Westbrook, ME 04092	02-01-12	1300					
	2954				\$29.99		
VC-000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	02-12-12	0700	0702				
	8488 40 025 0124877				\$124.92		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	02-01-12	1300					
	35256				\$33.00		
VC-9914 Ray-Lite Industries, Inc. P.O. Box 1598 Brea, CA 92822-1598	01-26-12	1400	0714				
	2633				\$362.04		
TOTAL REMITTANCE:					\$6,853.77		
The claims listed above (totaling \$6,853.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 5464

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-5764 Union Bank of California PARS #6746022400	02-07-12 6746022400	0200			\$2,410.36		
Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	02-09-12 6746022400	0200			\$158.72		
	02-09-12 6746022400	0200			\$2,274.51		
	02-09-12 6746022400	0200			\$2,155.69		
					\$6,999.28		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	02-07-12 0010861-IN	0306			\$12,652.31		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	02-02-12 000003007620	0700	0701		\$279.66		
	02-02-12 000003007620	0700	0700		\$105.89		
					\$385.55		
VC-1426 Legacy Integrative Solutions 8734 Cleta Street, Unit D Downey, CA 90241	02-07-12 11692	1300			\$289.86		
VC-11398 MXTOOLBOX, INC. PO Box 975231 Dallas, TX 75397-5231	02-11-12 46451	1300			\$337.50		
VC-000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	02-14-12 8488 40 025 0276198	0700	0702		\$145.26		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	01-31-12 0676-001000562	1001			\$152.20		
TOTAL REMITTANCE:					\$20,961.96		
The claims listed above (totaling \$20,961.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 5465

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	02-09-12	1800	0726		\$253.21		
	25550						
	02-13-12	1800	0726		\$307.08		
	25560				\$560.29		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	01-17-12	1800	0728		\$15.07		
	593585983001						
	01-30-12	1400	0717		\$14.54		
	595790820001						
	01-30-12	1800	0728		\$71.10		
	595790820001						
	01-30-12	1800	0728		\$495.03		
595792348001							
VC-4997 EBSCO Subscription Services Accounts Receivable PO Box 830625 Birmingham, AL 35283	02-01-12	1800	0728		\$73.26		
	596533940001				\$669.00		
	12-13-11	2400	0760		\$3.00		
	0062082						
TOTAL REMITTANCE:					\$1,232.29		
<p>The claims listed above (totaling \$1,232.29) 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.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 46

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	*02-27-12 Payroll #18 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/21/12
REPORT NO: 47

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*03-07-12 Payroll #19 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)
DATE: February 21, 2012

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

	Fiscal Year 2010-2011						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

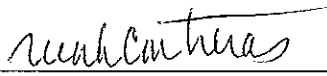
SUBJECT: Financial Reports through January 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: February 21, 2012

Summary of Cash and Investments as of January 31, 2012

Cash with Orange County Treasurer Fund 707	1,598,956.35
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	125,627.48
General Fund Checking – Bank of the West	24,269.48
General Fund Savings – Bank of the West	488,196.94
Payroll Checking – Wells Fargo Bank	231,313.52
Total Cash and Investments	2,883,152.87

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
 January 31, 2012

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	981,894	748,518	56.7%
6220		Property Taxes - Current Unsecured	69,801	59,390	10,411	85.1%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	0	-	-	0.0%
6280		Property Taxes - Curr Supplemental	22,366	8,149	14,217	36.4%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	4,122	(4,122)	0.0%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	15,368	7,573	7,795	49.3%
6970		State - Other	0	4,377	(4,377)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	20,615	39,385	34.4%
		Passport	60,000	41,237	18,763	68.7%
		Meeting Room Fees	7,000	4,730	2,270	67.6%
		DVD Rentals	5,500	3,630	1,870	66.0%
		Test Proctor	2,000	2,800	(800)	140.0%
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		1,141,162		
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 11/12:			2,082,447	1,251,162	831,285	60.1%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	57,565	(57,565)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT**EXPENDITURES REPORT**

January 31, 2012

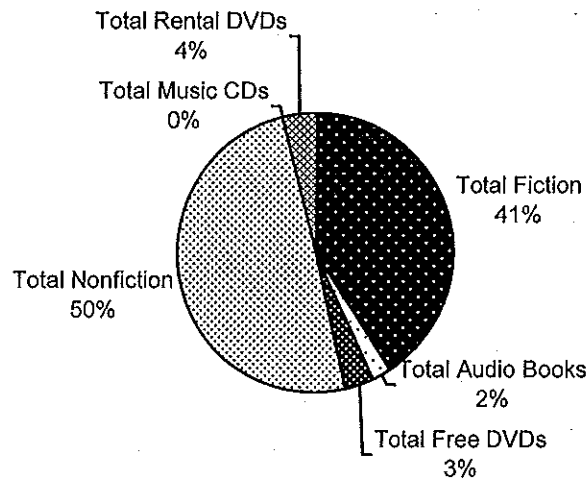
58% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	529,368	0.53	\$477,289
0200	Retirement	77,589	28,539	0.37	\$49,050
0301	Unemployment Insurance	15,000	5,680	0.38	\$9,320
0306	Health Insurance	146,979	70,319	0.48	\$76,660
0306-0770	Employee Assistance Program	822	343	0.42	\$479
0308	Dental Insurance	16,028	9,199	0.57	\$6,829
0309	Life Insurance	7,928	3,634	0.46	\$4,294
0310	AD & D Insurance	4,308	2,110	0.49	\$2,198
0319	Vision Insurance	2,734	1,395	0.51	\$1,339
0350	Workers' Compensation Insurance	10,500	2,497	0.24	\$8,003
	TOTAL	\$1,288,545	\$653,083	0.51	\$635,462
SERVICES & SUPPLIES					
0700	Communications	13,000	4,117	0.32	\$8,883
0900	Food	1,000	1,183	1.18	-\$183
1000	Household Expenses	8,000	8,158	1.02	-\$158
1100	Library Insurance	15,000	12,337	0.82	\$2,663
1300	Maintenance, Equipment	20,000	12,797	0.64	\$7,203
1400	Maintenance, Buildings & Improvements	131,400	14,557	0.11	\$116,843
1600	Memberships	12,000	12,374	1.03	-\$374
1800	Office Expenses	21,486	19,806	0.92	\$1,680
1803	Postage	4,000	2,732	0.68	\$1,268
1900	Prof./Specialized Services	119,500	34,606	0.29	\$84,894
1912	Investment Administrative Fees	1,500	500	0.33	\$1,000
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	282	0.56	\$218
2200	Rents & Leases - Buildings & Improvements	35,000	21,134	0.60	\$13,866
2400	Books/Library Materials	236,736	62,386	0.26	\$174,350
2600	Transportation & Travel	2,000	594	0.30	\$1,406
2700	Meetings	11,000	8,724	0.79	\$2,276
2800	Utilities	85,000	38,425	0.45	\$46,575
	TOTAL	\$718,122	\$254,713	0.35	\$463,409
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$6,771	0.97	\$229
	OPERATING EXPENSES	\$2,013,667	\$914,566	0.45	\$1,099,101
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$3,692	0.15	\$21,308
4200	Structures/Improvements	20,000	\$1,950	0.00	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$5,642	0.08	\$63,138
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$920,208	0.44	\$1,162,239
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$27,359	1,574	1,772
Total Non-Fiction	\$33,355	731	1,592
Total Music CDs	\$96	6	6
Total Audio Books	\$1,569	47	47
Total Free DVDs	\$2,170	94	116
<u>Total Rental DVDs</u>	<u>\$2,588</u>	<u>72</u>	<u>88</u>
TOTAL MATERIALS	\$67,136	2524	3621



