

AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
3:00 P.M.
August 1, 1993

1. Roll Call
2. Adoption of Agenda
3. Oral Communications

At this time, in accordance with California government Code Section 54954.3 members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees of specific Agenda Items before and at the time that an Item is being considered by the Board.

CONTINUING BUSINESS

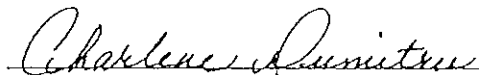
4. FY 1993-1994 Budget

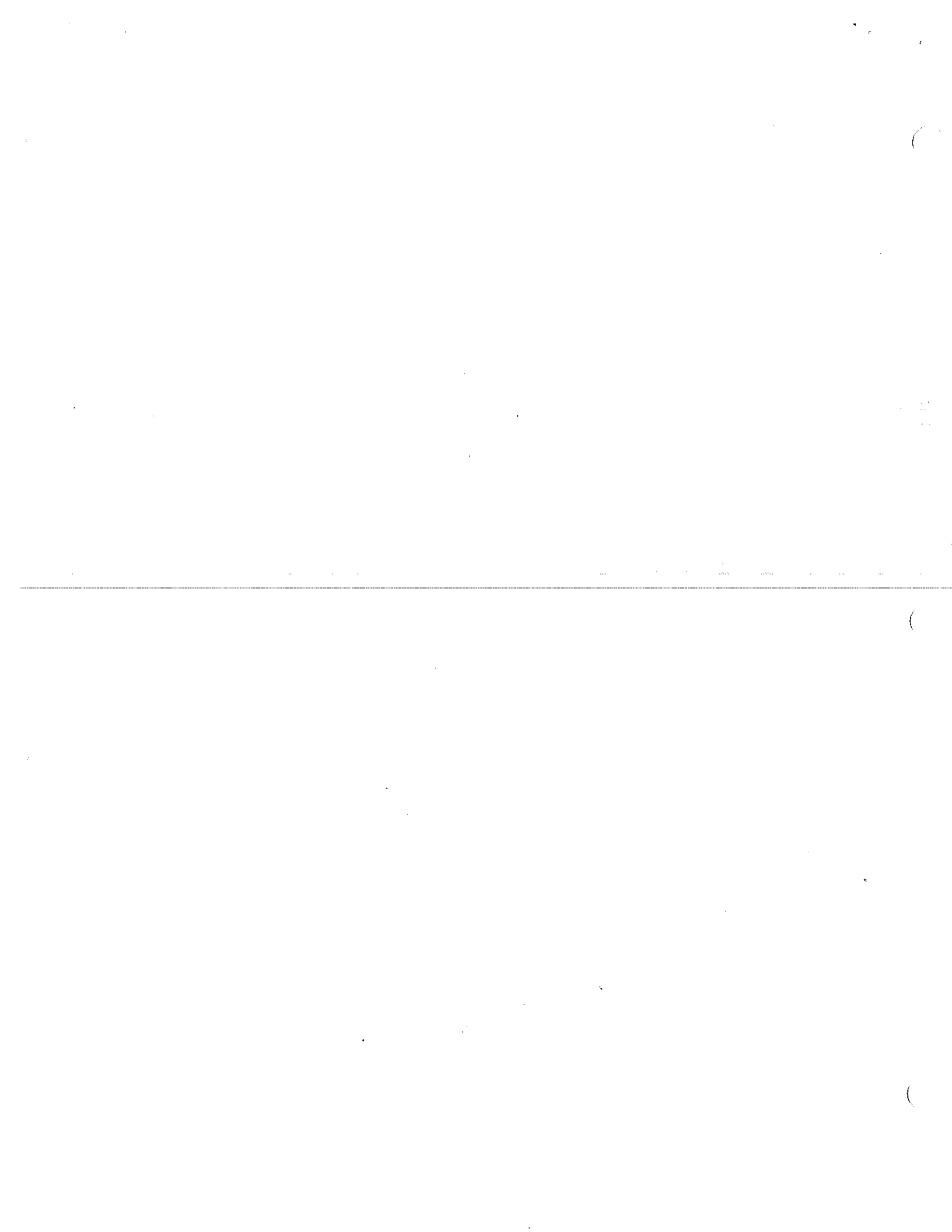
Presentation: Library Director
Recommendation: Review Revised Budget for FY1993-1994; Authorize Layoff Notices for FY1993-1994.

5. Agenda Preparation for August, 1993, Regular Meeting.
6. Adjourn.

*****CERTIFICATE OF POSTING*****

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for August 1, 1993, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 29, 1993.





TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *edm*

DATE: July 31, 1993

SUBJECT: FY1993-1994 Budget Recommendations for Personnel Levels and Layoff Notices

BACKGROUND:

Source of Revenue Estimates

On July 22, 1993, Buena Park Library District Director Colleen McGregor, Yorba Linda Library Director Carolann Tosios and I visited with Neal Gruber in the Orange County Auditor's Office. He reported that while he has not yet received final instructions from the State about the calculation of property tax amounts for FY1993-1994 based upon the State Budget, that he and the other county auditors are in agreement with the basic concepts of the formulas being discussed.

He reviewed with us the background documentation that he used for the following calculations:

	<u>Placentia</u>	<u>Buena Park</u>
Total District Property Tax Allocation Before Adjustments	\$ 1,527,000	\$ 1,535,000
% to Transfer to Educational Augmentation Fund	8.75%	9.30%
Amount to Transfer to Educational Augmentation Fund	- 133,613	- 142,775
Remaining Property Tax	1,393,387	1,392,225
% Reduction for SDAF Loss for FY1993-1994 State Budget	50.41%	34.00%
Amount of Reduction for Elimination of SDAF	- 702,406	473,357
Estimated Property Tax for FY1993-1994	\$ <u>690,981</u>	\$ <u>918,882</u>
Actual Property Taxes Received for FY1992-1993	\$ 1,022,528	\$ 1,094,226
Difference FY1992-1993 Actual to FY1993-1994 Estimated	- 331,547	- 175,358
Annual SDAF Contribution FY1983-1984 through FY1992-1993	400,957	332,353
Amount Received from SDAF FY1989-1990 through FY1992-1993	-0-	-0-

We forwarded these estimates to Mike Belote at California Advocates and he confirms that his contacts in the various legislative and state offices agree that this formula is likely to be the one used. The best we could look forward to is a reprieve of approximately \$60,000.

These estimates from the Orange County Auditor are significantly less than I had anticipated in light of our discussions with legislators and our own reading of the Budget legislation.

When I asked Mr. Gruber why the percentage reduction for Placentia is 50.41 in comparison to Buena Park's 34.00 he explained that the higher the bailout in 1978-1979 the higher the percentage. He also said that the amount of allocation from the SDAF has nothing whatsoever to do with this calculation.

Revenue Estimates

Based upon Mr. Gruber's estimates a Revenue Estimate for FY1993-1994 is Attachment A. The revenue estimates presented include:

1. \$67,165 Teeter Plan one-time allocation for prior secured property taxes.
2. \$65,000 transfer from bond redemption fund to cover retirement incentive and vacation/sick leave payout for retirees and layoffs.
3. 2% growth in property tax base.

Expenditure Estimates

Expenditure Estimates for Fund 5071 is Attachment B. The expenditure estimates include:

1. Salaries and wages based upon adoption of revisions recommended for implementation in September, 1993.

Staffing levels are maximized at the expense of the book budget. Staffing levels are supportable in next year's budget along with a fully restored book budget if there are no further property tax shifts by the State.
2. The new telephone system is not included and 2 incoming phone lines have been removed since there is not adequate staff to answer the lines.
3. The printing costs in 180-000 includes \$6,000 for three issues of Placentia Quarterly for 1992-1993 that have not yet been billed by the City of Placentia. I assume that 6 issues will be paid for in 1993-1994 at a cost of \$12,000. The information published here is distributed to every household in Placentia and it is our most cost effective general publicity tool.
4. Half of the semi-annual bond payment is scheduled to come from the operating budget and the half from the bond redemption fund.
5. The book budget is reduce to \$34,248 with \$4,113 already encumbered on a bill from last year to the City of Anaheim which is being held up by the Orange County Auditor while

some paperwork is completed and \$1,500 budgeted from grant funds. In reality this leaves a book budget of \$28,500.

6. The travel budget has \$3,000 with \$2,000 for legislative activities and \$1,000 for staff training and local activities.
7. There is no money budgeted for equipment.

The Revenues and Expenditures are in balance at \$1,001,961.

The FY1993-1994 Budget will be presented for adoption as soon as the final property tax estimates are released by the Orange County Auditor.

Personnel Adjustments

The expenditure estimates for salary and benefits are based upon the personnel adjustments for September through June as shown in Attachment C.

Attachment D is the proposed Organization Chart for Fiscal Year 1993-1994.

Attachment E is the Organization Chart that was adopted on July 19, 1993.

Bruce Blanning of Blanning and Baker has reviewed the documentation and the seniority list and is preparing the content of the layoff notices.

Adjustments in Hours of Public Service

At the proposed staffing levels the Library will need to operate on a single shift system in order to have adequate coverage for its public service desks. This means that the Library can be open for public service approximately 30 - 35 hours per 5-day week.

