



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, January 16, 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 9, 2012 Special Meeting and December 19, 2011 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

**CLAIMS (Items 9 – 12)**

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

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

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

12. 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. (Receive & File).

**TREASURER'S REPORTS (Items 13 -- 16)**

13. Financial Reports for December 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for December 2011. (Receive & File)
15. Acquisitions Report for December 2011. (Receive & File)
16. Entrepreneurial Activities Report for December 2011. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for December 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for December 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 26)**

20. Library Director's Report for December 2011.
21. Information Technology Report for December 2011.
22. Children's Services Report for December 2011.
23. Literacy / Volunteer Services Report for December 2011.
24. Adult Services Report for December 2011.
25. Local History Room Report for December 2011.
26. Placentia Library Web Site Report for December 2011.

**OLD BUSINESS**

27. Employee of the Quarter Award  
Presentation: President DeVecchio

**NEW BUSINESS**

28. New Online Service – Freegal Music  
Presentation: Library Director  
Recommendations: 1) Authorize Placentia Library District to offer Freegal Music to library patrons and;  
2) Authorize the Library Director to sign the agreement.
29. Request from the Fullerton Plaza Condo Owners Association  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.
30. Renewal of Partnership with the Placentia Yorba Linda Arts Association (PYLAA)  
Presentation: Library Director  
Recommendation: Authorize the Placentia Library District to renew its partnership with the Placentia Yorba Linda Arts Association to provide artwork for the library as specified in Attachment A.

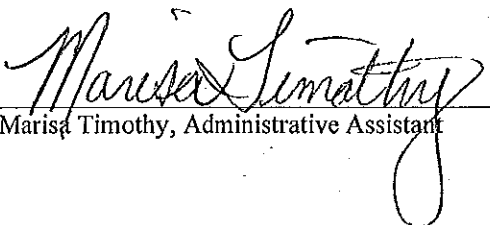
31. Woman of the Year for the 72<sup>nd</sup> Assembly District  
Presentation: Library Director  
Recommendation: Discuss and select a nominee for the 72<sup>nd</sup> Assembly District Woman of the Year.
32. Midyear Budget Report  
Presentation: Library Director  
Recommendation: Action to be determined by the Library Board of Trustees.

**ADJOURNMENT**

33. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 21, 2011 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
35. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 16, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 11, 2012.

  
Marisa Timothy, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
WORK SESSION OF THE BOARD OF TRUSTEES  
January 9, 2012

**CALL TO ORDER** President DeVecchio called the Special Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 9, 2012 at 9:05 A.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, Marisa Timothy, 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)

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Library Director Contreras presented general information on the Community Development Block Grant (CDBG) program. She explained that Placentia Library District's application to be submitted would be for meeting room improvements that include flooring and window covering replacement, wall treatments, a new audio-visual system, new entry doors, furniture and lighting. There was discussion regarding details of the potential improvements. Trustee Wood questioned whether the District was eligible to apply. Library Director Contreras confirmed yes. Trustee Shkoler asked if more funding could be requested than the suggested amount. Library Director Contreras explained that up to \$250 thousand could be requested. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to authorize the Library Director to submit the CDBG application for funds from \$200 to \$250 thousand dollars for the meeting room improvement project: (Item 5)

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

**ADJOURNMENT** The Special Meeting of the Board of Trustees of the Placentia Library District on January 9, 2011 adjourned at 9:19 A.M.

**NEXT MEETING** The next meeting will be on January 16, at 6:30 P.M.

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Richard DeVecchio  
President  
Library Board of Trustees

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Betty Escobosa  
Secretary  
Library Board of Trustees



MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 19, 2011

**CALL TO ORDER** President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2011 at 6:31 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation (PLFF) Treasurer Dottie Rogers; Gerardo Paras, CPA from Macias Gini & O'Connell (exited at 7:00pm)

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

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

**ORAL COMMUNICATION**

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

**TRUSTEE REPORTS**

President Wood reported that she attended a holiday Chamber Mixer event that included contestants for the Miss Placentia Yorba Linda Scholarship program, the Celtic Christmas program at the Library, and Miss Placentia Yorba Linda Little Sisters Tea Party event. (Item 5)

Secretary DeVecchio reported that he attended the Celtic Christmas program at the Library as well an event held at the Bradford House where he plans to be more involved.

Trustee Escobosa reported that she also attended the Celtic Christmas program and the Chamber Mixer event where she was able to promote the Library.

Trustee Shkoler reported that he attended both the Chamber Mixer event and the Celtic Christmas program. In addition, he was at the Valencia/El Dorado High Schools' Interact Club Winter Wonderland event that was held in the Civic Center courtyard.

Trustee Turner reported that she participated in the November Play Reading and Book Discussion at the Library. She also attended the Tamale Festival in old town Placentia. She enjoyed the Celtic Christmas program, at the Library as well as the PLFF Board Meeting that was held at PLFF President Brenda Benner's home. (Item 6)

**PLFF REPORT**

PLFF Treasurer Dottie Rogers reported that all efforts are going to the upcoming PLFF Author's Luncheon which is expected to be one of the best due to the outstanding efforts of the event chairperson. (Item 7)

**CONSENT CALENDAR**

Secretary DeVecchio commented on Report #14, specifically the expended funds that are over budget for account #2700/Meetings. Trustee Shkoler asked about account 2400/Library Materials, why purchasing was only at 10%. Library Director Contreras explained that more books have been ordered that what is represented on the report and the materials funds serve as a cushion to the budget. In addition, staffing changes have caused a delay in purchasing. Trustee Shkoler stated that the funds should not be a cushion. Secretary DeVecchio added that he would like to see a smoother purchasing pattern and no cuts to the materials budget. Trustee Escobosa acknowledged the high attendance of 245 children reported in the Children's Report for the Homework Club. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to approve Agenda Items 8-26: (Item 8)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**CLAIMS**

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

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

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through November 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 November 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for November 2011 (Item 14)

Acquisitions Report for November 2011 (Item 15)

Entrepreneurial Activities Report for November 2011 (Item 16)

**GENERAL CONSENT**

Personnel Report for November 2011 (Item 17)

Circulation Report for November 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 November 2011 (Item 20)

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

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

Volunteer Report for November 2011 (Item 23)



Adult Services Report for November 2011 (Item 24)

Local History Room Report for November 2011 (Item 25)

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

**NEW BUSINESS**

**PRESENTATION OF FY  
2010-2011 FINANCIAL  
AUDIT**

Mr. Gerardo Paras, Managing Partner of Macias Gini & O'Connell, presented the findings for the Fiscal Year 2010-2011 Audit of Financial Transactions for the Placentia Library District and also distributed a draft report to the Board. He stated that they do not expect to find significant materials. The issues that were discovered were: an amount of \$39 thousand of non-reported funds, an accounts payable amount of \$10 thousand, a \$1,500 amount of un-recorded interest income, un-recorded outstanding capital amounts, and the recommendation that the computer lab expenses be transferred to capital assets. He also stated that there were no issues or disagreements with management. There was discussion regarding the unrecorded amounts and two accounting systems still in place. Business Manager Baltierra explained that the delay in consolidation is due to issues and concerns with the current information technology system. Mr. Paras confirmed that the biggest issue to be addressed is the consolidation of the District's accounting systems. It was moved by Trustee Shkoler and seconded by Trustee Turner to receive and file the Fiscal Year 2010-2011 as presented: (Item 27)

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

**REVISED AMENDED  
RESOLUTION 12-01**

Business Manger Baltierra explained the need for a revision in the amended Resolution 12-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County per the Orange County Auditor-Controller's office request in order that the figures represent the same provided on the County reports dated July 31, 2011 rather than June 30, 2011 figures. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to read Revised Amended Resolution 12-01 by title only: (Item 28)

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

The recorder read the resolution by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt read Resolution 12-01: A Revised Amendment of Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County: (Item 28)

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

ESTABLISH REGULAR  
BOARD MEETING  
DATES FOR 2012

Meetings for 2012 which are to be held the third Monday of each month at 6:30pm with the exception of the month of February as the third Monday is an observed holiday. She recommended the Library Board meet on Tuesday, February 21<sup>st</sup>. There was discussion regarding board member availability for the May date. It was moved by Trustee Shkoler and seconded by Trustee Turner to read Resolution 12-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Regular Meeting Dates for Calendar Year 2012 by title only and adopt by a role call vote: (Item 29)

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

ELECTION OF BOARD  
OFFICERS

It was moved by Trustee Shkoler and seconded by Trustee Turner to nominate Secretary DeVecchio as President and Trustee Escobosa as Secretary of the Board of Trustees: (Item 30)

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

APPOINTMENT OF  
LIBRARY BOARD  
REPRESENTATIVES  
FOR 2012

Board representative positions for various organizations were discussed and reviewed. It was concluded and confirmed that: Trustee Turner would serve as the representative to Special District Local Area Formation Commission (LAFCO), with Trustee Wood serving as Alternate; Secretary Escobosa would serve as the representative to the Orange County Council of Governments; Trustee Turner would serve as the representative to the Placentia Library Friends Foundation (PLFF), with Trustee Wood serving as alternate; and Trustee Wood would serve as the representative to the Placentia Community Network, with Secretary Escobosa serving as alternate.