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF JANUARY 2012
Prepared by Katie Metz, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$8,686	436	\$479	17	\$9,165	453	\$511	18	\$9,676	471
Adult Non-Fiction	\$6,988	313	\$300	8	\$7,288	321	\$118	5	\$7,406	326
Adult Reference	\$439	9	\$0	0	\$439	9	\$225	3	\$664	12
Adult magazines	\$4,451	89	\$0	0	\$4,451	89	\$0	0	\$4,451	89
Adult on-line databases	\$12,984	3	\$0	0	\$12,984	3	\$0	0	\$12,984	3
Total Adult Non-Fiction	\$24,861	414	\$300	8	\$25,161	422	\$343	8	\$25,504	430
TOTAL ADULT PRINT MATERIALS	\$33,547	850	\$779	25	\$34,326	875	\$854	26	\$35,180	901
Adult Music CDs	\$26	1	\$0	0	\$26	1	\$1,206	68	\$1,232	69
Adult Audio Books	\$1,518	45	\$118	5	\$1,636	50	\$0	0	\$1,636	50
Adult Free DVDs	\$729	27	\$0	0	\$729	27	\$75	4	\$804	31
Adult Rental DVDs	\$1,464	49	\$0	0	\$1,464	49	\$85	4	\$1,549	53
TOTAL ADULT NON-PRINT MATERIALS	\$3,736	122	\$118	5	\$3,855	127	\$1,366	76	\$5,220	203
TOTAL ADULT MATERIALS	\$37,283	972	\$897	30	\$38,180	1,002	\$2,220	102	\$40,400	1,104
Juvenile Fiction	\$12,979	729	\$0	0	\$12,979	729	\$87	14	\$13,066	743
Young Adult Fiction	\$5,694	409	\$0	0	\$5,694	409	\$0	2	\$5,694	411
Total Juvenile Fiction	\$18,673	1,138	\$0	0	\$18,673	1,138	\$87	16	\$18,760	1,154
Juvenile Non-Fiction	\$5,319	247	\$298	13	\$5,617	260	\$20	1	\$5,637	261
Young Adult Non-Fiction	\$1,202	53	\$0	0	\$1,202	53	\$0	0	\$1,202	53
Juvenile Reference	\$990	2	\$184	3	\$1,174	5	\$0	0	\$1,174	5
Juvenile Magazines	\$685	14	\$0	0	\$685	14	\$0	0	\$685	14
Juvenile on-line databases	\$399	1	\$0	0	\$399	1	\$0	0	\$399	1
Total Juvenile Non-Fiction	\$8,494	317	\$482	16	\$8,976	333	\$20	1	\$8,996	334
TOTAL JUVENILE PRINT MATERIALS	\$27,167	1,455	\$482	16	\$27,649	1,471	\$107	17	\$27,756	1,488
Juvenile Music CDs	\$70	5	\$0	0	\$70	5	\$0	0	\$70	5
Juvenile Audio Books	\$51	2	\$0	0	\$51	2	\$0	0	\$51	2
Juvenile Free DVDs	\$1,441	67	\$0	0	\$1,441	67	\$0	0	\$1,441	67
Juvenile Rental DVDs	\$1,124	23	\$0	0	\$1,124	23	\$0	0	\$1,124	23
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,686	97	\$0	0	\$2,686	97	\$0	0	\$2,686	97
TOTAL JUVENILE MATERIALS	\$29,853	1,552	\$482	16	\$30,335	1,568	\$107	17	\$30,442	1,585
Total Fiction	\$27,359	1,574	\$479	17	\$27,838	1,591	\$598	34	\$28,436	1,625
Total Non-Fiction	\$33,355	731	\$782	24	\$34,137	755	\$363	9	\$34,500	764
Total Music CDs	\$96	6	\$0	0	\$96	6	\$1,206	68	\$1,302	74
Total Audio Books	\$1,569	47	\$118	5	\$1,687	52	\$0	0	\$1,687	52
Total Free DVDs	\$2,170	94	\$0	0	\$2,170	94	\$75	4	\$2,245	98
Total Rental DVDs	\$2,588	72	\$0	0	\$2,588	72	\$85	4	\$2,673	76
TOTAL MATERIALS	\$67,136	2,524	\$1,379	46	\$68,515	2,570	\$2,327	119	\$70,842	2,689

Outstanding Orders as of January 2012

TOTAL
\$54,649

Adopt-a-book
\$210

General Fund
\$54,649

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for January 2012
DATE: February 21, 2012