I recommend that a public hearing on days and hours of public service and access to the Library by telephone be scheduled as part of the Board meeting on August 17, 1993. Staff is studying these issues and will have a recommendation to present at that time.

RECOMMENDATIONS:

1. Authorize the Library Director to proceed with the reduction in staff as follows:

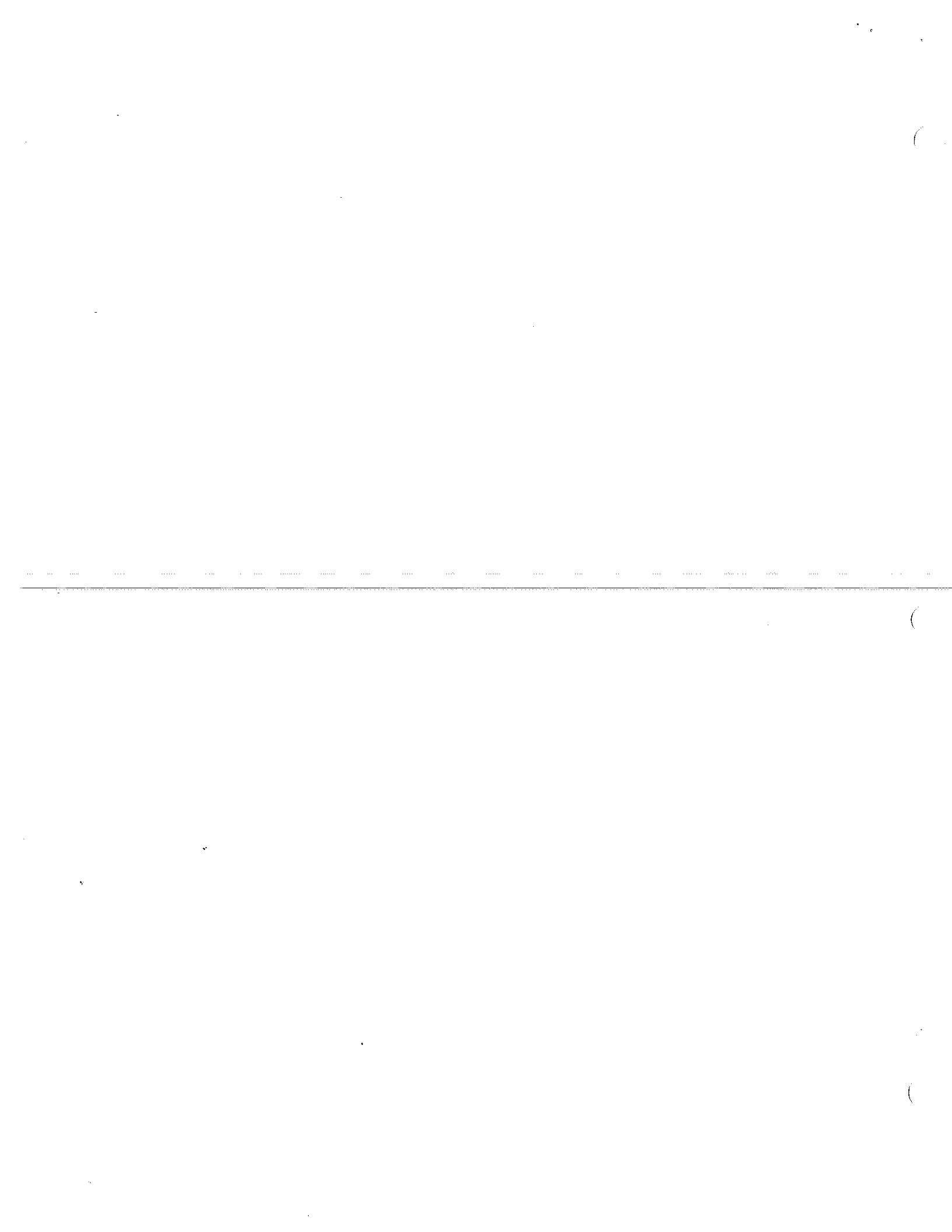
Library Assistant	2.03 FTE
Library Clerk II	.63 FTE
Library Clerk I	1.80 FTE
Library Aide	.60 FTE
Page	1.00 FTE

2. Set for public hearing on Tuesday, August 17, 1993, at 7:45 P.M. the issue of Library days of operation and hours of public service and hours of telephone service.