AGENDA  
PREPARATION

Agenda Preparation for the January Board of Trustees Meeting which will be held on Monday, January 16, 2012 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on December 19, 2011 adjourned at 7:15 P.M.

NEXT MEETING

The next meeting will be on January 16, 2012 at 6:30 P.M.

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Betty Escobosa  
Secretary  
Library Board of Trustees

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Richard DeVecchio  
President  
Library Board of Trustees



## PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2012 – December 2012

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for December 2011  
**DATE:** January 16, 2012

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

		<b>TOTAL</b>	<b>\$0</b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** January 16, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	12/28/11	5454	\$ 14,748.99
		<b>TOTAL</b>	<b>\$ 14,748.99</b>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marisa Timothy, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** January 16, 2012

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	1/16/12	5455	\$44,405.90
707	1/16/12	5456	\$6,564.48
707	1/16/12	5457	\$2,472.32

*Subtotal for Claims* \$53,442.70

<b>Payroll</b>			
On Demand Wire	1/23/12	44	\$40,000.00
	2/06/12	45	\$40,000.00

*Subtotal for Payroll* \$80,000

**TOTAL  
CURRENT CLAIMS  
& PAYROLL** \$133,442.70

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/16/12  
REPORT NO: 5455

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-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	01-06-12		0306				
	0009101-IN				\$12,652.31		
	01-01-12		0309				
	0009061-IN				\$660.66		
	01-01-12		0308				
	0009061-IN				\$1,269.15		
	01-01-12		0310				
0009061-IN				\$336.72			
01-01-12		0306	0770				
0009061-IN					\$62.58		
01-01-12		0319					
0009061-IN					\$229.11		
					\$15,210.53		
VC-5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	01-03-12	6746022400	0200				
					\$4,621.18		
VC-6397 Citizens Business Bank 701 North Haven Ave., Ste. 250 Ontario, CA 91764	01-01-12	03-095	2200				
					\$7,044.80		
VC-5077-2 Macias, Gini & O'Connell 3000 S Street, Suite 300 Sacramento, CA 95816	12-08-11	169930	1900	0742			
					\$9,143.26		
VC-6730 Liebert Cassidy Whitmore 6033 W. Century Blvd., Suite 500 Los Angeles, CA 90045	12-23-11	144506	1600				
					\$2,894.00		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	01-04-12		2801				
	60865				\$4,031.98		
	01-04-12		1400	0712			
	60865				\$1,452.50		
01-04-12		0700	0701				
60865					\$7.65		
					\$5,492.13		
<b>TOTAL REMITTANCE:</b>					\$44,405.90		
The claims listed above (totalling \$44,405.90) 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 \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/16/12  
REPORT NO: 5456

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-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	01-04-12	2801					
		60866			\$3,223.99		
	01-04-12	1400	0712		\$1,452.50		
		60866			\$7.65		
	01-04-12	0700	0701		\$4,684.14		
		60866					
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	01-12-12	0700	0702				
		8448 40 025 0124877			\$124.92		
VC-1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	12-29-12	1300					
		11644			\$160.92		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	12-26-11	1803					
		8000-9000-0652-5830			\$432.79		
NI4905B SCLLN READ / OC c/o Tangela Ashe 1501 E. St. Andrew Place Santa Ana, CA 92705-4937	12-16-11	1600					
		1029			\$150.00		
VC-4888 Califa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	12-21-12	2400	0760				
		4515			\$829.51		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	12-01-11	2400	0760				
		974654			\$106.65		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	12-02-11	2400	0760				
		1082872842			\$34.44		
	12-09-11	2400	0760		\$41.11		
		1082924424			\$75.55		
<b>TOTAL REMITTANCE:</b>					\$6,564.48		
<p>The claims listed above (totaling \$6,564.48) 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: 01/16/12  
REPORT NO: 5457

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	12-16-11	2400	0760				
	W75419950				\$69.71		
	12-19-11	2400	0760				
	W75420090				\$176.30		
	12-19-11	2400	0760				
	W75963560				\$37.02		
	11-22-11	2400	0760				
	4010007916				\$6.49		
	11-28-11	2400	0760				
	4010006566				\$49.12		
	11-29-11	2400	0760				
	401000663				\$14.48		
	11-29-11	2400	0760				
	401000664				\$16.81		
	11-29-11	2400	0760				
	401000665				\$42.84		
	11-29-11	2400	0760				
	401000666				\$28.19		
	11-29-11	2400	0760				
	401000667				\$49.31		
11-29-11	2400	0760					
401000668				\$13.06			
11-29-11	2400	0760					
401000669				\$100.62			
11-29-11	2400	0760					
401000670				\$19.50			
11-29-11	2400	0760					
401000671				\$19.42			
11-29-11	2400	0760					
401000672				\$19.42			
11-29-11	2400	0760					
401000673				\$29.60			
11-29-11	2400	0760					
401000674				\$329.48			
11-29-11	2400	0760					
401000675				\$326.61			
11-29-11	2400	0760					
401000677				\$555.60			
11-29-11	2400	0760					
401000678				\$372.31			
11-29-11	2400	0760					
401000679				\$183.34			
11-29-11	2400	0760					
401000680				\$13.09			
					\$2,472.32		
<b>TOTAL REMITTANCE:</b>					\$2,472.32		
<p>The claims listed above (totaling \$2,472.32) 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: 01/16/12  
REPORT NO: 44

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*01-23-12 Payroll #16 FY11/12	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totalling \$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: 01/16/12  
REPORT NO: 45

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	*02-06-12 Payroll #17 FY11/12	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 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 16, 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						0.00	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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Financial Reports through December 2011 for the Placentia Library District  
Accounts on Deposit with the Orange County Treasurer and the Placentia Library  
District General Ledger  
**DATE:** January 16, 2012

**Summary of Cash and Investments as of December 31, 2011**

Cash with Orange County Treasurer Fund 707	1,731,160.37
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	125,627.48
General Fund Checking – Bank of the West	28,408.99
General Fund Savings – Bank of the West	417,124.34
Payroll Checking – Wells Fargo Bank	228,057.22
<b>Total Cash and Investments</b>	<b>2,945,167.50</b>

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.

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Jeanette Contreras  
Library Director



**PLACENTIA LIBRARY DISTRICT**  
**YTD REVENUE REPORT**  
 December 31, 2011

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,730,412	939,979	790,433	54.3%
6220		Property Taxes - Current Unsecured	69,801	51,835	17,966	74.3%
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 - Curt Supplemental	22,366	7,963	14,403	35.6%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	0	3,448	(3,448)	0.0%
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	15,368	2,272	13,096	14.8%
6970		State - Other	0	4,377	(4,377)	0.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	16,090	43,910	26.8%
		Passport	60,000	32,007	27,993	53.3%
		Meeting Room Fees	7,000	3,720	3,280	53.1%
		DVD Rentals	5,500	3,095	2,405	56.3%
		Test Proctor	2,000	2,650	(650)	132.5%
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		<b>YTD Actual</b>		<b>1,070,081</b>		
		FY 10/11 Funds Available	110,000	110,000		
		<b>TOTAL REVENUES FY 11/12:</b>	<b>2,082,447</b>	<b>1,180,081</b>	<b>902,366</b>	<b>56.7%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	1,610	(1,610)	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