Net Revenue Summary January 2012

	Jan-12	Jan-11	YTD 2011-2012	YTD 2010-2011
Passport	7,550.00	9,075.00	33,725.00	37,836.00
Passport Photos	1,680.00	2,052.00	7,512.00	7,832.00
Test Proctor	150.00	400.00	2,800.00	1,250.00
Meeting Room	1,010.00	985.00	4,730.00	4,284.00
DVD Rentals	535.00	1,120.50	3,630.00	4,606.50
Total	10,925.00	13,632.50	52,397.00	55,808.50

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for January 2012
DATE: February 21, 2012

			YTD	YTD
	Jan-12	Jan-11	2011-2012	2010-2011
Separation	0	0	0	2
Retirement	0	0	1	0
Appointments	0	1	5	2
Open Positions	1	0	2	1
Workers' Compensation Leave	0	0	0	0
Total	1	1	8	5

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (10 hours)

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: February 21, 2012

MONTHLY STATISTICS

January 2012

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Jan-12	Jan-11		2011-12	2010-11	% change
New Patron Registrations	365	350		2,369	2,340	1.2%
Total Circulation	17,134	17,802		117,892	128,378	-8.9%
Total Active Borrowers	9,418	9,405		66,844	66,271	0.9%
Attendance*	24,897	0		163,034	125,054	30.4%
Registered Card Holders**	28,894	32,299		202,708	220,387	-8.0%
Adult Fiction	2,963	3,181		20,524	22,964	-10.6%
Adult Nonfiction	2,027	2,530		13,624	17,184	-20.7%
Adult Magazines	254	236		1,884	2,339	-19.5%
Adult Music CDs	211	314		1,579	2,515	-37.2%
Adult Audio Books	529	679		4,059	4,833	-16.0%
Adult Free DVDs	306	327		2,115	2,332	-9.3%
Adult Rental DVDs	467	565		3,124	3,860	-19.1%
Overdrive E-Books***	166	0		636	116	448.3%
Overdrive Audio Books***	87	0		511	151	238.4%
JV Fiction	6,557	5,988		45,738	45,758	0.0%
YA Fiction	795	684		5,954	5,217	14.1%
JV Nonfiction	1,552	1,769		8,013	8,568	-6.5%
YA Nonfiction	79	42		398	254	56.7%
JV Magazines	0	0		28	26	7.7%
JV Music CDs	51	21		191	246	-22.4%
JV Audio Books	35	28		265	175	51.4%
JV Free DVDs	660	678		5,219	6,218	-16.1%
JV Rental DVDs	219	200		1,491	1,301	14.6%

* No attendance recorded 01/2011 due to flooring project.

** Inactive accounts removed in August 2011.

*** Overdrive subscription began in January 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,015	795	485	682	767	3,744
10:00		518	540	412	468	414	2,352
11:00		430	988	551	521	718	3,208
12:00		584	632	425	449	896	2,986
1:00	750	663	999	556	409	923	4,300
2:00	1,318	668	633	561	653	1,080	4,913
3:00	1,047	680	853	865	646	723	4,814
4:00	928	1,083	1,346	1,389	1,277	708	6,731
5:00		1,133	1,822	1,121	1,287		5,363
6:00		989	1,288	1,288	1,020		4,585
7:00		1,002	1,251	878	848		3,979
8:00		658	975	724	462		2,819
Total/Day	4,043	9,423	12,122	9,255	8,722	6,229	49,794
					* Grand Total		24,897

* The grand total is smaller than the total because the total patron count is divided by two, since our gate count machine counts each patron every time they go in and out of the library.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		6	1	0	2	1	10
10:00		2	1	0	1	15	19
11:00		3	5	0	2	22	32
12:00		5	2	1	1	19	28
1:00	12	5	2	1	2	19	41
2:00	24	2	4	5	1	10	46
3:00	6	6	4	5	2	10	33
4:00	4	3	6	11	2	12	38
5:00		4	5	1	1		11
6:00		6	10	2	7		25
7:00		6	1	1	6		14
8:00		0	2	3	0		5
Total/Day	46	48	43	30	27	108	302
							Grand Total

STAFF ACTIVITY

- January 02, 2012- Circulation staff cleaned the staff lounge.
January 02, 2012- i-Pad 2 entries were shredded and contest finalized.
January 04, 2012- Circulation clerks completed passport recertification training.
January 05, 2012- Fernando attended Liebert, Cassidy, and Whitmore training in Garden Grove.
January 07, 2012- Fernando trained a volunteer to assist circulation with special assignments.
January 10, 2012- Jesus helped technical services receive book orders.
January 11, 2012- Circulation staff cleaned the staff lounge.
January 12, 2012- Fernando trained Estella how to receive book orders.
January 12, 2012- Circulation clerks helped technical services receive books.
January 12, 2012- Fernando received training from Katie on book labeling procedures.
January 16, 2012- Fernando attended board meeting.
January 17, 2012- Estella, Beatrice, Jesus, Vanita, and Fernando attended all staff meeting.
January 17, 2012- Beatrice, Vanita, Estella, Larry and Jesus attended the Circulation Department meeting.
January 17, 2012- Fernando met with Yesenia to discuss personnel issues.
January 18, 2012- Circulation staff cleaned the staff lounge.
January 24, 2012- Tim, Vanita, and Laura C. shifted DVD's to make room for new books.
January 25, 2012- Circulation staff cleaned the staff lounge.

ONGOING PROJECTS

- Fernando is working on staff performance evaluations.
Circulation will shelve read the History Room.
Fernando will train two new volunteers to sort and shelve library items.
Circulation staff is receiving and processing acquisitions.