Placentia Library District
Property Tax Revenue
July 27, 1993

Object Code	Category	FY1990-1991 Actual	FY1991-1992 Actual	FY1992-1993 Actual	FY1993-1994 OCA Estimate
621-000	Current Secured	823,832	892,734	824,818	635,703
623-000	Prior Secured	24,856	37,363	47,569	67,165
	TOTAL SECURED	848,688	930,097	872,387	702,868
621-001	PUBLIC UTILITY	25,633	27,090	28,058	0
622-000	Current Unsecured	64,438	72,956	56,872	49,199
624-000	Prior Unsecured	978	1,258	435	850
	TOTAL UNSECURED	65,416	74,214	57,307	50,049
669-000	HOMEOWNER	19,790	20,375	18,101	7,044
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	1,051,776	975,853	759,961
626-000	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	0
628-000	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	20,000
630-000	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	2,000
661-000	INTEREST	46,331	40,373	36,599	25,000
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	47,000
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	806,961
697-000	STATE LIBRARY	144,764	123,758	105,612	85,000
781-503	TRANSFER FROM OTHER LIBRARY FUNDS		18,899	100,000	65,000
787-000	LOCAL REVENUE	13,969	17,115	41,968	45,000
	TOTAL REVENUE	1,243,597	1,309,871	1,306,705	1,001,961