## PLACENTIA LIBRARY DISTRICT

## EXPENDITURES REPORT

December 31, 2011

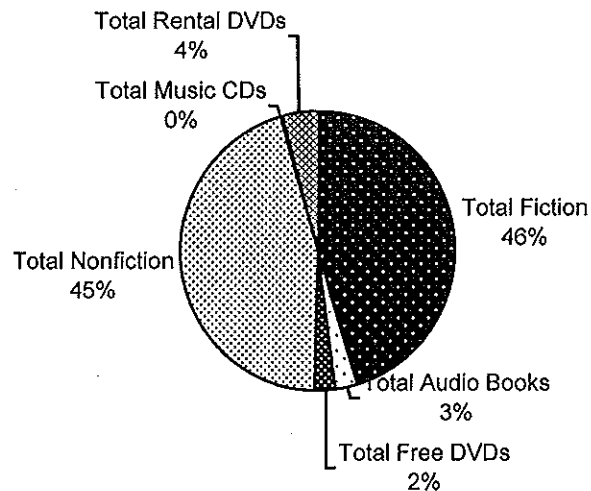
50% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,006,657	457,602	0.45	\$549,055
0200	Retirement	77,589	23,918	0.31	\$53,671
0301	Unemployment Insurance	15,000	5,680	0.38	\$9,320
0306	Health Insurance	146,979	45,247	0.31	\$101,732
0306-0770	Employee Assistance Program	822	280	0.34	\$542
0308	Dental Insurance	16,028	8,020	0.50	\$8,008
0309	Life Insurance	7,928	2,973	0.37	\$4,955
0310	AD & D Insurance	4,308	1,774	0.41	\$2,534
0319	Vision Insurance	2,734	1,181	0.43	\$1,553
0350	Workers' Compensation Insurance	10,500	2,497	0.24	\$8,003
	TOTAL	\$1,288,545	\$549,171	0.43	\$739,374
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	13,000	3,818	0.29	\$9,182
0900	Food	1,000	1,140	1.14	-\$140
1000	Household Expenses	8,000	7,504	0.94	\$496
1100	Library Insurance	15,000	12,337	0.82	\$2,663
1300	Maintenance, Equipment	20,000	11,593	0.58	\$8,407
1400	Maintenance, Buildings & Improvements	131,400	11,256	0.09	\$120,144
1600	Memberships	12,000	9,480	0.79	\$2,521
1800	Office Expenses	21,486	19,616	0.91	\$1,870
1803	Postage	4,000	2,271	0.57	\$1,729
1900	Prof./Specialized Services	119,500	23,502	0.20	\$95,998
1912	Investment Administrative Fees	1,500	403	0.27	\$1,097
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	141	0.28	\$359
2200	Rents & Leases - Buildings & Improvements	35,000	14,090	0.40	\$20,910
2400	Books/Library Materials	236,736	52,521	0.22	\$184,215
2600	Transportation & Travel	2,000	529	0.26	\$1,471
2700	Meetings	11,000	8,099	0.74	\$2,901
2800	Utilities	85,000	29,287	0.34	\$55,713
	TOTAL	\$718,122	\$207,586	0.29	\$510,536
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$7,000	\$6,771	0.97	\$229
	<b>OPERATING EXPENSES</b>	<b>\$2,013,667</b>	<b>\$763,528</b>	<b>0.38</b>	<b>\$1,250,139</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$25,000	\$3,215	0.13	\$21,785
4200	Structures/Improvements	20,000	\$1,950	0.00	\$18,050
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$5,165	0.08	\$63,615
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,082,447</b>	<b>\$768,693</b>	<b>0.37</b>	<b>\$1,313,754</b>
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 DEC. 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$27,359	1,574	1,772
Total Non-Fiction	\$27,387	729	1,449
Total Music CDs	\$96	6	6
Total Audio Books	\$1,569	47	47
Total Free DVDs	\$1,490	69	80
<u>Total Rental DVDs</u>	<u>\$2,588</u>	<u>72</u>	<u>88</u>
<b>TOTAL MATERIALS</b>	<b>\$60,488</b>	<b>2497</b>	<b>3442</b>



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 DECEMBER 2011

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	\$8,686	436	450	\$479	17	40	\$9,165	453	490	\$511	18	29	\$9,676	471	519
Adult Non-Fiction	\$6,988	313	319	\$300	8	23	\$7,288	321	342	\$118	5	5	\$7,406	326	347
Adult Reference	\$439	9	9	\$0	0	0	\$439	9	9	\$225	3	3	\$664	12	12
Adult magazines	\$4,451	89	752	\$0	0	0	\$4,451	89	752	\$0	0	0	\$4,451	89	752
Adult on-line databases	\$7,984	2	0	\$0	0	0	\$7,984	2	0	\$0	0	0	\$7,984	2	0
Total Adult Non-Fiction	\$19,861	413	1080	\$300	8	23	\$20,161	421	1103	\$343	8	8	\$20,504	429	1111
TOTAL ADULT PRINT MATERIALS	\$28,547	849	1530	\$779	25	63	\$29,326	874	1593	\$854	26	37	\$30,180	900	1630
Adult Music CDs	\$26	1	1	\$0	0	0	\$26	1	1	\$1,206	68	68	\$1,232	69	69
Adult Audio Books	\$1,518	45	45	\$118	5	5	\$1,636	50	50	\$0	0	0	\$1,636	50	50
Adult Free DVDs	\$49	2	6	\$0	0	0	\$49	2	6	\$75	4	4	\$124	6	10
Adult Rental DVDs	\$1,464	49	49	\$0	0	0	\$1,464	49	49	\$85	4	4	\$1,549	53	53
TOTAL ADULT NON-PRINT MATERIALS	\$3,057	97	101	\$118	5	5	\$3,175	102	106	\$1,366	76	76	\$4,541	178	182
TOTAL ADULT MATERIALS	\$31,604	946	1631	\$897	30	68	\$32,501	976	1,699	\$2,220	102	113	\$34,720	1,079	1,812
Juvenile Fiction	\$12,979	729	909	\$0	0	0	\$12,979	729	909	\$87	14	14	\$13,066	743	923
Young Adult Fiction	\$5,694	409	413	\$0	0	0	\$5,694	409	413	\$0	2	2	\$5,694	411	415
Total Juvenile Fiction	\$18,673	1,138	1,322	\$0	0	0	\$18,673	1,138	1,322	\$87	16	16	\$18,760	1,154	1,338
Juvenile Non-Fiction	\$5,319	247	262	\$298	13	13	\$5,617	260	275	\$20	1	1	\$5,637	261	276
Young Adult Non-Fiction	\$1,202	53	53	\$0	0	0	\$1,202	53	53	\$0	0	0	\$1,202	53	53
Juvenile Reference	\$21	1	1	\$184	3	3	\$205	4	4	\$0	0	0	\$205	4	4
Juvenile Magazines	\$585	14	53	\$0	0	0	\$585	14	53	\$0	0	0	\$585	14	53
Juvenile on-line databases	\$399	1	0	\$0	0	0	\$399	1	0	\$0	0	0	\$399	1	0
Total Juvenile Non-Fiction	\$7,526	316	369	\$482	16	16	\$8,008	332	385	\$20	1	1	\$8,028	333	386
TOTAL JUVENILE PRINT MATERIALS	\$26,199	1,454	1,691	\$482	16	16	\$26,681	1,470	1,707	\$107	17	17	\$26,787	1,487	1,724
Juvenile Music CDs	\$70	5	5	\$0	0	0	\$70	5	5	\$0	0	0	\$70	5	5
Juvenile Audio Books	\$51	2	2	\$0	0	0	\$51	2	2	\$0	0	0	\$51	2	2
Juvenile Free DVDs	\$1,441	67	74	\$0	0	0	\$1,441	67	74	\$0	0	0	\$1,441	67	74
Juvenile Rental DVDs	\$1,124	23	39	\$0	0	0	\$1,124	23	39	\$0	0	0	\$1,124	23	39
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,686	97	120	\$0	0	0	\$2,686	97	120	\$0	0	0	\$2,686	97	120
TOTAL JUVENILE MATERIALS	\$28,885	1551	1811	\$482	16	16	\$29,367	1567	1827	\$107	17	17	\$29,473	1584	1844
Total Fiction	\$27,359	1,574	1,772	\$479	17	40	\$27,838	1591	1812	\$598	34	45	\$28,436	1,625	1,857
Total Non-Fiction	\$27,387	729	1,449	\$782	24	39	\$28,169	753	1488	\$363	9	9	\$28,532	762	1497
Total Music CDs	\$96	6	6	\$0	0	0	\$96	6	6	\$1,206	68	68	\$1,302	74	74
Total Audio Books	\$1,569	47	47	\$118	5	5	\$1,687	52	52	\$0	0	0	\$1,687	52	52
Total Free DVDs	\$1,490	69	80	\$0	0	0	\$1,490	69	80	\$75	4	4	\$1,565	73	84
Total Rental DVDs	\$2,588	72	88	\$0	0	0	\$2,588	72	88	\$85	4	4	\$2,673	76	92
TOTAL MATERIALS	\$60,488	2497	3442	\$1,379	46	84	\$61,867	2543	3526	\$2,327	119	130	\$64,194	2662	3656

Outstanding Orders as of December 2011

General Fund	\$27,082
Adopt-a-book	\$76
<b>TOTAL</b>	<b>\$27,158</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