NEW PROJECTS AND ACTIVITIES

- Fernando and Jesus will work on a Passport marketing campaign.
Fernando will train Ed with the disk cleaning machine.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices
DATE: February 21, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL	
FY2011-2012							
	11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
	11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
	11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	7,691.07
	11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	5,492.13
	11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	4,684.14
	11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	4,738.97
	12-Jan						
	12-Feb						
	12-Mar						
	12-Apr						
	12-May						
	12-Jun						
	TOTAL	\$28,780.08	\$8,714.99	\$570.00	\$45.76	\$38,395.83	
	AVG	4,796.68	1,452.49	142.50	7.62	6,399.30	

* City Billing Not Received

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for January 2012
DATE: February 21, 2012

Accomplishments

- Continued to meet with supervisors to discuss the Fiscal Year 2012-2013 budget.
- Secured \$4,200 from the Placentia Library Friends Foundation (PLFF) for the Summer Reading Celebration and the Employee of the Quarter award.
- Met with Interact Club members to discuss Library & Rotary-sponsored events.
- Discussed and reviewed annual performance with the Administrative Assistant.
- Served on an interview panel for the City of Santa Monica.

Meetings

- Library Board of Trustees Meeting – January 9th, 16th & 25th
- Manager's Meeting – January 3rd & 31st
- Staff Meeting – January 18th
- PLFF Meeting – January 9th
- Rotary Weekly Meetings – January 4th, 11th, 18th
- Orange County Library Director's Meeting – January 12th
- Special Library District Director's Meeting – January 24th
- Personnel Meetings – January 23rd, 24th

Conferences/Workshops/Training

- Library Summit – January 16th

Community Events / Functions

- Miss Placentia / Yorba Linda Pageant – January 7th
- Thank You Reception for History Room Volunteers – January 16th

Projects in Progress

- Strategic Plan
- Technology Plan
- CDBG Grant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Trustee Al Shkoler
SUBJECT: Library Services Manager / IT Report for January 2012
DATE: February 21, 2012

Trustee Shkoler will present an IT Report at the meeting.



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 January 2012

DATE: February 20, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	January 2012	January 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	72	61	280	328	-14.63%
In person reference/research:	847	805	4550	4760	-4.41%
Total Reference	919	866	4830	5128	-5.81%
Total Number of Programs	40	19	244	167	46.11%
Total Programs					
Attendance	958	584	9785	6433	52.11%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	8
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	40
Preschool Story Times I & II: 3-6 years	8	255
Pocket Tales: Stories, music, and movement.	3	83
C.O.P.S.	1	24
Lap Sit 24 months & younger	3	156
P-TAC	3	62
Family Game Day	1	43
Super S.T.A.R.	1	17
Homework Club	16	227
1/7 YA: Kaplan SAT/ACT Practice Exams	1	26
1/17 Kaplan SAT/ACT Test Results Wkshp.	1	17

Total January 2012	40	958
Total January 2011	19	584
Current FY to date	244	9,785
Previous FY to date	167	6,433

Achievements:

- Children's Librarian Coleen Wakai was selected as the Employee of the Quarter.
- Lori Worden attended an Overdrive webinar on ordering e-books on Jan. 10.
- Lori Worden attended the Library Board of Trustees meeting on Jan. 16.
- Children's staff attended the all-staff meeting on Jan. 18.
- Lori Worden attended a Liebert Cassidy Whitmore training session on "Discipline" on Jan. 19.
- Lori Worden attended the SCLC Performer's Showcase on Jan. 26.

In progress:

- Children's staff continue to order books and other materials for the Children's and Young Adult collections.
- Children's staff is making plans for upcoming programs, including Easter Eggcitement, El Dia de los Ninos, Le Teen Café, and the Summer Reading Program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Technical Services Librarian

SUBJECT: Adult Services Monthly Activity Report for January 2012

DATE: FEBRUARY 21, 2012

MONTHLY STATISTICS

Adult Services Programs

		January 2012
January 4, 2012	Play Reading: Defying Gravity	4
January 10, 2012	Book Discussion: Detour to Murder	11
January 10, 2012	Computer Workshop: Part 1	12
January 17, 2012	Computer Workshop: Part 2	12
January 26, 2012	Computer Workshop: Part 3	10
		49

Reference Desk Activity

	January 2012	January 2011	Y-T-D 2011-2012	Y-T-D* 2010-11	Y-T-D % change
Reference -- in person	909	1151	5766	7398	-22.06%
Reference -- telephone	276	392	1974	2347	-15.89%
Reference -- email/chat	8	0	22	1	2100.00%
Technology assistance	369	645	2729	4772	-42.81%
Guest passes	137	201	1243	1134	9.61%
Adult and Children's computer use (desktops)	2820	3220	19472	20345	-4.29%
Adult computer usage (desktop)*	2426	0	16613	0	0.00%
Public computer use (express laptops)**	683	166	6015	7062	-14.83%
In library use -- cleanup	3516	3921	21946	24757	-11.35%
Adult Program Attendance	49	69	670	641	4.52%

**No data available for FY 10-11*

***Only 1 laptop in use due to flooring project*

Volunteer Hours

	January 2012	January 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	0	43	253.5	264	-3.98%
PLFF	453	172	3149	2970	6.03%
General Library	358.25	173	4427.3	2751.5	60.90%
Technology	172.75	35	369.25	191.25	93.07%
Homework Club	185	97	749.75	459	63.34%
Adult Literacy Tutors	48.25	99	273.25	317	-13.80%
PTAC	82.75	0	751	346.75	116.58%
Total Volunteer Hours	1300	619	6333.5	5027	25.99%

History Room Activity

	January 2012	January 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	11	1	57	57	0.00%
History Room Volunteers	0	3	9	21	0.00%

Adult Literacy Services

January
2012

<u>Number of Tutors</u>	5
<u>Number of Students</u>	9
<u>Total Number of Participants</u>	14

***No data for FY 2010-2011**

Computer Literacy Services

January
2012

<u>Number of Tutors</u>	2
<u>Number of Students</u>	3
<u>Total Number of Participants</u>	5

***No data for FY 2010-2011**

ACHIEVEMENTS

- *Katie Matas* proctored 4 exams.
- *Katie Matas* created a PowerPoint presentation for the Artists PowerPoint on Camille Pissarro.
- *Katie Matas* coordinated the January 4th Play Reading of *Defying Gravity*.
- *Diane Cunningham* led the January 10th book discussion of *Detour to Murder* by Jeff Sherratt.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Katie Matas* interviewed and tested 2 new Adult Literacy Students.