*Person
J. Smith*

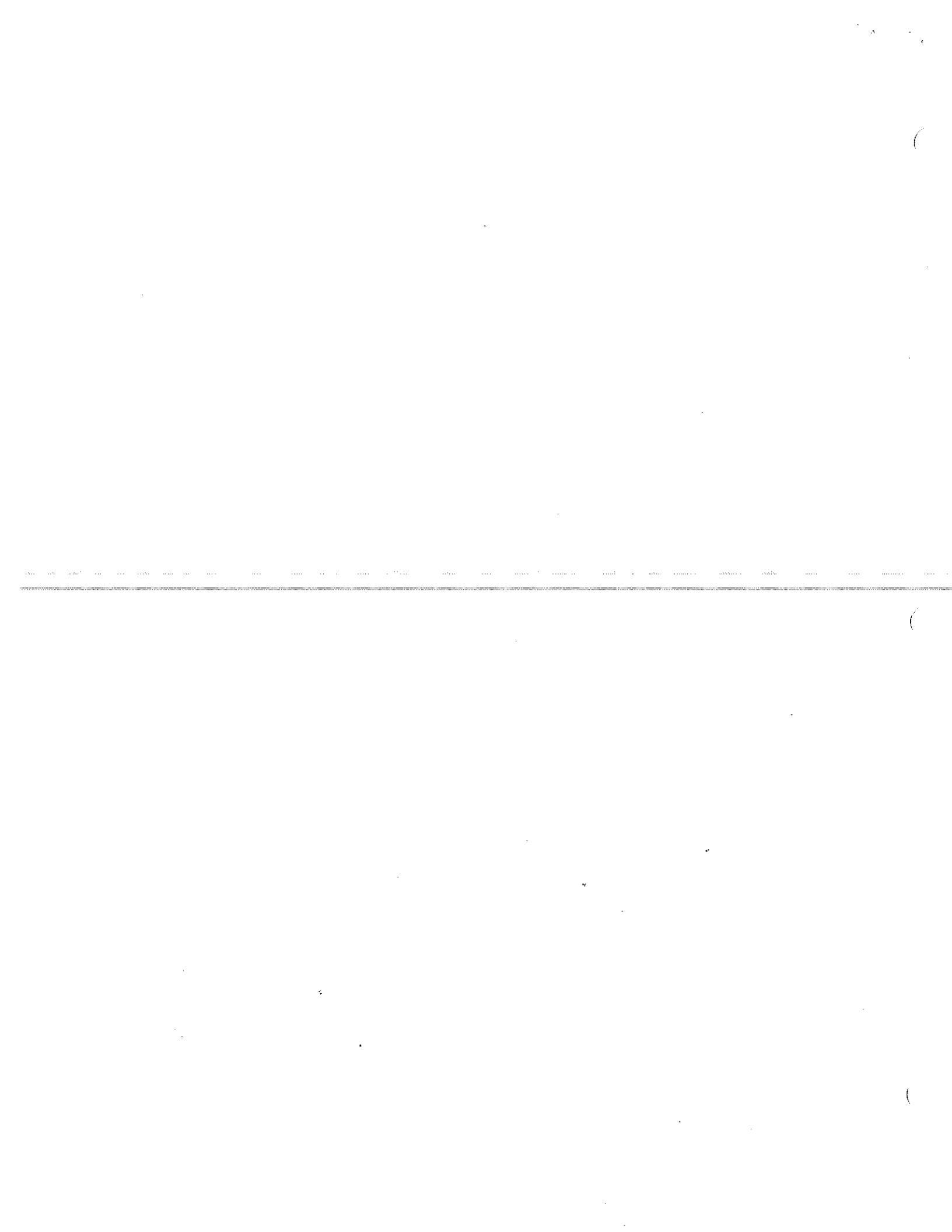


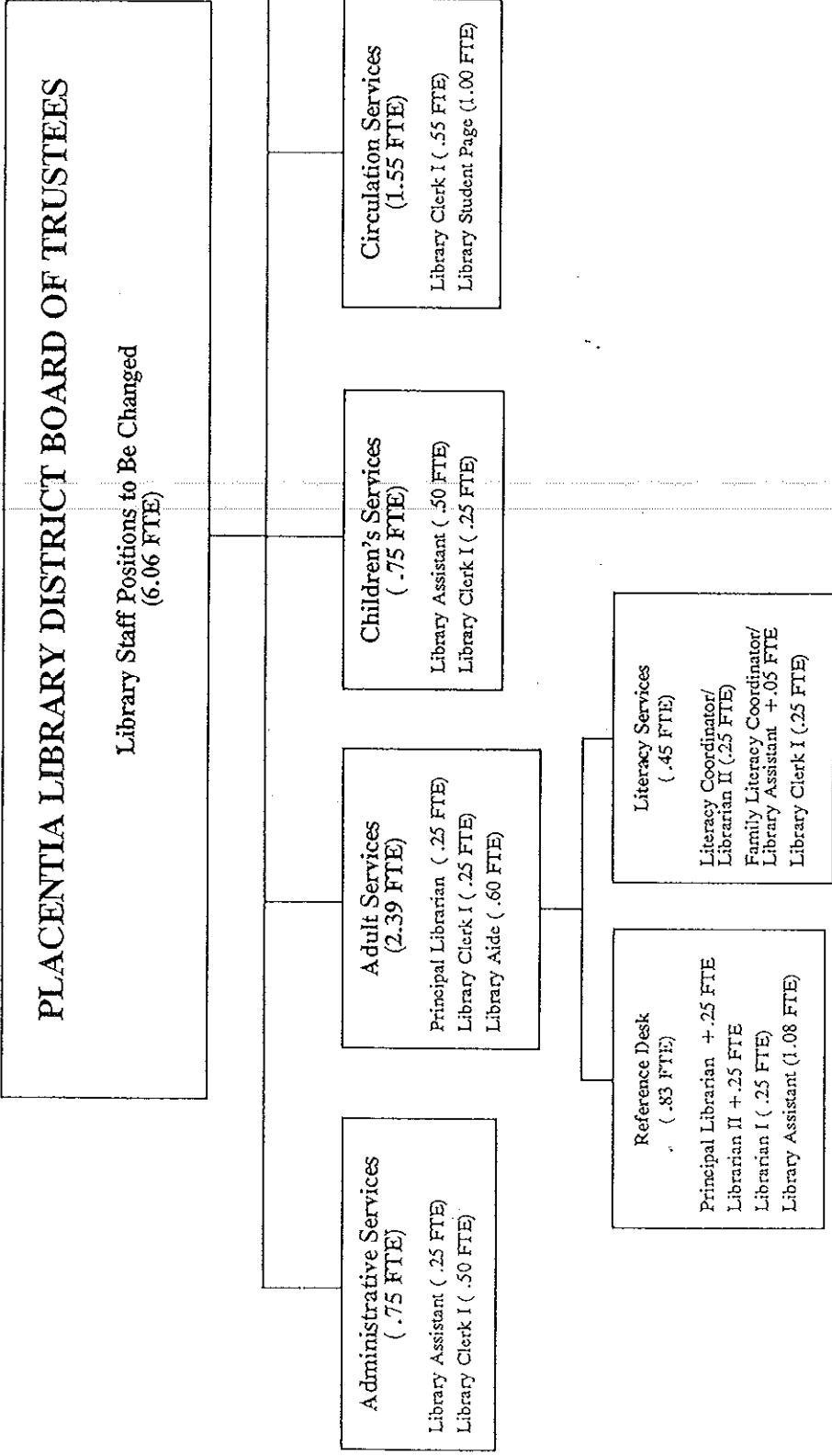
PLACENTIA LIBRARY DISTRICT
EXPENDITURE ESTIMATES FOR FUND 5071 FOR FISCAL YEAR 1993-1994
July 29, 1993