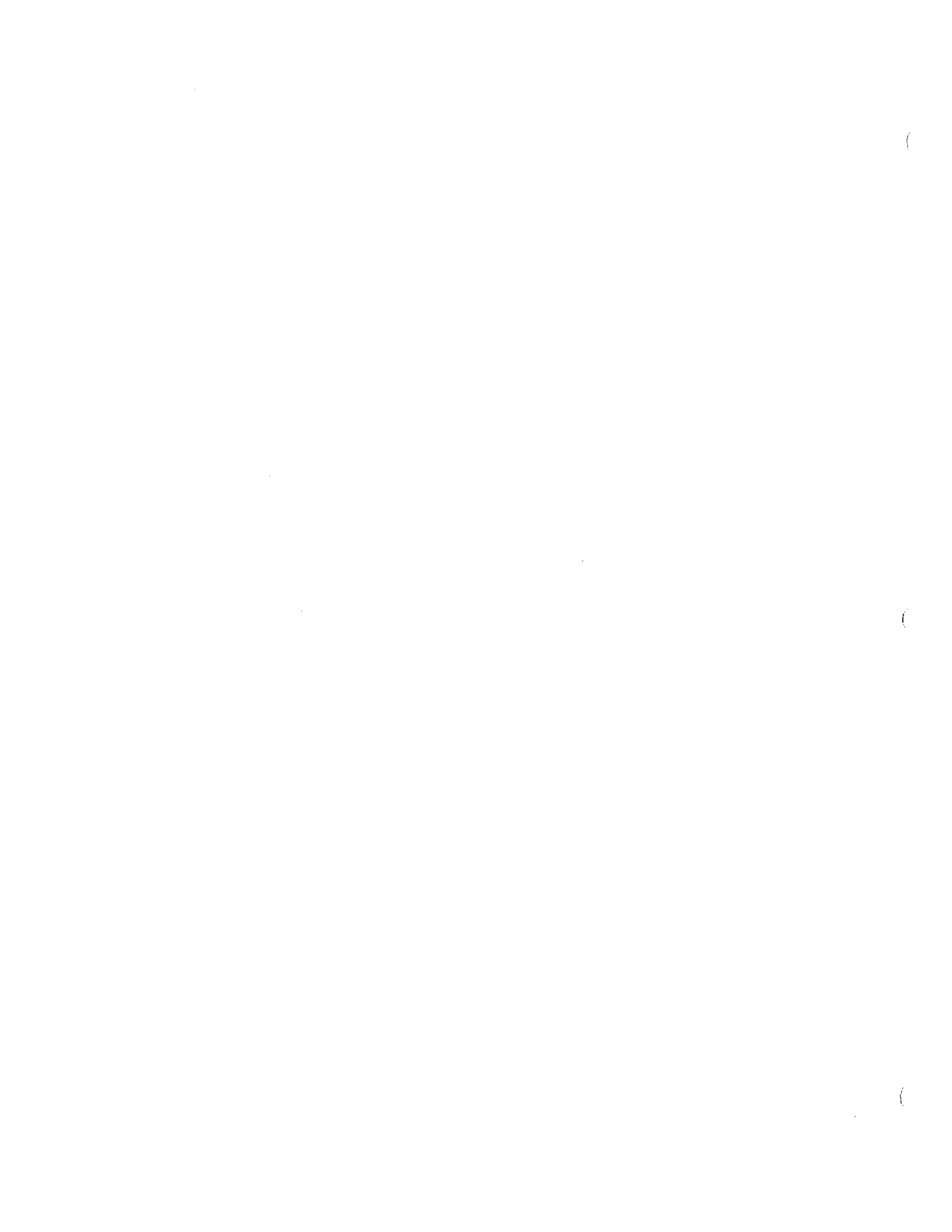
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Entrepreneurial Activities Report for December 2011  
**DATE:** January 16, 2012

**Net Revenue Summary December 2011**

			YTD	YTD
	Dec-11	Dec-10	2011-2012	2010-2011
Passport	2,850.00	2,850.00	26,175.00	28,761.00
Passport Photos	672.00	708.00	5,832.00	5,780.00
Test Proctor	600.00	200.00	2,650.00	850.00
Meeting Room	1,590.00	255.00	3,720.00	3,299.00
DVD Rentals	462.00	527.00	3,095.00	3,486.00
<b>Total</b>	<b>6,174.00</b>	<b>4,540.00</b>	<b>41,472.00</b>	<b>42,176.00</b>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for December 2011  
**DATE:** January 16, 2012

			YTD	YTD
	Dec-11	Dec-10	2011-2012	2010-2011
Separation	0	1	0	2
Retirement	0	0	1	0
Appointments	0	1	5	1
Open Positions	1	1	2	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>4</b>

**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:** January 16, 2011

**MONTHLY STATISTICS**

**December 2011**

<b>CIRCULATION</b>	Dec-11	Dec-10		Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
New Patron Registrations	293	219		2,004	1,990	0.7%
Total Circulation	13,473	15,979		100,758	110,576	-9.7%
Total Active Borrowers	9,375	9,394		57,426	56,866	1.0%
Attendance*	20,515	0		138,137	125,054	10.5%
Registered Card Holders**	28,483	31,969		173,814	188,088	-7.6%
Adult Fiction	2,307	2,835		17,561	19,783	-11.2%
Adult Nonfiction	1,603	2,149		11,597	14,654	-20.9%
Adult Magazines	198	283		1,630	2,103	-22.5%
Adult Music CDs	198	413		1,368	2,201	-37.8%
Adult Audio Books	472	611		3,530	4,154	-15.0%
Adult Free DVDs	248	267		1,809	2,005	-9.8%
Adult Rental DVDs	395	547		2,657	3,295	-19.4%
Overdrive E-Books***	104	0		470	116	305.2%
Overdrive Audio Books***	110	0		424	151	180.8%
JV Fiction	4,936	5,419		39,181	39,770	-1.5%
YA Fiction	762	690		5,159	4,533	13.8%
JV Nonfiction	1,000	1,084		6,461	6,799	-5.0%
YA Nonfiction	49	37		319	212	50.5%
JV Magazines	2	0		28	26	7.7%
JV Music CDs	15	38		140	225	-37.8%
JV Audio Books	35	12		230	147	56.5%
JV Free DVDs	667	751		4,559	5,540	-17.7%
JV Rental DVDs	203	194		1,272	1,101	15.5%

\* No attendance recorded 12/2010 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		653	358	374	423	786	2,594
10:00		366	359	523	378	305	1,931
11:00		499	508	411	631	398	2,447
12:00		499	665	605	542	631	2,942
1:00	1,163	433	543	507	719	873	4,238
2:00	858	592	673	505	1,014	1,033	4,675
3:00	482	646	814	877	1,069	824	4,712
4:00	586	852	815	853	1,353	725	5,184
5:00		774	699	944	994		3,411
6:00		1,030	732	768	1,048		3,578
7:00		587	638	1,110	834		3,169
8:00		405	374	534	835		2,148
<b>Total/Day</b>	3,089	7,336	7,178	8,011	9,840	5,575	41,029
<b>* Grand Total</b>							<b>20,515</b>

\* 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		0	0	1	0	0	1
10:00		0	0	4	0	2	6
11:00		0	5	2	0	3	10
12:00		0	1	2	2	1	6
1:00	5	0	2	1	1	2	11
2:00	5	0	4	1	3	2	15
3:00	1	2	2	3	2	1	11
4:00	1	0	1	0	11	0	13
5:00		1	6	1	5		13
6:00		2	3	1	6		12
7:00		3	0	5	3		11
8:00		1	0	0	4		5
<b>Total/Day</b>	12	9	24	21	37	11	114
<b>Grand Total</b>							<b>114</b>

**STAFF ACTIVITY**

- December 03, 2011- Esther refreshed Fernando on how to process new magazines.  
December 05, 2011- Fernando attended Leading from Any Position workshop in Ontario.  
December 06, 2011- Fernando continued Leading from Any Position workshop in Ontario.  
December 13, 2011- Fernando attended supervisors meeting.  
December 14, 2011- Fernando trained Jesus to receive book orders.  
December 15, 2011- Circulation staff set up for Celtic Christmas.  
December 16, 2011- Beatrice, Estella, Jesus, Saul, Fernando, Vanita, Laura C., Winston, and Tim attended staff development day.  
December 19, 2011- Fernando attended board meeting.  
December 20, 2011- Fernando attended supervisors meeting.  
December 20, 2011- Estella, Beatrice, Jesus, Vanita, Laura C., and Fernando attended all staff meeting.  
December 20, 2011- Beatrice, Laura C., Estella, and Jesus attended the Circulation Department meeting.  
December 20, 2011- Jesus and Fernando attended Joomla Webinar.  
December 21, 2011- Fernando trained Jesus to process book invoices.

**ONGOING PROJECTS**

- Fernando is working on staff performance evaluations.  
Circulation will shelve read the History Room.  
Fernando will work with volunteers to manage cardboard box breakdown.  
Fernando will train two new volunteers to sort and shelve library items.

