



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

WORK SESSION
Monday, April 22, 2013
5:30 P.M.
History 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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

- 2. Roll Call Administrative Assistant

- 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

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).

- 5. Continue discussion of the Fiscal Year 2013-2015 Budget.

ADJOURNMENT

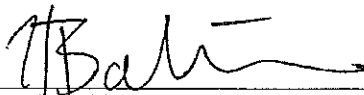
- 6. Review of Action Items.

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

- 7. Adjourn

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

I, Yesenia Baltierra, Business Manager of Placentia Library District, hereby certify that the Agenda for the April 22, 2013 Work Session of the Library Board of Trustees of the Placentia Library District was posted on April 17, 2013.



Yesenia Baltierra, Business Manager

ADMINISTRATION

Statement of Purpose

To support the Library Board of Trustees, staff, community partners and the public of the Placentia Library District in a variety of ways that enables our internal and external success in achieving their established goals. The Placentia Library District Administration conducts day-to-day operations that keep the Library functioning efficiently with ardent attention to high quality customer service. These responsibilities include finance, human resources, purchasing, budget reports, maintenance of Library facilities, technology management, board agenda preparation and minutes, management of safety programs, and public relations.

Accomplishments in FY 2012-2013

- Maintained library hours, staffing and benefit levels.
- Procured a vendor for IT services.
- Worked with trustees to finalize the facility improvement request for proposals.
- Secured \$100,000 From the Placentia Library Friends Foundation for the facility improvement projects.
- Procured the service of a Strategic Planning Consultant.
- Upgraded library staff computers for improved efficiency.
- Presented the new biennial 2013-2015 Fiscal Year Budget for adoption on June 2013.
- Obtained \$1,212 from SDRMA through the Worker's Compensation & Property/Liability Insurance Incentive Program.
- Secured over \$35,000 from PLFF for library programs.
- Produced and mailed nearly 19,000 copies of the Library's new eXPLORE newsletter.
- Participated in community events including the Heritage Parade & Festival, Tamale Festival, and National Night Out.
- Partnered with Rotary and City of Placentia to coordinate the Easter Eggcitement event.
- Presented job description recommendations to the Library Board of Trustees for review and approval.
- Provided training opportunities to staff including attendance at library conferences, labor and employee relations workshops, technology and customer service webinars, and a creative approach lecture.
- Facilitated two half-days Staff Development Day for staff to discuss and solicit input for the budget.
- Recognized four library staff for the Employee of the Quarter Award.
- Supported library staff in their goal towards the library and information science masters degree.
- Worked with staff to provide a Staff Appreciation & Recognition Dinner for library staff, trustees, and PLFF.
- Coordinated the Summer Reading Celebration event with library staff.
- Provided ongoing assistance and support to PLFF for the Author's Luncheon with Dean Koontz. Event raised over \$17,000.
- Collaborated with the Placentia Library School District to offer a new storytime program featuring Superintendent Doug Domene.
- Authorized PLFF to install a pen machine by passport office to sell pens for patron use.
- Coordinated and participated in the statewide Shake Out Drill.

ADMINISTRATION

- Worked with the City to ensure the completion of the following JPA-related issues and enhance the safety of staff, patrons, and volunteers:
 - Sealed cracks in the parking lot
 - Trimmed hedges to knee-high
 - Removed tree that was causing damage to the walkway
 - Installed 6 parking stops allowing for wider walk path

Action Plan for FY 2013-2014

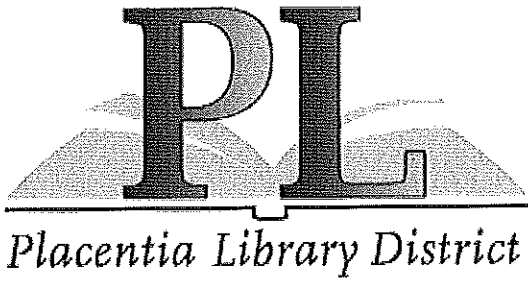
- Implement the strategic plan.
- Implement satisfaction survey to retrieve feedback from staff, trustees, and PLFF.
- Provide supervisorial training opportunities to all managers and supervisors.
- Offer staff attendance to the American Library Association and Public Library annual conferences.
- Work with staff to ensure the implementation of i-pad stations.
- Provide necessary resources to staff for a successful Passport Day campaign.
- Provide a report on the existing ceiling and lightning seismic condition with solutions.
- Complete the facility improvement projects.
- Ensure a 90% participation in all safety programs from staff.
- Continue to process and complete reimbursements within a one-week turnaround.
- Make available Library Board of Trustees meeting agendas and minutes a week prior to the following meeting.
- Provide copy machine for staff use only.
- Implement quarterly carpet/upholstery cleaning.
- Implement quarterly pest control maintenance.
- Expand broadband and bandwidth service.
- Coordinate efforts with the City to install lights on wall of parking lot.
- Replace exterior building casing.
- Replace eroded exterior drain pipes.