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED
010-000	Salaries & Wages	624,948.00	700,238.65	752,402.94	495,084
020-000	Retirement	86,162.64	87,508.99	101,063.84	90,542
	Health Insurance/Care America			38,981.19	26,307
	Long Term Disability			2,485.32	
	Vision Service Plan			2,013.44	1,553
	Dental			5,702.00	3,627
030-000	Total Employee Insurance	40,194.04	37,302.50	49,181.95	31,487
031-000	Unemployment Insurance	2,115.00	1,717.00	2,579.76	24,000
032-000	Workers Compensation - General	8,979.77	7,602.28	6,098.85	7,750
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	648,863
070-000	Communications	5,841.73	0.00	3,554.15	3,500
070-005	Communications - Computer			6,092.77	5,100
070-008	Communications - Literacy		0.00	896.35	950
	Total Communications	5,841.73	0.00	10,543.27	9,550
090-000	Food	0.00	88.83	0.00	100
090-009	Food Family Literacy			32.26	
	Total Food	0.00	88.83	32.26	100
100-000	Household Expense	3,311.71	4,479.02	3,596.68	4,500
110-000	Insurance	13,065.63	14,716.87	14,649.00	16,000
130-000	Maintenance of Equipment	3,003.13	7,575.16	4,453.27	7,500
	HVAC			13,623.83	15,000
	Carpet Cleaning			2,894.55	3,500
	Groundskeeping, City of Placentia			23,537.42	23,000
	Plumbing			523.71	750
	Electrical			982.57	1,500
	Cleaning Service			13,060.20	11,700
	Locksmith			87.45	300
	Other	44,124.45		1,141.36	500
140-000	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	56,250
160-000	Memberships	2,199.00	3,452.19	3,325.25	3,500
170-000	Miscellaneous Expense	0.00	349.86	0.00	0

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED
	Library Supplies			9,042.32	7,500
	Printing			4,172.71	15,000
	EZ Copy - copy cards for sale to patrons			1,571.32	0
	Publications			1,985.00	0
	Paper			1,143.69	1,200
	Drinking Water Service			299.40	325
	Other Office Supplies			10,585.64	6,000
180-000	Total Office Supply Expense			28,800.08	30,025
180-007	Grandparents & Books Supply Expense			0.00	0
	Printing			616.54	800
	Publications			0.00	0
	Paper			86.93	50
	Other Office Supplies			1,953.93	1,800
180-008	Total Literacy Office supply expense			2,657.40	2,650
180-009	Family Literacy Supply Expense			4,832.97	4,800
	Total Office Expense	19,390.29	24,542.09	36,290.45	37,475
183-000	Postage Expense			1,970.50	2,000
183-008	Postage Expense - Literacy			894.17	700
183-009	Postage Expense-Family Literacy			29.00	
	Total Postage Expense	2,375.04	0.00	2,893.67	2,700
	Care Resources (Employee Assistance)			693.00	650
	Pension Contribution & Operating Expenses			5,029.59	5,000
	Anaheim Library			42,631.10	40,000
	Clipping Service			368.52	375
	Tax Collection Services & Fees by Orange County			545.51	250
	Advertising			552.50	400
	Medical Exams			324.00	525
	Collection Services			0.00	1,500
	Audit			2,950.00	2,950
	Payroll Preparation			2,367.28	3,625
	Election Expenses			0.00	0
	Staff Training in Library			0.00	0
	Other			8,101.87	3,000
190-000	Total Specialized Services	61,688.26	64,407.71	63,563.37	58,275
190-001	Specialized Services - City of Anaheim	10,278.00	0.00	0.00	0
190-008	Specialized Services - Literacy	6,093.95	2,069.14	1,077.40	1,200
190-009	Specialized Services - Family Literacy	0.00	2,467.26	812.00	1,200
190-018	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	10,000
	Total Specialized Services	78,060.21	82,497.15	67,854.68	70,675

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 PROPOSED
200-000	Legal Notices	0.00	600.27	521.08	700
210-000	Rents/Leases-Equipment	0.00	82.00	0.00	0
220-000	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900
230-000	Small Tools/Instruments			497.32	
240-000	Special Department Expense - Miscellaneous	0.00	745.48	14.95	300
240-001	Special Department Expense- Books	122,463.09	115,541.59	109,878.89	17,335
240-002	Special Department Expense - Video	5,790.92	5,115.55	957.33	500
240-003	Special Department Expense - City of Anaheim	0.00	3,776.83	0.00	4,113
240-004	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	8,000
240-005	Special Department Expense - Audio	5,411.88	7,461.82	4,027.63	2,500
240-007	Special Department Expense - Grandparents & Bks	0.00	4,461.67	0.00	0
240-008	Special Department Expense - Literacy			118.80	
240-009	Special Department Expense - Family Literacy	0.00	590.51	1,439.19	1,500
	Total Special Department Expense	143,899.38	141,853.36	156,327.17	34,248
260-000	Transportation/Travel - General	0.00	60.00	0.00	0
270-000	Transportation/Travel - Meetings			6,292.83	3,000
270-008	Transportation/Travel - Meetings - Literacy			728.00	850
270-009	Transportation/Travel - Meetings - Family Literacy	0.00		941.50	750
	Total Transportation/Travel - Meetings	8,427.08	10,805.00	7,962.33	4,600
	Electricity			56,813.70	63,000
	Gas			2,917.30	3,850
	Water			1,888.97	1,925
280-000	Total Utilities	59,583.61	66,780.08	61,619.97	68,775
	TOTAL SUPPLIES & SERVICES	455,081.26	489,826.07	426,417.49	352,473
370-000	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	625
400-000	Equipment	0.00	19,583.43	711.12	0
400-008	Equipment - Literacy	0.00	472.96	0.00	0
400-111	Equipment	11,181.79	2,245.40	0.00	0
	Total Equipment	11,181.79	22,301.79	711.12	0
420-000	Structures/Improvements	0.00	107.73	0.00	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	0
	TOTAL EXPENSES	1,228,662.50	1,347,867.83	1,339,065.99	1,001,961
					(0)
					1,001,961