**NEW PROJECTS AND ACTIVITIES**

- Fernando and Jesus will work on a Passport marketing campaign.  
Fernando will train Ed with the disk cleaning machine.  
Fernando will work with Katie to retrain Larry with book labeling procedures.  
Fernando will manage distribution of the i-Pad 2 contest raffle winner.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** City of Placentia Invoices  
**DATE:** January 16, 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	*	7.65	5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	*	7.65	4,684.14
11-Dec	*	*	*	*	*	*
12-Jan						
12-Feb						
12-Mar						
12-Apr						
12-May						
12-Jun						
<b>TOTAL</b>		<b>\$25,928.76</b>	<b>\$7,262.49</b>	<b>\$427.50</b>	<b>\$38.11</b>	<b>\$33,656.86</b>
<b>AVG</b>		<b>5,185.75</b>	<b>1,452.49</b>	<b>142.50</b>	<b>9.52</b>	<b>6,731.37</b>

\* 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	*	*	*	*	*	*
<b>TOTAL</b>		<b>49,882.87</b>	<b>15,977.49</b>	<b>1,567.50</b>	<b>52.6</b>	<b>\$67,480.46</b>
<b>AVG</b>		<b>4,534.80</b>	<b>1,452.49</b>	<b>142.5</b>	<b>4.78</b>	<b>\$6,134.58</b>





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Library Director's Report for December 2011  
**DATE:** January 16, 2012

### Accomplishments

- Continue to meet with supervisors to discuss the Fiscal Year 2012-2013 budget.
- Interviewed vendors to discuss the newsletter bids.
- Met with the City to discuss the Valencia High School Interact Club event, held at the Civic Center Plaza.
- Prepared and facilitated the Staff Development Day.
- Met with Interact Club members to discuss Library & Rotary-sponsored events.

### Meetings

- Library Board of Trustees meeting – December 19<sup>th</sup>
- Manager's meeting – December 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>
- Staff Meeting – December 20<sup>th</sup>
- Rotary Weekly meetings – December 7<sup>th</sup> & 14<sup>th</sup>
- Valencia High School Interact Club – December 7<sup>th</sup>, 13<sup>th</sup>, 17<sup>th</sup> & 19<sup>th</sup>
- Meeting with the City – December 6<sup>th</sup>
- SCLC Library Director's Meeting – December 15<sup>th</sup>

### Conferences/Workshops/Training

- Staff Development Day – December 16<sup>th</sup>

### Community Events / Functions

- Los Posadas – December 7<sup>th</sup>
- Pasadena Rose Float Decoration – December 10<sup>th</sup>
- Miss Placentia/Yorba Linda Mixer – December 15<sup>th</sup>
- Winter Wonderland – December 17<sup>th</sup>

### Projects in Progress

- Strategic Plan
- Technology plan
- CDBG grant

I attended the Staff's holiday get together on December 15<sup>th</sup> and a couple of funeral services for the passing of family members related to a trustee and staff member.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Al Shkoler  
**SUBJECT:** IT Report for December 2011  
**DATE:** January 12, 2012

We completed our conversion to Microsoft Exchange in December. We can access our email internally, using MS Outlook, and externally through the web. The web access is still being worked on to allow access from home and other external computers using Outlook. This will also allow access from cell phone applications, instead of the web. What this all means is that we will be able to automatically receive library email with our personal email application and not have to take the extra step of starting up a web browser and then going to a web email application. When everything is completed we will start staff training on the new, additional features of Exchange.

We have one more training session on Joomla, the library web site application. We will be working on how to implement some changes we want to make on the web site. We can always schedule more training, if necessary, but we will evaluate the training after the last session.

I didn't teach any classes in December. We will start with the new three session format in January.

We will be purchasing the first several computers approved in this year's budget as soon as the credit limit approved at our last board meeting is implemented, probably the week of the January board meeting. I already have received and evaluated the quotes so we are ready to go.

The most time consuming job for the IT department is updating the software on all of the public access computers. The staff computers are not a problem.

I have been working on a different method to speed up the process. Usually each computer downloads updates and installs them when the user approves. Our public computers are protected by Deep Freeze, which deletes any changes, including downloaded updates, every time a user finishes their session. When an IT person works on a computer they must wait for the accumulated updates to download and then start the installation process. I have found a way to download all or any MS updates and save them without installing any of them. I downloaded all of the updates to a flash drive, which by the way I did at home because my web access speed is much faster than the libraries, and then simply went to a public computer, turned off Deep Freeze, put in my flash drive and started installing updates. Still takes time but without having to download it goes much faster. There are other more sophisticated ways to do the install but that is another project.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Lori Worden, Children's Librarian II

**SUBJECT:** Children's Services Monthly Activity Report for December 2011

**DATE:** January 16, 2012

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	December 2011	December 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	34	40	208	307	-32.25%
In person reference/research:	579	577	3703	3955	-6.37%
<b>Total Reference</b>	<b>613</b>	<b>617</b>	<b>3911</b>	<b>4262</b>	<b>-8.24%</b>
Total Number of Programs	27	16	204	148	37.84%
Total Programs Attendance	763	606	8827	5849	50.91%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	35
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	10
Preschool Story Times I & II: 3-6 years	4	83
Pocket Tales: Stories, music, and movement.	2	50
C.O.P.S.	1	42
Lap Sit 24 months & younger	3	129
P-TAC	2	50
Family Game Day	1	36
Super S.T.A.R.	1	24
Homework Club	9	97
12/1 YA: Le Teen Café	1	47

12/10 Winter Wonderland Crafts and Treats	1	160
<b>Total December 2011</b>	<b>27</b>	<b>763</b>
<b>Total December 2010</b>	<b>16</b>	<b>606</b>
<b>Current FY to date</b>	<b>204</b>	<b>8,827</b>
<b>Previous FY to date</b>	<b>148</b>	<b>5,849</b>

**Achievements:**

- Purchased books for children totaling \$2,000.00 (donated by the Placentia Round Table Women's Club and Mrs. Dixie Shaw) for the City of Placentia Community Gift Basket program for families with need.
- Lori Worden facilitated the December Adult Book Discussion group on Dec. 13. The group discussed Mitch Albom's "Have a Little Faith."
- Lori Worden and Brenda Ramirez attended the Celtic Christmas program on December 15.
- Lori Worden and the library Social Committee hosted a holiday lunch for staff members on December 15.
- Lori Worden and Coleen Wakai attended the staff Budget meeting on December 16.
- Lori Worden attended the Infopeople workshop, "Leading from any Position," on December 5 – December 6.
- Lori Worden attended the Placentia Library Board of Trustees meeting on December 19.
- Brenda Ramirez presented Children's Department updates at the library all-staff meeting on December 20.
- Brenda Ramirez attended Joomla training on December 20.

**In progress:**

- Children's staff made plans for upcoming programs beginning in January 2012. Staff is also ordering and discarding books and materials in their collections.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Technical Services Librarian  
**SUBJECT:** Volunteer Report for December 2011  
**DATE:** January 16, 2012

**MONTHLY STATISTICS**

**Volunteer Hours**

	<b>December 2011</b>	<b>December 2010</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D % change</b>
History Room	0	26	253.5	221	14.71%
PLFF	412	438	2696	2798	-3.65%
General Library	357.25	278	4069	2578.5	57.80%
Technology	94	48	196.5	156.25	25.76%
Homework Club	75.5	60	564.75	362	56.01%
Adult Literacy Tutors	40	14	225	218	3.21%
PTAC	152.5	76.75	668.25	346.75	92.72%
<b>Total Volunteer Hours</b>	<b>1131.25</b>	<b>940.75</b>	<b>5033.5</b>	<b>4408</b>	<b>14.19%</b>





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Technical Services Librarian

**SUBJECT:** Adult Services Monthly Activity Report for December 2011

**DATE:** JANUARY 16, 2012

**MONTHLY STATISTICS**

**Adult Services Programs**

		<b>December 2011</b>
December 7, 2011	Play Reading: Over the River and Through the Woods	5
December 3, 2011	Computer Workshop: Facebook	7
December 10, 2011	Volunteer Orientation	19
December 13, 2011	Book Discussion: Have a Little Faith	16
December 15, 2011	Celtic Christmas	62
		<b>109</b>

**Reference Desk Activity**

	<b>December 2011</b>	<b>December 2010</b>	<b>Y-T-D 2011- 2012</b>	<b>Y-T-D* 2010- 2011</b>	<b>Y-T-D % change</b>
Reference -- in person	550	822	4857	6247	-22.25%
Reference -- telephone	198	275	1698	1955	-13.15%
Reference -- email/chat	0	0	14	1	1300.00%
Technology assistance	244	670	2360	4127	-42.82%
Guest passes	119	207	1106	933	18.54%
Adult and Children's computer use (desktops)	2468	2891	16652	17125	-2.76%
Adult computer usage (desktop)*	1989	0	14187	0	0.00%
Public computer use (express laptops)	666	905	5332	6896	-22.68%
In library use --- cleanup	2426	2867	18430	20836	-11.55%
Adult Program Attendance	109	206	621	572	8.57%

*\*No data available for FY 10-11*

**Volunteer Hours**

	<b>December 2011</b>	<b>December 2010</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D % change</b>
History Room	0	26	253.5	221	14.71%
PLFF	412	438	2696	2798	-3.65%
General Library	357.25	278	4069	2578.5	57.80%
Technology	94	48	196.5	156.25	25.76%
Homework Club	75.5	60	564.75	362	56.01%
Adult Literacy Tutors	40	14	225	218	3.21%
PTAC	152.5	76.75	668.25	346.75	92.72%
<b>Total Volunteer Hours</b>	<b>1131.25</b>	<b>940.75</b>	<b>5033.5</b>	<b>4408</b>	<b>14.19%</b>