MEETINGS

- *Katie Matas, Jeannie Killianey and Wendy Townsend* participated in the February 25th staff budget meeting.

IN PROGRESS

- *Katie Matas* is preparing for the January Play Reading Program.
- *Jeannie Killianey* is preparing for the February Book Discussion of *Silenced By Syrah* by Michele Scott.
- *Jeannie Killianey* is coordinating 3 Computer Workshops for February.
- *Jeannie Killianey* is preparing to instruct 2 computer workshops in February.
- *Jeannie Killianey* is coordinating the Computer Literacy tutoring program.
- *Jeannie Killianey* is weeding the 000s collection.
- *Wendy Townsend* is preparing for the premier of the Placentia Historical Places DVD.
- *Wendy Townsend* started the Infopeople workshop "Developing Online Tutorials for Patron and Staff Instruction".
- *Katie Matas and Wendy Townsend* are working to continue the Adult Literacy program and tutor training.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for January 2012

DATE: February 21, 2012

MONTHLY STATISTICS

On-line database usage

	January 2012	January 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	61	638	296	2,066	-86%
Career Transitions	0	3	7	182	-96%
Heritage Quest	423	509	3,311	3,472	-5%
Novelist	56	46	222	158	41%
Tumblebooks	567	451	1,935	1,581	22%
Reference USA	197	142	377	502	-25%
TOTAL DATABASE USAGE			6,148	7,961	-23%

Website Traffic

	January 2012	January 2011	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	21,184.00	20,254.00	147,037.00	121,467.00	21%
Page Hits	41,453.00	38,867.00	284,468.00	253,219.00	12%

ACHIEVEMENTS

- *Katie Matas and Lori Worden* took an online training for purchasing audio books and e-books through Overdrive.
- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: A Presentation to Mr. Robert Turner
DATE: February 21, 2012

President DeVecchio will present a proclamation to Mr. Robert Turner for his assistance to the Placentia Library District on construction-related projects.

A thank you reception will immediately follow the presentation.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Board of Trustees and Library Director to attend the California Association of Library Trustees and Commissioners (CALTAC) Spring Workshop on March 10, 2012 at the Burbank Public Library**

DATE: February 21, 2012

BACKGROUND

The 2012 CALTAC Spring Workshop in Library Leadership "Libraries: A Necessity or Nice to Have?" will be held at the Buena Vista Public Library, Burbank on Saturday, March 10, 2012. The cost for the workshop is \$20 per person plus mileage to be drawn from the General Fund.

Attachment A is the agenda and registration information for the workshop.

FISCAL IMPACT: \$20 - \$120 depending on attendance number

RECOMMENDATION

Authorize Library Board of Trustees and Library Director to attend the Spring Workshop on Saturday, March 10, 2012 at the Buena Vista Public Library, Burbank at the cost of \$20 per person plus mileage, with the expenses to be drawn from the General Fund.



Welcome All FRIENDS and FOUNDATION Members to CALTAC Workshops

2012 CALTAC Workshop in Library Leadership

Libraries: A Necessity or Nice to Have?

North Section Greetings:

*KAREN MITCHOFF, Contra Costa County Board
of Supervisors, District IV
BOB SIMMONS, Walnut Creek Mayor
BARBARA L. FLYNN, County Librarian
and Walnut Creek Library Staff*

NANCY SKINNER, 14th AD, Keynote

Panelists:

*LISA ELLIS, Save Oakland Libraries
AMY MARTIN, Oakland Librarian and Volunteer
with Save Oakland Libraries
KATHLEEN ODNE, Executive Director, Leshar
Foundation
EDWARD F. DEL BECCARO, Managing Director,
Grubb and Ellis Company*

South Section Greetings:

*JESS TALAMANTES, Burbank Mayor
SHARON COHEN, Library Service
Director, Burbank*

Panelists:

*MIKE FLAD, Burbank City Manager
TONYA KENNON, Director, Riverside
Public Library, Measure I
LAPL Measure L spokesperson (TBD)*

And -- Greetings from State Librarian, Stacey Aldrich

Saturday, February 25, 2012 : Walnut Creek Public Library

Saturday, March 10, 2012 : Buena Vista Branch Library, City of Burbank

PROGRAM

8:45 -- Registration

9:00 -- Greetings

9:15 -- Highlights from Sacramento and California State Library: *Stacey Aldrich*

9:30 -- Keynote Speaker

10:00 -- Panel Discussion

11:00 -- Break

11:15 -12:15 -- Break out groups -- discuss how to get involved supporting libraries

12:15-12:45 -- Groups report -- conclusions and wrap up

12:45 -- Adjournment

Buena Vista Branch Library

300 N. Buena Vista St., Burbank, CA 91505

Main: (818) 238-5620 * Reference: (818) 238-5625

<http://maps.google.com/?q=300+N.+Buena+Vista+St.%2C+Burbank%2C+CA%2C+91505%2C+us>

OR <http://tinyurl.com/emm8ccx>

Located North of the 134 Freeway, West of the 5 and East of the 170



Registration Form for SOUTHERN WORKSHOP

Buena Vista Public Library, Burbank --- Saturday, March 10, 2012

300 N. Buena Vista St., Burbank, CA 91505

Name: _____ Library System: _____
Address: _____ Position: _____
City, State, Zip: _____ Are you a CALTAC Member? yes no
Phone: _____ Fax: _____ Do you wish to share your email address
Email: _____ with other workshop attendees? yes no

Registration Fee (due by 3/1/12)

CALTAC Member \$18
Non-member 20

Make checks payable to CALTAC and mail to:

Doris Lau (626) 991-7822
c/o P.O. Box 609
Long Beach, CA 90801

TOTAL _____ NO REFUNDS

Early Bird registration fee \$18 when post marked by February 27, 2012; otherwise \$20.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy #4080 – Membership in Associations
DATE: February 21, 2012

BACKGROUND

The current policy 4080.4 states that the Board of Trustees will maintain membership for the Library Board President and each full-time professional librarian in the American Library Association and will insure that annual dues are paid when due.