Personnel Changes by Activity

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director							0.00
Principal Librarian							0.00
Administrative Assistant							0.00
Librarian II		0.25	(0.25)				0.00
Librarian		(0.25)				0.25	0.00
Library Assistant	(0.25)	(1.08)	0.05	(0.50)		(0.25)	(2.03)
Library Clerk II						(0.63)	(0.63)
Library Clerk I	(0.50)	(0.25)	(0.25)	(0.25)	(0.55)		(1.80)
Library Aide		(0.60)					(0.60)
Page					(1.00)		(1.00)
TOTAL	(0.75)	(1.93)	(0.45)	(0.75)	(1.55)	(0.63)	(6.06)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1993-1994
Adopted XXXXX, xx 1993

Library Staff
(13.25 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

Administrative Services
(1.25 FTE)

Administrative Assistant (1.00 FTE)
Library Assistant (.25 FTE)

Adult Services
(4.25 FTE)

Principal Librarian (.50 FTE)
Library Clerk II (.25 FTE)
Library Aide (.50 FTE)

Children's Services
(2.00 FTE)

Librarian II (.75 FTE)
Library Assistant (.50 FTE)
Library Clerk I (.25 FTE)
Library Aide (.50 FTE)

Circulation Services
(4.25 FTE)

Library Assistant (1.00 FTE)
Library Clerk II (.25 FTE)
Library Clerk I (1.50 FTE)
Library Student Page (1.50 FTE)

Technical Services
(.50 FTE)

Librarian (.50 FTE)

Reference Desk
(1.50 FTE)

Principal Librarian (.50 FTE)
Librarian (.50 FTE)
Librarian II (.25 FTE)
Library Assistant (.25 FTE)

Literacy Services
(1.50 FTE)

Literacy Coordinator/
Librarian II (.75 FTE)
Family Literacy Coordinator/
Library Assistant (.50 FTE)
Library Clerk I (.25 FTE)

Personnel Allocation by Activity for Sepetmber, 1993 Revisions

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00						1.00
Principal Librarian		1.00					1.00
Administrative Assistant	1.00						1.00
Librarian II		0.25	0.75	0.75			1.75
Librarian		0.50				0.50	1.00
Library Assistant	0.25	0.25	0.50	0.50	1.00		2.50
Library Clerk II		0.25			0.25		0.50
Library Clerk I			0.25	0.25	1.50		2.00
Library Aide		0.50		0.50			1.00
Page					1.50		1.50
TOTAL	2.25	2.75	1.50	2.00	4.25	0.50	13.25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 1993-1994
Adopted July 19, 1993

Library Staff
(19.31 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)

Administrative Services (2.00 FTE)

Administrative Assistant (1.00 FTE)
Dumitru
Byrne
Library Assistant (.50 FTE)
George (.25 FTE)
Walters (.25 FTE)
Library Clerk I (.50 FTE)
George (.25 FTE)
Walters (.25 FTE)

Adult Services (6.63 FTE)

Principal Librarian (.75 FTE)
(Amnar)
Library Clerk II (.25 FTE)
Jackson, D.
Library Clerk I (.25 FTE)
Wnek
Library Aide (1.10 FTE)
Hyman (.60 FTE)
Jackson, M.E. (.50 FTE)

Children's Services (2.75 FTE)

Librarian II (.75 FTE)
Schneider
Library Assistant (1.00 FTE)
Byrne (.50 FTE)
Walters (.50 FTE)
Library Clerk I (.50 FTE)
Conn (.25 FTE)
Wnek (.25 FTE)
Library Aide (.50 FTE)

Circulation Services (5.80 FTE)

Library Assistant (1.00 FTE)
Burklich
Library Clerk II (.25 FTE)
Jackson, D.
Library Clerk I (2.05 FTE)
Conn (.51 FTE)
George (.29 FTE)
Turner (.50 FTE)
Walters (.25 FTE)
Wnek (.50 FTE)
Library Student Page (2.50 FTE)