**History Room Activity**

	<b>December 2011</b>	<b>December 2010</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D % Change</b>
History Room Visitors	8	10	46	56	-17.86%
History Room Volunteers	0	3	9	18	0.00%

**Adult Literacy Services**

	<b>December 2011</b>
Number of Tutors	5
Number of Students	9
<b>Total Number of Participants</b>	<b>14</b>
<i>*No data for FY 2010-2011</i>	

**Computer Literacy Services**

	<b>December 2011</b>
Number of Tutors	1
Number of Students	2
<b>Total Number of Participants</b>	<b>3</b>
<i>*No data for FY 2010-2011</i>	

## ACHIEVEMENTS

- *Katie Matas* proctored 12 exams.
- *Martha Leonard and Noreth Men* created a PowerPoint presentation for the Artists PowerPoint on Berthe Morisot.
- *Katie Matas* coordinated the December 7<sup>nd</sup> Play Reading of *Over the River and Through the Woods*.
- *Lori Worden* led the December 13<sup>th</sup> book discussion of *Have a Little Faith* by Mitch Albom.
- *Jeannie Killianey* coordinated and led a computer workshop, Introduction to Facebook.
- *Jeannie Killianey* coordinated the December 15<sup>th</sup> “A Celtic Christmas” program.
- *Katie Matas* interviewed and tested 2 new Adult Literacy Students.
- *Jeannie Killianey* attended one Infopeople webinar on Building Digital Communities through Blogs and Social Networking.
- *Wendy Townsend* weeded the 100’s section of the adult nonfiction collection.
- *Wendy Townsend and Jeannie Killianey* created a new book display on New Year’s Resolutions and updated the Librarians’ Choice display.

## MEETINGS

- *Nadia Dallstream, Katie Matas, Jeannie Killianey and Wendy Townsend* participated in the December 16<sup>th</sup> staff budget meeting.
- *Katie Matas and Wendy Townsend* attended the December 20<sup>th</sup> Joomla Class.
- *Jeannie Killianey* the December 13<sup>th</sup> book discussion.
- *Katie Matas and Wendy Townsend* attended the December 20<sup>th</sup> Staff Meeting.
- *Katie Matas and Wendy Townsend* met for training on creating reports in Horizon for use in collection development.

## IN PROGRESS

- *Katie Matas* is preparing for the January Play Reading Program.
- *Diane Cunningham* is preparing for the January Book Discussion of *Detour to Murder* by Jeff Sherratt.
- *Jeannie Killianey* is coordinating 3 Computer Workshops for January.
- *Jeannie Killianey* is coordinating the Computer Literacy tutoring program.
- *Wendy Townsend* is continuing to edit the Placentia Historical Places DVD.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Technical Services Librarian  
**SUBJECT:** Local History Room Monthly Activity Report for December 2011  
**DATE:** January 16, 2012

**MONTHLY STATISTICS**

**History Room Activity**

	<b>December 2011</b>	<b>December 2010</b>	<b>Y-T-D 2011-12</b>	<b>Y-T-D 2010-11</b>	<b>Y-T-D % Change</b>
History Room Visitors	8	10	46	56	-17.86%
History Room Volunteers	0	3	9	18	0.00%



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for December 2011  
**DATE:** January 16, 2012

**MONTHLY STATISTICS**

**On-line database usage**

	December 2011	December 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	30	681	265	1,428	-81%
Career Transitions	0	0	7	179	-96%
Heritage Quest	204	509	2,888	2,963	-3%
Novelist	20	19	186	131	42%
Tumblebooks	422	290	1,790	1,420	26%
Reference USA	2	112	182	472	-61%
<b>TOTAL DATABASE USAGE</b>			<b>5,318</b>	<b>6,593</b>	<b>-19%</b>

**Website Traffic**

	December 2011	December 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	19,121.00	18,609.00	124,851.00	102,739.00	22%
Page Hits	35,058.00	33,829.00	236,095.00	212,908.00	11%

**ACHIEVEMENTS**

- *Katie Matas* switched the 2010 DVDs from 2 day check out to 1 week check out.
- *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.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Quarter Award  
**DATE:** January 16, 2012

**BACKGROUND**

President DeVecchio will present the Employee of the Quarter Award.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** New Online Service – Freegal Music  
**DATE:** January 16, 2012

**BACKGROUND**

Freegal is downloadable music service which provides access to the catalog of artists in Sony Music Entertainment. Library cardholders can download three songs a week with their barcode and pin number. Freegal works with any MP3 device, including iPods.

Sony Music Entertainment is a global recorded music company with a roster that includes a broad array of both local artists and international superstars. The company boasts a vast catalog that comprises some of the most important recordings in history. It is home to premier record labels representing music from every genre. Sony Music Entertainment is a wholly owned subsidiary of Sony Corporation of America.

How Freegal Music Works:

- Library users have a weekly download limit. You will be able to keep track of your downloads in the upper right corner of the site. Every song has a sample clip you can listen to before you download.
- The library may have an overall weekly limit, too. If your library runs out of downloads for the week, you can go to “My Wishlist” in the upper right corner and queue up for future music.
- The downloads on this site are all in the MP3 format with no DRM. This service will work with any MP3 player, including iPod, and can be loaded into iTunes. It works on both PCs and Macs.
- Be sure to check out the browsing areas, especially *Artists A to Z* (bottom of page) and the genre lists (menu bar). Click on *see all genres* to view dozens of categories.

Freegal’s featured artists include Jimi Hendrix, Kelly Clarkson, Michael Jackson, Miranda Lambert, Paul Simon, Susan Boyle, the Fray, Daughtry, Foster the People, Hot Chelle Rae, J. Cole, Karmin, One Direction, and Jackie Evancho.

Attachment A is the Freegal Agreement.

FISCAL IMPACT: \$5,800 for an annual subscription + \$150 for a one-time setup fee

**RECOMMENDATIONS**

1. Authorize Placentia Library District to offer Freegal Music to library patrons and;
2. Authorize the Library Director to sign the agreement.



## USA FREEGAL MUSIC SUBSCRIPTION AGREEMENT

THIS DOWNLOAD SUBSCRIPTION AGREEMENT (this "Agreement") is made by and between Placentia Library District, a CA (state) Public Library maintaining a physical address at Placentia, CA, hereafter referred to as (the "Library") and Library Ideas, LLC, a Delaware media company located at 333 Maple Avenue East, Suite 105, Vienna, Virginia 22180, hereafter referred to as (the "Company"). All parties to this Agreement may, from time to time, be referred to as (the "Parties").

### RECITALS

WHEREAS Company has licenses for a media service specifically targeted to public libraries which provides the Patrons of these institutions access to a site to download music legally via Company's Freegal™ music (the "Service").

WHEREAS Company wishes to sell a subscription and include the right to use the Service to the Library subject to the terms and conditions described in this Agreement.

WHEREAS Library desires to purchase a subscription and use the Service from Company subject to the terms and conditions described in this Agreement.

NOW THEREFORE in consideration of the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### ARTICLE I. Definitions

Section 1.01 Definitions. The terms defined within this Agreement have the respective meanings attributed to them throughout this Agreement or in this Article I. Any defined term may be used in the singular and in the plural forms, as appropriate in the context.

Section 1.02. "Service(s)" refers to the Company's downloadable music services known as Freegal™ Music and is related to Library's ongoing access to and use of such service via the Internet.

Section 1.03. "Effective Date" Unless otherwise agreed to in writing by the Parties, the "Effective Date" of this Agreement means the date the service is available for use by Library Patrons.

Section 1.04. "Subscription Agreement" means the right to access Company's downloadable Music Service ("Subscription Agreement Price") expiring after a specified length of time ("Subscription Agreement Term").

Section 1.05. "Subscription Agreement Price" means the price established for the Subscription Agreement Term.

Section 1.06. "Subscription Agreement Term" refers to the right to access Company's downloadable Music Collection for a limited period of time. Except as otherwise specifically agreed to in writing by the Parties, the "Subscription Agreement Term" of this Agreement commences on the Effective Date and continues in effect for one year.

Section 1.07. "Library's Website Portal" means the Website operated by the Library and open to its Patrons in order to access and use all materials of the Library.

Section 1.08. "Company Website" means the Website operated by Company and open to the Library and its Patrons via the Library's own website portal.

Section 1.09. "Patrons" mean Library's registered, authenticated cardholders, and all members of the public who have been issued a library card, including onsite and offsite users.

Section 1.10. "License" means a revocable permission to commit some act that would otherwise be unlawful such as downloading the copyrighted works of the rightful owner.

Section 1.11. "Personal Use" is defined, for purposes of this Agreement, as the use which is

of a personal nature and used only by the person who is authorized to use such media, i.e. a downloaded song, and prohibits the sharing of said media with the public or placing such media in the public domain, i.e. sharing songs on the internet. This Agreement adopts the definitions of "personal use" as established by the Courts and U.S. Copyright laws.