The regular membership dues for ALA are:

- \$65 for the 1st year
- \$98 for the 2nd year
- \$130 for the 3rd and later years

The personal membership benefits include:

- A subscription to American Libraries magazine (six issues per year, \$30 subscription included in dues). American Libraries is the journal of the Association, providing members with a wealth of knowledge and information about libraries, library work, and current events in the Association.
- Weekly delivery of AL Direct to your email inbox. AL Direct is the best source for breaking news and headlines that affects libraries, including news and features from divisions and round tables.
- Monthly issues of Library Worklife from the ALA-APA, delivered electronically the second Tuesday of each month.
- Membership in each Division or Round Table includes a subscription to their journal or newsletter.
- Members always save 10% on all books and promotional items from ALA Editions and ALA Graphics, and can enjoy discounts on subscriptions to Booklist, Book Links, ALA TechSource, and Choice Magazine.
- Access to ALA JobLIST, the most comprehensive site for library and library related employment anywhere.
- Auto and homeowner insurance—ALA Members have access to discounted rates on auto and homeowner's insurance through GEICO Direct.
- ALA credit card—Bank of America offers ALA Members special access to low-interest credit cards.
- ALA Members always receive at least a 40% discount on registration fees for Annual Conference and Midwinter Meeting.
- ALA ensures the highest quality graduate and continuing education opportunities—and all are discounted to ALA Members.

The Placentia Library District has a current institution membership which includes the above benefits. The subscriptions, email information, JobLIST are currently shared with supervisors and their staff. On rare occasions, the Library Director's membership account was used to apply discounts towards purchases. Due to travel costs, attendance at the annual ALA conference was only authorized when it was held in Anaheim, California. Prior to 2008, the Library absorbed the membership costs for four individual staff. Placentia Library District currently provides ALA membership to the Library Board President and the Library Director. Other Orange County library systems do not offer professional memberships to librarians.

It is recommended that the policy be amended to provide ALA membership to the Library Board President and the Library Director and cease ALA membership for "each full-time professional librarian."

Attachment A is a copy of Placentia Library District Policy #4080 – Membership in Associations with recommended changes.

FISCAL IMPACT: No impact for the current fiscal year. Future fiscal year impact for the regular ALA membership can range from \$455.00 - \$910.00 depending on the membership year and based on the number of seven (7) full-time librarians.

RECOMMENDATION

Authorize an amendment to Placentia Library District Policy \$4080 – Membership in Associations as presented inclusive of feedback from the Library Board of Trustees.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Membership in Associations
POLICY NUMBER: 4080

4080.1 The Board of Trustees will ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and will look upon such memberships as an opportunity for in-service training.

4080.2 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Special Districts Association and will insure that annual dues are paid when due.

4080.3 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

4080.4 The Board of Trustees will maintain membership for the Library Board President and the Library Director ~~each full-time professional librarian~~ in the American Library Association and will insure that annual dues are paid when due.

4080.5 The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

4080.6 The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Request to Transfer Funds within the General Fund Accounts
DATE: February 21, 2012

BACKGROUND

On May 16, 2011 the Placentia Library District Board of Trustees approved Fiscal Year 2011/2012 Budget of \$2,082,447. On January 16, 2012 the Library Director presented a midyear report indicating the status of FY 2011/2012 Budget. As discussed, budget line items 1000 Household Expenses and 1800 Office Supply Expenses incurred unanticipated costs due to:

- Maintenance supplies
- Printing supplies
- Processing supplies
- Circulation supplies
- Printing

Management would like to request a transfer of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses. The request to transfer funds will not change the approved amount budget of \$2,082,447 for Fiscal Year 2011-2012.

Fiscal Impact: None

RECOMMENDATION

Authorize a transfer of \$7,000 from Account 1900 – Specialized Services to Account 1800 – Office Supplies and \$5,000 from Account 1900 – Specialized Services to Account 1000 – Household Expenses, as presented.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Date Selection for the May 2012 Library Board of Trustees Meeting
DATE: February 21, 2012

BACKGROUND

The regular meeting date for the May 2012 Library Board of Trustees meeting is scheduled for May 21, 2012. A Board Member has requested consideration for a different date for the May 2012 Library Board of Trustees meeting due to a schedule conflict.

If the Library Board of Trustees wishes to consider a date change, possible dates to consider include:

- Tuesday, May 22nd
- Wednesday, May 23rd
- Thursday, May 24th
- Monday, May 28th

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



☑ JC
☑ 46

February 6, 2012

Jeanette Contreras
Library Director
Placentia Library District
411 E. Chapman Ave
Placentia, CA 92870

SUBJECT: PARS TRUSTEE

Dear Jeanette:

We are excited to inform you that U.S. Bank has acquired the Retirement Plan Services division from Union Bank and has assumed the duties and responsibilities as the PARS Trustee, effective as of February 1, 2012.

ACTION ON YOUR PART

At this time there is **no immediate action required** on behalf of your agency. As we approach the system conversion from Union Bank to U.S. Bank which is scheduled to take place in September 2012, we will provide you with updated information regarding modifications required for transaction processing (e.g., contribution wiring and mailing address information). We do not anticipate that this change will have any noticeable effect on your agency's plan(s) or the services provided to your employees.

Please read the enclosed letter from Union Bank and the Frequently Asked Questions (FAQ) regarding the PARS Trustee change.

U.S. Bank is one of the world's leading providers of trust and custody services and is the 5th largest commercial bank in the United States. PARS has now grown to over 600 public agencies with over \$1 billion in assets under administration. We strongly believe that this transition of the PARS Trustee to a larger, higher rated and more recognizable bank will enable us to accommodate continuing growth and greater economies of scale for our PARS agencies.

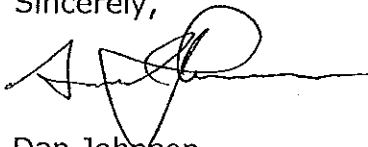
Additionally, U.S. Bank has retained HighMark Capital Management (HCM) as a subadvisor, meaning if your agency has delegated investment fiduciary responsibility for your PARS plan to Union Bank (discretionary trustee relationship) utilizing HCM as investment manager, your PARS plan will retain that relationship with U.S. Bank and HCM on the exact same basis.

