



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
DATE MEETING








April 18, 2016  
6:30 p.m.  
Community Meeting Room

**Mission Statement:**

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

**The Centennial Vision Statement:**

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

**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.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**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. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

#### **CONSENT CALENDAR (Items 9 – 24)**

- Presentation: Library Director  
Recommendation: Approve by Motion  
*Items 9 – 24 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 9)**

9. Minutes of the February 10, 2016 and March 28, 2016 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

#### **CLAIMS (Items 10 – 13)**

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
12. Current Claims and Payroll. (Receive & File and Approve)
13. FY2015-2016 Cash Flow Analysis through March 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

#### **TREASURER'S REPORTS (Items 14 – 17)**

14. Financial Reports for March 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for March 2016. (Receive & File)

- 16. Acquisitions Report for March 2016. (Receive & File)
- 17. Entrepreneurial Activities Report for March 2016. (Receive & File)

**GENERAL CONSENT REPORTS (Items 18 – 20)**

- 18. Personnel Report for March 2016. (Receive, File, and Ratify Appointments)
- 19. Circulation Report for March 2016. (Receive & File)
- 20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 21 – 24)**

- 21. Administration Report for March 2016.
- 22. Children's Services Report for March 2016.
- 23. Adult Services Report for March 2016.
- 24. Placentia Library Web Site & Technology Report for March 2016.

**OLD BUSINESS**

- 25. Review and Discuss Placentia Library District Policy 3025 – Reserves to determine appropriate funding percentage for capital improvement projects.

**NEW BUSINESS**

- 26. In-House Accounting Transition Update as presented by Mr. Marcus Davis.
- 27. Presentation of Fiscal Year 2014-2015 Financial Audit from White Nelson Diehl Evans firm.
- 28. Travel Authorization: Support Services Manager to Attend the General Manager Leadership Summit in North Lake Tahoe, California from June 12-14, 2016.
- 29. Library Director to report on SB 3 – Minimum Wage impact on Placentia Library District.
- 30. Determine date for May Board Meeting.

**ADJOURNMENT**

- 31. Agenda Preparation for the May Date Meeting which will be held on May 16, 2016 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 18, 2016 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 14, 2016.

  
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Diane Warner, Administrative Assistant