## ARTICLE II.

### Freegal™ Music Services Terms and Conditions

Section 2.01. Subscription Agreement Price. Company will charge Library a year's Subscription Agreement Price for the right to access the Company's Service unless otherwise indicated. The price is described herein in Schedule A.

Section 2.02. All Purchases are Final. All purchases of subscriptions are final. No refunds are allowed unless the product is not delivered.

Section 2.03. Payment Due Date. All fees and charges are due and payable 30 days from the date of the related invoice. The Company may deny Library and its Patrons access to Library's Company Website until the unpaid invoice is paid in full.

Section 2.04. Limits on Music Downloads. Registered Patrons of Library may each download up to three (3) downloads per week.

### Section 2.05. Termination.

Subsection 2.05.A. Termination by Expiration of Term. This Agreement will terminate automatically at the end of a one-year Subscription Agreement Term unless otherwise mentioned on Schedule A. If Library wishes to renew for an additional year, Library may contact Company at any time during or after the end of the current Subscription Agreement Term and renegotiate a new Subscription Agreement Term.

Subsection 2.05.B. Termination for Breach of this Agreement. Either party may terminate this agreement for cause at any time by providing the other party with prior written notice of the

occurrence of any of the following events: (1) a party fails to timely pay any amounts due and payable, provided that the nonpayment is not cured within 10 days of the notice; or (2) a party breaches any Material provision of this Agreement provided that the breach cannot be, or is not, cured within 30 days of the notice. Material terms of this Agreement are Sections 2.03, 2.05, 2.06, 2.07, 2.08, 2.09, 2.12, 3.01, and 3.02.

### Section 2.06. Provision of Audio Services.

During the Subscription Agreement Term, the Company will establish, host, and administer Company's Website. Library and Patrons will access Company's music collection through Library's Website Portal. The Library and its Patrons will access the Library's audio music collection either inside the library (if allowed and enabled) using the Library's own Internet connection or remotely from within the United States. Company will deny access to anyone attempting to access Service from outside the United States. Service will have reasonable periods of scheduled maintenance in which the Service is not available. Otherwise Service will be available at commercially accepted standards of operation.

Section 2.07. Library and Member Usage - Limiting Access Measures. The Library will be solely responsible for authenticating which Patrons will have access to the Library's Website under this Agreement. However, Library Ideas will facilitate this process. Except for standard fees charged by Library to its Patrons, the Library will not charge any Patron for the use of the Company's Website.

Section 2.08. Library's Company Website. The use of the Company's Website by the Library and its Patrons will be governed by the End User Agreement. If Patrons violate the End User Agreement, Company reserves the right, in its sole discretion, to suspend the Library's or the Patrons's access to and use of the Company's Website. The Library acknowledges and agrees that, in the case of repeated or persistent violations, the Company may terminate this Agreement and issue a pro-rated refund for unused service.

Section 2.09. Copyrighted Works. Library acknowledges and agrees that the copyright to each song is owned by the respective publisher thereof. All Rights Reserved.

Section 2.10. No Copyright Conveyed. Upon signing this Agreement, Library will receive an annual license to access the Company's Music Collection via the Library's Website Portal and download the music the Library has purchased access to. Library will not acquire any other rights in the Company or the Company's Music Collection and/or its Service.

Section 2.11. Offensive Content. Company makes no warranty and no representations against claims of offensive content by Library Patrons and does not have the ability to remove a song for just one library and not all the libraries participating in the Service.

Section 2.12. Publicity and Marketing. Library agrees to use only the Publicity and Marketing Material given to it by the Company unless otherwise approved in writing by the Company. The Company will send Library a template press release and marketing kit in advance of the Library going live with the Service. Library will make no public statements on or off the record regarding the financial terms of this service unless required by law. The terms of this Agreement are Confidential, except where disclosure is required by law. The name of the Service is the Freegal™ Music Service, and the Library will not promote the Service under any other name.

### ARTICLE III

#### Music Subscription Agreement Services

Section 3.01. Member Access & Clean Sweep Protocols. For all Library computers capable of accessing the Company's Website, Library will implement a Clean Sweep or similar type program which functions to log-out or wipe clean the information existing on the computer screen of the previous user.

Section 3.02. Reports. Payment of the Subscription Agreement Fee entitles Library to

the standard reports offered by Company which gauges the use of Company's Music Collection.

### ARTICLE IV

#### General Provisions

Section 4.01. Governing Law. This Agreement (and any dispute, controversy, proceedings or claim of whatever nature arising out of this Agreement or its formation) shall be governed by and construed in accordance with the laws of the State of Delaware.

Section 4.02. Notice to Parties. All notices from either party to the other under this Agreement shall be sent by telegram, overnight courier service, or by registered or certified mail, return receipt requested, or hand-delivered with signed receipt. Whenever in this Agreement reference is made to a Notice to be given, such Notice shall be deemed to have been given when mailed, wired, or hand-delivered to the proper notice address of the party to be notified. Notices shall be addressed in care of the individual representatives identified herein and mailed to the address designated for each Party and listed in the Signature Page of this Agreement. Either party may, from time to time, designate a different address for receiving Notices by giving the other party notice of the change of address in the manner above specified.

Section 4.03. Assignment. Library may not sell, assign, transfer or convey this Agreement or any rights and obligations thereto. However, Company may assign or transfer this Agreement to an affiliated company or to a third party that acquires substantially all of its assets upon written notice to the Library.

Section 4.04. Successors & Assigns. This Agreement shall be binding on and inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns.

Section 4.05. Section Partial Invalidity. If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, or

condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term, covenant, or condition of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Section 4.06. Separability. Each and every covenant or understanding contained in this Agreement shall, for all intents and purposes, be construed as a separate and independent covenant and agreement. If any term or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be found invalid and unenforceable by a court of competent jurisdiction, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is valid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and shall be enforced to the extent permitted by law. It is the intention of the parties hereto that if any provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

Section 4.07. Headings. The headings to the various paragraphs and/or Sections of this Agreement have been inserted for reference only and shall not to any extent have the effect of modifying, amending or changing the expressed terms and provisions of this Agreement.

Section 4.08. Limited Warranty. Company warrants that Company has the necessary authority to license the Music Collection to Library and, if applicable, to provide Services to Library. Company warrants that it will use its commercially reasonable efforts to provide such Services as described in this Agreement.

Section 4.09. Limitation on Liability. Neither party will claim special, incidental, indirect, or consequential damages; including lost profits for breach of this Agreement. This limitation will also apply to any claims brought against Company's content providers. Remedies are limited to claims for amounts due, for injunctive relief only as provided, or for direct damages. A

party's aggregate liability for any and all claims, losses, liabilities, and demands arising, whether for breach of contract, in tort or otherwise, are limited to the total amount of Subscription Agreement Fees paid by Library to the Company during the 12 month period immediately preceding the date on which the claim first arose.

Section 4.10. Force Majeure. Neither party will be liable for, or have the right to terminate this Agreement as a result of, any delays or failures to perform any of its obligations under the Agreement to the extent that the delays or failures are due to circumstances beyond its reasonable control, including without limit acts of God; strikes; riots; acts of war; power failures; and functions or malfunctions of the Internet, telecommunications services, firewalls, encryption systems, and security devices; or governmental regulations imposed after the Effective Date.

IN WITNESS WHEREOF the parties hereto by and through their authorized agents, have duly affixed their signatures under seal as of the date shown herein.

[SIGNATURES TO FOLLOW]



Company:

**LIBRARY IDEAS, LLC**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Address:

333 Maple Avenue East  
Suite 105  
Vienna, Virginia 22180

Library:

Placentia Library District  
Name of Library

By: \_\_\_\_\_  
Authorized Agent/Representative

Jeanette Contreras  
Print Name

Date: January 3, 2012

Address:

411 East Chapman Avenue  
Placentia, CA 92870



# SUBSCRIPTION

Complete the order form below and fax or email to orders@libraryideas.com.

333 Maple Avenue East #105  
Vienna, VA 22180  
Phone: 571.730.4300  
Fax: 571.730.4305  
Email: orders@libraryideas.com

Office Use Only	
Account #:	Received Date:

### Library Contact Information:

Date: 12/28/2011 Sales Rep: John Alexander

Library: Placentia Library District

Street Address: 411 East Chapman Avenue

City, State, Zip Code: Placentia, CA 92870

Business Contact: Katie Matas

Email Address: kmatas@placentialibrary.org

Phone: 714-528-1906 x207

IT Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Bill To: Attn: Katie Matas / Placentia Library District

Address (if different): \_\_\_\_\_

City, State, Zip Code (if different): \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Subscription to **freegal**  
music

Term/Length	Price
1 Year	\$5,800

Does the library allow non-residents to obtain library card/access: \_\_\_\_\_

If Yes, describe under what conditions: \_\_\_\_\_

Initial set up fee (one time): \$150.00

Grand Total: \$5,950.00

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Request from the Fullerton Plaza Condo Owners Association  
**DATE:** January 16, 2012

**BACKGROUND**

The Fullerton Plaza Condo Owners Association has been renting meeting room space from Placentia Library District for many years. They regularly meet on the last Tuesday of each from 7pm – 9pm with an attendance of five. Their President, Mr. Harris, is a business owner and resident of Placentia.