Action Plan for FY 2014-2015

- Continue to provide supervisorial training opportunities to all managers and supervisors.
- Offer staff attendance to the California Library Association conference.
- Begin discussion for a new marketing strategy plan.
- Present a recommendation for the backup generator project.
- Establish updated and relevant Emergency Response Management System for the Placentia Library District.
- Continue to process and complete reimbursements within a one-week turnaround.
- Seek grant opportunities.
- Implement additional library hours and operate 7 days a week.
- Execute marketing plans for meeting room usage.
- Present a recommendation for the replacement of the plumbing system.
- Present replacement options for the main water heater system.

ADMINISTRATION

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
# of RFPs handled	4	3
# of purchase requisition processed	240	244
# of accounts payable processed	260	267
# of reimbursements processed	156	160
# of deposits handled and delivered	104	104
# of Board agendas and packets prepared	15	15
# of public / staff / trustees / PLFF inquiries handled	30	25
# of safety-related materials provided	20	20
# of facility-related requests and incidents handled	12	12
# of new employees processed	2	1
# of performance evaluation processed	25	26
# of claims (public & staff) handled	2	1
# of press releases submitted	12	14
# of staff in-service training provided	2	2
# of workshops/training offered	18	19
# of conferences offered	4	4
# of community and special events participated	3	3
Efficiency		
Response time to inquiries	7 days	6 days
Effectiveness		
Satisfaction of service (Out of a 1-5 rating scale)	3.5	3.75



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ADULT SERVICES

Statement of Purpose

To serve the public by providing friendly and expeditious access to all materials in various formats, increasing awareness of materials and new technologies and encouraging lifelong learning through materials and programs.

Accomplishments in FY 2012-2013

- *Collection Development:* Researched and selected new online resources for patrons including Freegal, Biography in Context and Opposing Viewpoints; updated and created new bibliographies; added signage, displays and shifted materials to highlight new and featured items; added an audio book leasing plan to increase availability of best seller items.
- *Computer Workshops:* Offered 29 Computer Workshops, expanded reach of program by offering classes for intermediate level students that are taught by Microsoft Certified Instructors, created new and updated materials including handouts for students and pathfinders which will be accessible via the Library website.
- *History Room:* Updated and implemented new policies and procedures to increase availability and access to the collection, recruited and trained volunteers to assist with processing donations and collecting local news, provided free outreach programs for the community, provided weekly photos and articles for the Placentia News-Times, collaborating with the city to hold the 1st Placentia Donation Day Event.
- *Literacy Services:* Implemented new recruitment and training procedures for Adult Literacy tutors that have increased the number of tutors and as a result the number of students has also increased; offered a new Conversation Club that provides English Language Learners who may or may not have a tutor the opportunity to practice listening and speaking in English; updated the Library website and Literacy applications.
- *Professional Development:* All staff have participated in training in Horizon, Reference USA and Baker and Taylor; over 15 additional programs, workshops and webinars have been attended by Adult Services Staff.
- *Programming:* The number of programs offered and the number of participants have increased over 500% in the last 4 years going from 16 to 92 programs and from 300 to 1750 participants.
- *Publicity:* Adult Services staff members designed and formatted the Library's biannual newsletter; updated and expanded the library's social media presence on Facebook, Twitter and Pinterest; established subscription with Constant Contact and staff manages, creates and sends updates via e-mail to Library's contact list; authored and submitted articles that have been printed in the Placentia News-Times.
- *Technical Services:* Identified, addressed and improved the time it takes from ordering materials to making them available to the public; moved to new location and created a more efficient workspace by organizing materials and supplies into a centralized location.
- *Volunteer Services:* Expanded program to include more One Stop workers, and interns from Cal State Fullerton, Val-Tech Program, San Jose State University, University of California-Irvine and University of Phoenix; updated the library website, VolunteerMatch.com and the Library's Volunteer Application.

ADULT SERVICES

Action Plan for FY 2013-2014

- *Collection Development:* Complete weeding of entire Adult Collection. Review online resources; research e-book platforms.
- *Computer Workshops:* Offer 2-4 advanced courses per year to appeal to a wider audience.
- *History Room:* Establish a schedule for converting materials to current standard formats; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% over by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Increase attendance by collaborating with other organizations.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and expand use of Pinterest to gain new followers; send monthly blast emails to promote programs.
- *Technical Services:* Develop a schedule for adding donated and miscellaneous items to the collection; train staff on acquisitions module.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit interns from SJSU, CSUF and UCI.

Action Plan for 2014-2015

- *Collection Development:* Create and implement a monthly weeding schedule. Update the website and publicity materials to promote online resources; expand the e-book collection.
- *Computer Workshops:* Provide Computer Workshop Handouts on the Library's website.
- *History Room:* Begin conversion of materials to current standard format starting with VHS; and apply to one grant each year.
- *Literacy Services:* Increase number of tutors by 5% by actively recruiting tutors and exploring new recruitment options.
- *Professional Development:* Provide two training opportunities per staff each year; allow time for participation in free webinars, tutorials and onsite training on databases and technology.
- *Programming:* Offer 4 programs a year that promote the Library's collection and digital resources.
- *Publicity:* Continue to design and format Library's biannual newsletter; continue to update the Library's social media and update the Library's Website Online Resources page to make it more attractive and comprehensive; send monthly blast emails to promote programs to specific groups.
- *Technical Services:* Train staff on updating catalog records to decrease by 50% the amount of time it takes to add new and donated items to the collection.
- *Volunteer Services:* Continue working with students to provide placements at the Library; recruit adult volunteers by offering opportunities for volunteers to use their area of expertise to assist the Library.