As U.S. Bank is thrilled to become associated with PARS, the Union Bank acquisition transaction was geared towards keeping all elements of the PARS program intact, with a strong focus on minimizing any transition impacts on all participating PARS agencies. U.S. Bank has worked diligently with Union Bank to design this transition to take place as seamlessly as possible with all legal documents, investment management services and fee schedules remaining in place.

The primary objective of PARS is to provide you the highest level of service while minimizing the work required on your part. However, if you have any questions regarding this transition, please do not hesitate to contact your PARS representative at (800) 540-6369 x127.

Thank you for your continued faith in PARS.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Johnson', written over a horizontal line.

Dan Johnson
President
Public Agency Retirement Services (PARS)

Attachments: FAQ, Union Bank/U.S. Bank Letter



February 06, 2012

RE: PARS TRUST/CUSTODIAL ACCOUNTS

Dear Valued PARS Client:

We are pleased to announce that U.S. Bank and Union Bank have entered into a definitive agreement for U.S. Bank to purchase the retirement plan services, labor management trust services, and registered investment advisor business segments from Union Bank's Institutional Services division. We value your business and are confident that leveraging the strength and talent of both organizations will enhance your client experience.

As a result of the purchase, U.S. Bank will automatically replace Union Bank as trustee under your PARS trust account(s). This will occur without any action by you or PARS. We want to emphasize that this transition affects only the servicing of your PARS trust account(s) with Union Bank's Institutional Services division. These changes do not affect any other banking relationships or products and services you may have with Union Bank.

This transaction illustrates U.S. Bank's commitment to its 100-year strong institutional trust and custody business and greatly complements its existing suite of services by allowing U.S. Bank to expand in critical markets. As the fifth largest commercial bank in the nation, U.S. Bank's more than 61,000 professionals operate 3,089 offices throughout the United States. Recently ranked #1 in Most Admired superregional banks and #5 Most Admired in the world for management quality by Fortune Magazine, U.S. Bank is strong and stable, with the people, expertise, and market knowledge to provide you with truly exemplary services.

Both U.S. Bank and Union Bank are committed to providing a seamless transition. Your current Union Bank client services and portfolio management team will support your Agency throughout the transition, and U.S. Bank anticipates retaining a majority of Union Bank's client services staff. U.S. Bank has retained HighMark Capital Management as a subadvisor so that the investment management relationship you have will remain intact. We expect the transition to U.S. Bank's systems to be completed by September, 2012.

At this time, no action is required on your part. You will receive communications throughout the coming months with more details on the transition. If you do have immediate questions or concerns, please don't hesitate to contact PARS or your current Union Bank relationship manager.

Sincerely,

Greg Kirland
Senior Vice President and Manager
Union Bank Institutional Services
949.553.7988

Karl W. Wilson
SVP | Regional Manager
U.S. Bank Institutional Trust & Custody
801.534.6082

PARS Trustee Change - Frequently Asked Questions (FAQ)
February 6, 2012

1. Why is the PARS Trustee changing from Union Bank to U.S. Bank?

U.S. Bank has recently purchased Union Bank's Retirement Plan Services business, which includes trustee/custodial services for all PARS programs. U.S. Bank has informed us that pursuant to Section 4879.14 of the California Financial Code, trusteeship of your PARS plan and the underlying assets held in the plan were transferred to U.S. Bank by operation of law.

2. When did this change become effective?

This change became effective on February 1, 2012 at 12:01AM. At that time, U.S. Bank immediately assumed the same fiduciary and investment responsibility as Trustee for the PARS program that had been previously held by Union Bank. The anticipated conversion date from Union Bank to U.S. Bank systems will take place in September 2012.

3. Why weren't we notified earlier?

Due to stringent SEC Rules, PARS was notified of this transaction on February 1st, which was the same timing that the information was released to the general public.

4. How will this impact our agency and our employees?

This change should not have a noticeable impact on your agency or your employees. The same duties and responsibilities outlined in the PARS Trust Agreement will be transferred to U.S. Bank. As we approach the system conversion from Union Bank to U.S. Bank this summer, we will be sending you updated instructions for wiring and/or mailing PARS contributions. However, please continue sending PARS contributions as you would normally do until notified otherwise by a PARS representative.

5. Is this change good for our agency?

U.S. Bank is a highly-regarded, highly-rated financial institution. We do not anticipate any change in our delivery of services to your agency and employees. We have been a business partner with U.S. Bank since 2006 and have already developed an excellent working relationship with the new Trustee.

6. What changes in legal documentation (e.g., plan and trust documents) need to occur?

We have been informed by U.S. Bank that per the California Financial Code, U.S. Bank will automatically assume all duties and responsibilities as outlined in the existing PARS Trust Agreement. No additional documentation is required from your agency to approve this transition.

7. How does this impact our current PARS Investments?

There will be no changes to your current PARS investment strategy. U.S. Bank has hired HighMark Capital Management (a wholly owned subsidiary of Union Bank) as subadvisor. Thus, if your agency had previously delegated investment fiduciary responsibility to the Trustee, the same team that has been managing your PARS investments will continue to do so in the same capacity.

8. Will there be any changes to trustee or investment management fees?

All previously agreed upon trustee and/or investment management fees with Union Bank will remain the same with U.S. Bank.

If you have any questions regarding this transition, please do not hesitate to contact your PARS representative at (800) 540-6369 x127.



February 9, 2012

CHAIR
CHARLEY WILSON
 Director
 Santa Margarita
 Water District

Jeanette Contreras
 Library Director
 Placential Library District
 411 East Chapman Avenue
 Placentia, CA 92870

VICE CHAIR
SUSAN WILSON
 Representative of
 General Public

SUBJECT: Upcoming Orange County LAFCO Special District Seat Vacancy

PAT BATES
 Supervisor
 5th District

Dear Ms. Contreras,

JOE CARCHIO
 Councilmember
 City of Huntington Beach

The term of office for LAFCO Special District Member Charles Wilson expires on June 30, 2012. This letter serves as formal notice of this upcoming vacancy.