The Association requests that the meeting room rental fee be set at the non-profit level of \$20/hour. They operate as a non-profit but do not have the 501(c)(3) IRS exemption. Prior to changes to Policy #6050 – Meeting Room Policy, they were charged \$20/hour for the meeting room rental.

Attachment A is the email request from their Secretary, Mr. Jimmy Detrick.

Attachment B is a copy of the Placentia Library District Policy #6050 – Meeting Room Policy.

FISCAL IMPACT: \$120 potential revenue loss

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



## Jeanette Contreras

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**From:** Detrick, Jimmy L <jimmy.l.detrick@boeing.com>  
**Sent:** Thursday, December 22, 2011 12:37 PM  
**To:** Jeanette Contreras  
**Cc:** mharris333@aol.com  
**Subject:** Request for Library Meeting Room Rate

*The Fullerton Plaza Condo Owners Association (HOA) respectfully requests for an exception to the "for profit" rate for use of the Placentia Library meeting room. We would like for our hourly rate to continue at \$20 per hour. We operate as a non profit but without the 501(c)(3) exemption. We provide no goods or services to make a profit, rather govern our association. Our HOA President, Mr. Harris, lives and operates a business in Placentia.*

*Our meeting nights are on the last Tuesday of each month from 7:00 pm until 9:00 pm, but usually end by a little after 8. We typically have only the five board members in attendance.*

*Your consideration in this matter is appreciated.*

*Jimmy Detrick  
Secretary  
Fullerton Plaza Condo Owners Association  
(714) 473-1708*



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Meeting Room Policy  
**POLICY NUMBER:** 6050

**6050.1** The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups, organizations, or businesses. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

**6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Placentia Library Friends Foundation, the City of Placentia, and elected public officials for nonpartisan presentations.

**6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application without approval by the Library Director.

**6050.4** Cancellation of meetings is a mutual responsibility. Adequate advanced notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.

**6050.5** Permission to use the room is not transferable.

**6050.6** Upon reasonable notice and in emergency cases, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for a Library function.

**6050.7** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If the library staff has to set up chairs or return them an additional fee of \$20 per hour is charged.

**6050.8** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to the library and facilities. The person signing the application form must be at least 18 years old.

**6050.9** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.

**6050.10** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.

**6050.11** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive to the Constitution of the United States or the State of California.

**6050.12** Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for serving refreshments.

**6050.13** There is a \$50 refundable security deposit/cleaning fee required at time of application.

**6050.14** Alcoholic beverages are prohibited.

**6050.15** The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff. The Board and the Library Staff will not be held responsible for any action undertaken or administered by any organization.

**6050.16** Personal property brought to or into the Meeting Room by any user is done so at the user's risk.

**6050.17** Permits may be revoked by the Library Director whenever there has been a violation of these rules.

**6050.18** Meeting rooms must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.

**6050.19** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.



**6050.20** Capacity limitations: When used as one room, the maximum capacity will be 136 standing and seating will be limited to 100. When the room is divided, each side will be limited to 50 people.

**6050.21** Organizations requiring the presence of a staff member will incur a \$25/hour cost.

**6050.22** Equipment available for the Meeting Room:

**6050.22.1** 85 Chairs

**6050.22.2** 12 Tables (6' x 2 ½')

**6050.22.3** 1 Lectern

**6050.22.4** 3 Wall Screens

**6050.22.5** Piano (\$25 Rental Fee)

**6050.22.6** 2 Flags (American and State flag)

**6050.22.7** White Board/Cork Board

**6050.22.8** Santa Chair (\$25 Rental Fee)

**6050.22.9** Projector (\$15 Rental Fee)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Renewal of Partnership with the Placentia Yorba Linda Art Association  
**DATE:** January 16, 2012

**BACKGROUND**

At the January 17, 2011 Library Board of Trustees meeting, it was approved for Placentia Library District to enter into an agreement to with the Placentia Yorba Linda Art Association to provide monthly artwork to be displayed on the southeast wall of the Library, across from the new circulation desk. Administrative Assistant, Marisa Timothy will be the Library's contact to coordinate activities.

The annual agreement is up for renewal in January 2012.

Attachment A is the agreement.

FISCAL IMPACT: \$250 annually for staff time

**RECOMMENDATION**

Authorize the Placentia Library District to renew its partnership with the Placentia Yorba Linda Art Association to provide artwork for the library as specified in Attachment A.



**MEMORANDUM OF UNDERSTANDING**  
Between  
Placentia-Yorba Linda Art Association (PYLAA)  
And  
The Placentia Library District (PLD)

1. PYLAA will provide up to 10-12 framed paintings (half sheet or quarter sheet- 22 x 28 or 16 x 24).
2. PLD will hang the paintings. PYLAA will deliver them in a two day period. PLD will remove the paintings and have them ready to be picked up by the individual artists. The individual artists will also be responsible for delivering them to PLD.
3. PYLAA Artists release PLD from all liability during the period artwork is at PLD should damage, loss, or theft occur.
4. The contact person for PYLAA will be President Hal Wightman at (714) 528-1850 and for PLD will be Administrative Assistant Marisa Timothy at (714) 528-1925 x200
5. It is expected that PYLAA will change artwork out about every 1-2 months.
6. PLD will not hang other artist's work on the art gallery wall.
7. PYLAA will be allowed to put name tags on each painting for selling the artwork.
8. MOU will be reviewed and renewed annually.

\_\_\_\_\_  
Hal Wightman, President  
Placentia Yorba Linda Art Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeanette Contreras, Library Director  
Placentia Library District

\_\_\_\_\_  
Date



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Woman of the Year for the 72<sup>nd</sup> Assembly District  
**DATE:** January 16, 2012

**BACKGROUND**

The Woman of the Year Award recognizes the accomplishments of women in the 72<sup>nd</sup> Assembly District for their unique combination of career, community, and personal achievements. The award is given annually by members of the California State Legislature to outstanding women who live or work in their districts. The tradition began in the State Capitol in 1987 and has continued since.

Past recipients for the 72<sup>nd</sup> Assembly District include Patty Segovia Krause (2011), a community volunteer and Freydel Bushala (2010), an Insurance and Financial Services Agent. Both are Fullerton residents.

Assemblyman Chris Norby is seeking nominations for the 2012 Woman of the Year Award. Nominations are accepted throughout January and presentation will be made in March.

Attachment A is the letter from Assemblyman Chris Norby.

**RECOMMENDATION**

Discuss and select a nominee for the 72<sup>nd</sup> Assembly District Woman of the Year.





VICE CHAIR, EDUCATION  
APPROPRIATIONS  
TRANSPORTATION  
JOINT LEGISLATIVE AUDIT  
LOCAL GOVERNMENT

STATE CAPITOL  
P.O. BOX 942849  
SACRAMENTO, CA 94249-0072  
(916) 319-2072  
FAX (916) 319-2172  
DISTRICT OFFICE  
1400 N. HARBOR BLVD, STE. 601  
FULLERTON, CA 92835  
(714) 526-7272  
FAX (714) 526-7278

# Assembly California Legislature



**CHRIS NORBY**

ASSEMBLYMAN, SEVENTY-SECOND DISTRICT

January 3, 2012

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

Dear Ms. Contreras:

Each year since 1987, the California State Assembly recognizes a Woman of the Year from each of the state's 80 Assembly Districts for outstanding contributions to her community.

For the 2012 Woman of the Year in the 72<sup>nd</sup> Assembly District, I would like to solicit nominations from throughout the district, which consists of the entire cities of Brea, Fullerton, and Placentia, along with portions of the cities of Anaheim, La Habra, Orange, and Yorba Linda. There are many unsung heroes who my office may not be aware of, and we are turning to you to help find them in each of these seven cities.

Through your post as Library Director, I am hopeful that you will submit a nomination and encourage others throughout the library's staff and patrons to submit nominations for Woman of the Year.

Nominations can be submitted on my web site <http://www.asm.ca.gov/norby> during the month of January. My office and I will then select a Woman of the Year for the 72<sup>nd</sup> District, who will be honored in a ceremony at the State Capitol on the Assembly Floor. We will also select a Woman of the Year for each city who will be honored together in a ceremony here in Orange County. We will also provide recognition for each nominee.

If you have any questions, please contact my office at (714) 526-7272. We look forward to reviewing your nominations.

Sincerely,

  
CHRIS NORBY

Assemblyman, 72<sup>nd</sup> District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Midyear Budget Report  
**DATE:** January 16, 2012

**BACKGROUND**

Library Director will provide a status report of the Placentia Library District's current 2011-2012 fiscal year budget.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

