



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

Thursday, May 24, 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 April 16, 2012 Library Board of Trustees Regular Meeting and May 7, 2012 Special 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 April 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

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

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for April 2012.
21. Library Services Manager's Report for April 2012. (No report due to vacancy).
22. Children's Services Report for April 2012.
23. Adult Services Report for April 2012.
24. Placentia Library Web Site & Technology Report for April 2012.

PRESENTATION

25. Presentation to Trustee Gaeten M. Wood
Presentation: President, Library Board of Trustees

PUBLIC HEARINGS

26. Public Hearing for the Budget for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendations: 1) Conduct Public Hearing on the Budget for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Budget for Fiscal Year 2012-2013; and,

3) Motion to read Resolution 13-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2012-2013 Budget for the Placentia Library District of Orange County; and,

4) Motion to adopt Resolution 13-01 by a roll call vote.
27. Public Hearing for the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendations: 1) Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013 as published; and,

2) Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2012-2013; and,

3) Motion to read Resolution 13-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2012-2013; and,

4) Motion to adopt Resolution 13-02 by a roll call vote.

NEW BUSINESS

28. Establish the District's Appropriation Limitations (Gann Limit) at \$3,730,801 for Fiscal Year 2012-2013 by Resolution 13-03.
Presentation: Library Director
Recommendations: 1) Read Resolution 13-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2012-2013; and,

2) Adopt Resolution 13-03 by Roll Call Vote.
29. Establish the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013 and Adopt by Resolution 13-04.
Presentation: Library Director
Recommendations: 1) Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2012 and 2013; and,

2) Read Resolution 13-04 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2012 and 2013.

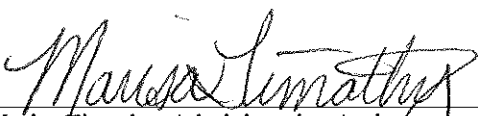
3) Adopt Resolution 13-04 by a roll call vote.
30. Approve the Placentia Library District Policy #6035 – Fines & Fees Schedule for Fiscal Year 2012-2013.
Presentation: Library Director
Recommendation: Approve the Placentia Library District Policy #6035 – Fines & Fees Schedule as a first reading and set it for a Public Hearing at the June 18, 2012 Regular Meeting of the Library Board of Trustees.
31. Placentia Library District Newsletter
Presentation: Library Director
Recommendation: Award bid to Staples, Inc. to produce two newsletters per year for the Placentia Library District as presented in the proposal.

ADJOURNMENT

32. Agenda Preparation for the June Regular Date Meeting which will be held on Monday, June 18, 2012 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 24, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 17, 2012.



Marisa Timothy, Administrative Assistant