



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE & LOCATION  
MEETING

May 17, 2019

3:00 p.m.








City Hall – 401 E. Chapman Avenue  
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 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 22 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 April 15, 2019 Date Library Board of Trustees Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for April 2019. (Receive & File and Approve)

11. FY2018-2019 Cash Flow Analysis through April 2019; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for April 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for April 2019. (Receive & File)

14. Acquisitions Report for April 2019. (Receive & File)

15. Entrepreneurial Activities Report for April 2019. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for April 2019. (Receive, File, and Ratify Appointments)

17. Circulation Report for April 2019. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for April 2019.
20. Children's Services Report for April 2019.
21. Adult Services Report for April 2019.
22. Placentia Library Web Site & Technology Report for April 2019.

**CONTINUING BUSINESS**

23. Review and adopt Placentia Library District Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms, as presented.

**PUBLIC HEARINGS**

24. Public Hearing for the Budget for Fiscal Year 2019-2021 and Adopt Resolution 19-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2019-2021 Budget for the Placentia Library District of Orange County.
25. Public Hearing for the Fines and Fees for Fiscal Year 2019-2021 and Adopt Resolution 19-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for Fiscal Year 2019-2021 for the Placentia Library District of Orange County.
26. Establish the Holiday and Library Closure Schedule for Fiscal Year 2019-2021 and Adopt by Resolution 19-03: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Fiscal Year 2019-2021.

**NEW BUSINESS**

27. Award Contract for Placentia Library District's Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report and Preparation of the GANN Limit Review Report for the 2018-2019 Fiscal Year to White, Nelson, Diehl & Evans LLP.
28. Authorize the first change order to Project #PLD-2018-003 in the amount of \$46,593.23 with Vincor Construction, Inc., a California-based company, to provide additional construction services for the District's Renovation Project. This would result in an amended contract with a new total amount not to exceed \$1,241,000.
29. Discuss the Request for Proposal for an Integrated Library System.

**ADJOURNMENT**

30. Agenda Preparation for the June Date Meeting which will be held on June 17, 2019 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 17, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 14, 2019

  
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Alyssa Stolze Administrative Assistant