

AGENDA WORKSESSION

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

January 20, 1998

7:00 P.M.

Library Conference Room

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 203.

1. Roll Call Administrative Assistant

2. 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

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 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 by Government Code Section 54954.2(b).

4. Review and discuss the timetable and Board roles in the District's budget preparation process.

ADJOURNMENT

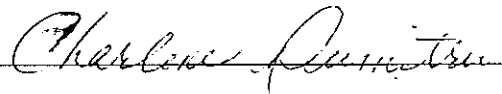
5. Agenda Preparation for the February Worksession which will be held on February 17, 1998.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

6. Adjourn to Regular Meeting.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the January 20, 1998, Worksession of the Library Board of Trustees of the Placentia Library District was posted on Saturday, January 17, 1998.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Budget Worksession
DATE: January 20, 1998

Placentia Library District budgets are prepared by the Library Director and staff, using service priorities established by the Library Board.

Current service priorities were established subsequent to a survey of Library clients, and a public hearing, at the time of the second year of the ERAF property tax shifts in 1994. The direction to staff at that time was to maximize the hours of service and to pursue alternative private funding for the popular reading collection. These priorities were discussed again after the failure of Measure W in 1996, and used in the budget reduction process of January, 1997.

Each year the budget is prepared with a set of assumptions made by the Library Director based upon available political and property tax information. These assumptions are included as part of the Library Director's memo at the time the Budget is presented.

Preliminary budgets are shared with the Board at least once prior to the preparation of the final proposed budget.

While the budget is supposed to be adopted by June 30th each year, firm property tax estimates are not available until the end of August. In addition, during four of the past five years the State has been late adopting its budget.

Budget Calendar

February

Medical insurance determination

March

Determine collective bargaining assumptions, goals and instructions to the Library Director.

(every 3rd year)

Set Library Director's salary

April

→ Present budget by percentages
→

May

Collective bargaining contract

Review Preliminary Budget & make recommendations for changes

June

Adopt Budget

Adopt Wage & Salary Schedule

Adopt Fines & Fees Schedule

Adopt Holiday & Library Closing Schedule