PETER HERZOG
 Councilmember
 City of Lake Forest

The election process for filling the vacancy is governed by Government Code Section 56332 and the Special Districts Selection Committee Bylaws. A timeline of key election events and responsibilities is outlined in the Table below:

JOHN MOORLACH
 Supervisor
 2nd District

JOHN WITHERS
 Director
 Irvine Ranch Water District

ALTERNATE
BILL CAMPBELL
 Supervisor
 3rd District

ALTERNATE
JAMES FISLER
 Director
 Mesa Consolidated
 Water District

ALTERNATE
DEREK J. MCGREGOR
 Representative of
 General Public

ALTERNATE
BOB RING
 Councilmember
 City of Laguna Woods

JOYCE CROTHWAITE
 Executive Officer

DATE	EVENT
February 8, 2012	LAFCO Meeting; notification of Special District vacancy and election process distributed to Orange County Special Districts Selection Committee and Special District General Managers.
March 29, 2012	Joint meeting of ISDOC and the Orange County Special Districts Selection Committee; Selection Committee elects Chair and Vice Chair and approves election process and timeframe.
April 8, 2012 - May 8 th , 2012	Nominations for the Special District seat vacancy will be accepted by the LAFCO Executive Officer during these dates. Cutoff for nominations is 3 PM, May 8 th , 2012.
May 15, 2012	LAFCO Executive Officer mails ballots to each independent special district presiding officer and general manager.
June 15, 2012	Deadline to return mail-in ballots to Dave Simpson, Executive Director, Orange County Council of Governments (OCCOG), is 3 PM.
June 15, 2012 - June 22, 2012	Counting of votes by OCCOG and announcement of results.

February 9, 2012
RE: Special District Seat Election Process
Page 2

Should you have any questions, please contact me directly at (714) 834-2556
or by email at jcrosthwaite@oclafco.org.

Sincerely,



Joyce Crosthwaite
Executive Officer

cc: Chair, OCLAFCO
Independent Special Districts of Orange County
Special Districts Selection Committee
Special Districts Presiding Officers
Special Districts General Managers



18151 Charter Road
Villa Park, CA 92861
January 14, 2012

Library Director Jeanette Contreras & Board of Trustees
Placentia Library District
411 E Chapman Avenue
Placentia, CA 92870-6198

Dear Library Director Contreras & Board of Trustees,

It is a privilege to introduce myself as a new Director of the California Association of Special Districts (CSDA). I was appointed to the Board last year to fill a vacancy as a representative of our Region 6. As a longtime member and someone that has benefitted immensely from CSDA, I am looking forward to this new role as an opportunity to give back to the Association

In 2012, CSDA will continue to strengthen the benefits to special districts by:

Being your voice in the Capital. CSDA is the one association that provides a strong voice for all special districts in California. CSDA's legislative advocate and in-house legislative staff review and monitor every bill introduced into legislation for its potential impact on California's special districts.

Educating your Board and staff. CSDA is the only association that offers educational opportunities designed specifically for districts of all sizes and types. CSDA members enjoy significant savings on these offerings.

Stay connected and informed. CSDA provides a myriad of benefits to help your special district stay apprised of the issues and changes affecting your district including California Special District magazine, CSDA e-News, CSDA website and members only section.

At the end of the day, we cannot come close to achieving these ambitious goals without you. Please consider my email (bill622@aol.com) the above address or phone (714) 809-4463 as an open line of communication to let us know what we're doing right and what we can do to continue to improve CSDA. Most importantly, feel free to contact me by email, US mail or phone to let me know how I can personally help your District achieve success.

I have enclosed a bio to provide you information on my background. I look forward to seeing each of you at an upcoming CSDA event.

Bill Nelson

Director
California Special District Association



Bill Nelson
Board of Directors
Californai Special District Association

Bill Nelson was appointed to the Board of the California Special Districts Association in 2011 where he also serves on the Fiscal Committee. Bill has received the Recognition in Special District Governance from the Special District Leadership Foundation

Bill serves as a Trustee of the Orange County Cemetery District, where he has served since 2003, he was Chair of the Board in 2006 & 2010, and is currently Chair of Finance Committee. He currently serves as a Director of the California Association of Public Cemeteries

Currently a REALTOR® with OC Signature Properties in Orange, California. Nelson began his real estate career ten years ago after more than 25 years as financial executive for ARCO and Southern California Gas Company.

At ARCO Nelson served as Controller of ARCO Transportation Alaska, Inc., Director and Treasurer of ARCO's Alaskan pipelines: ARCO Pipe Line Company and Kuparuk Pipeline Company, Director of Cook Inlet Pipeline Company and Chair of the Trans Alaska Pipeline Accounting Committee

At Southern California Gas Company Nelson held leadership responsibility for designing, implementing and managing financial systems and operational controls for the natural gas vehicle marketing business unit and for EDS Commercial & Industrial Services' operations and activities.

Nelson served as the 2007 President of the Pacific West Association of REALTORS®, with over 15,000 members, it is the largest REALTORS® association in California and the fifth largest in the country.

Nelson has served as a Director of the Pacific West Association of REALTORS since 2004, serving as the organization's Secretary/Treasurer in 2005 2009 and 2011 and as President-Elect in 2006. He serves in a number of key regional, state and national real estate leadership positions including Director of the California Association of REALTORS® and the National Association of REALTORS®.

He has served as a member of the Orange County Grand Jury from 2002-2003 where he was Chair of the Administrative Agencies and Orientation Committees. He has served as a Director of the Grand Jurors Association of Orange County from 2006 to 2011.

Bill and his family have resided in Villa Park for more than 25 years and he is involved in a number of civic and community activities. He is the Chair of the Villa Park Investment Advisory Committee and Treasurer of the Villa Park Community Services Foundation. He was an Assistant Cub Master and Assistant Scout Master of Villa Park's Troop 850 Cub and Boy Scouts. He served as Vice President of Operations and Manager of a Villa Park Little League team.

A graduate of California State University, Dominguez Hills, and Nelson holds a B.A. in Economics and an M.B.A. in Finance from the University of Southern California.