Technical Services (1.13 FTE)

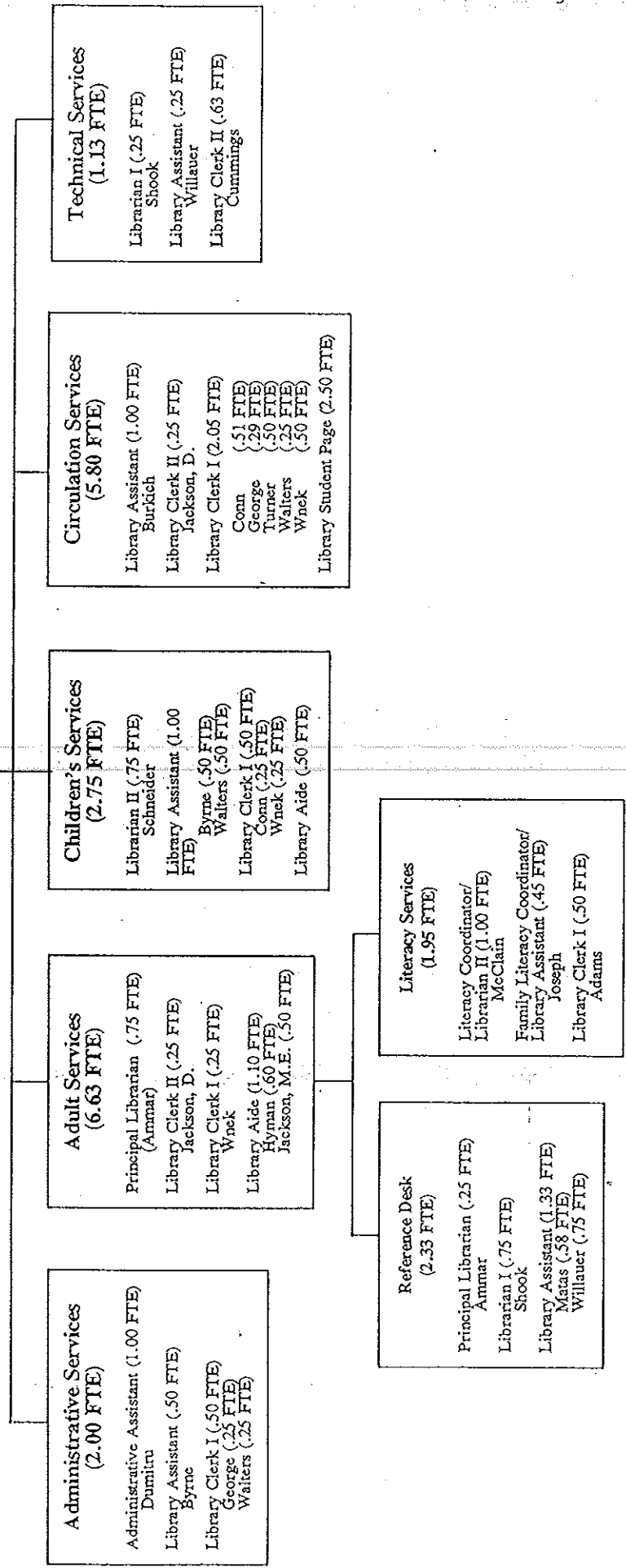
Librarian I (.25 FTE)
Shook
Library Assistant (.25 FTE)
Willauer
Library Clerk II (.63 FTE)
Cummings

Reference Desk (2.33 FTE)

Principal Librarian (.25 FTE)
Amnar
Librarian I (.75 FTE)
Shook
Library Assistant (1.33 FTE)
Matas (.58 FTE)
Willauer (.75 FTE)

Literacy Services (1.95 FTE)

Literacy Coordinator/
Librarian II (1.00 FTE)
McClain
Family Literacy Coordinator/
Library Assistant (.45 FTE)
Joseph
Library Clerk I (.50 FTE)
Adams



Personnel Allocation by Activity for FY1993-1994 Organization Chart Adopted July, 1993

	Admin	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00						1.00
Principal Librarian		1.00					1.00
Administrative Assistant	1.00						1.00
Librarian II			1.00	0.75			1.75
Librarian		0.75				0.25	1.00
Library Assistant	0.50	1.33	0.45	1.00	1.00	0.25	4.53
Library Clerk II		0.25			0.25	0.63	1.13
Library Clerk I	0.50	0.25	0.50	0.50	2.05		3.80
Library Aide		1.10		0.50			1.60
Page					2.50		2.50
TOTAL	3.00	4.68	1.95	2.75	5.80	1.13	19.31