ADULT SERVICES

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
Books (volumes) Added	4,000	4,000
Books (volumes) Held	42,000	41,000
Magazines (volumes) Added	ND	ND
Magazines (volumes) Held	ND	ND
Total Print Items in the Collection	ND	ND
Number of Print Items Per Registered Borrower	ND	ND
Audio Books Added	200	200
Audio Books Held	1,600	1,550
DVDs Added	200	200
Total DVDs	2,800	2,500
CDs Added	50	50
Total CDs	ND	ND
Total Non-Print Items in the Collection	ND	ND
Total Adult Print & Non-Print Items in the Collection	50,000	6,000
Overdrive- Use	5,500	6,000
Adult Databases- Number/Use	5/13,000	6/15,000
Reference Questions (omit directional)	22,000	22,500
Total Adult Coll. Circulation (omit e-books)	78,000	80,000
Adult Programs – Number/Attendance	75/1500	75/1600
Tests Proctored	85	90
History Room Visitors	80	85
History Room Photo Requests – Number	5	5
Community Meetings/Outreach – Number	5	10
Adult Literacy Tutors	30	35
Adult Literacy Students	50	55
Computer Literacy Tutors	12	13
Computer Literacy Students	17	18
Uses of Adult Computers	30,000	31,000
Grants – Submitted/Received	1/1	2/2
Efficiency		
Turnover	1.5	1.75
Cost per item loaned (budget/turnover)	TBD	N/A
Effectiveness		
Total Registered Adult Borrowers	25,000	26,000



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CHILDREN'S & TEEN SERVICES

Statement of Purpose

Provide quality materials and programs to meet the educational, recreational, and cultural needs of children, teens, and families.

Accomplishments in FY 2012/ 2013

- Conducted a successful Summer Reading Program from June - August 2012 with over 1,200 children and teens participating.
- Collaborated with PYLUSD Superintendent Dr. Domene and began our new R.A.D.D. (Read and Achieve with Dr. Domene) program.
- Conducted Camp Library with 70 campers attending.
- Collaborated with the Adult Services department, the OC Astronomer's Club, and CSUF to present the Star Gazing event in the Fall; over 80 persons attended.
- Presented holiday programs for children and teens, including a Halloween crafts program, Library Haunt, Winter Wonderland with a special visit from Santa, and the Valentine's Day storytime and craft program.
- Conducted a successful Easter Eggcitement program in collaboration with the Placentia Rotary Club, PLFF, and the Placentia Round Table Women's Club. Staff co-chaired this event with the Placentia Rotary Club. Staff also presented storytimes for this event. Over 1,000 children and adults attended.
- Offered preschool and lapsit storytimes, and our C.O.P.S. and R.A.D.D. storytimes.
- An El Dia de los Ninos, Children's Book Day, will be presented on April 27, with a puppet show by "Swazzle."
- Offered P-TAC meetings for teens, teen programs including Le Teen Cafes, Family Game Days, and the Homework Club.
- Presented 3 Kaplan SAT, ACT, and PSAT practice testing opportunities for teens.
- Supervised teen volunteers during our Summer Reading programs; provided training for over 75 summer teen volunteers.
- Offered 9 monthly Super S.T.A.R. storytimes for children with autism and their families, and 12 monthly F.I.R.S.T. family reading time programs.
- Staff attended the CLA conference in San Jose in November 2012; "Creating Latino Community Engagement Through Local History," presented by the Orange County chapter of REFORMA; the ALA conference in Anaheim in June 2012; SCLC meetings for Children's Librarians and the Performer's Showcase; SCLC meetings for Young Adult librarians and a SCLC workshop on "YA Literature at Your Library."
- Staff used Flickr and Twitter accounts to present information about library events.
- Participated in the Placentia Heritage Day; Summer Reading program winner participated in library float; staff represented the library at Tri City Park at the library booth and handed out flyers and information pertaining to library events.
- Created seasonal displays and bulletin boards in the Children's area and Teen Zone, and the entry display case near main doors. Also created displays for the library display case every other month.
- Purchased 50 e-books for children and teens.

CHILDREN'S & TEEN SERVICES

Action Plan for FY 2013 - 2014

- Plan a computer class for teens for the computer lab.
- Plan a bilingual program in Spanish and English for families.
- Increase e-book purchases by 5% for materials for children and teens.
- Purchase 25 new video games for circulation.
- Plan a crafting or "snack and study" event for tweens.
- Apply for grants, including the Target Early Childhood and REFORMA grants, for children's programming.

Action Plan for FY 2014 - 2015

- New 15 hrs. Children's Library Assistant position to be hired.
- Library opens 7 days per week.
- Create a parenting program or series.
- Explore ways to continue to outreach and coordinate with PYLUSD.

PERFORMANCE LEVELS

	Objective FY 2013 – 2014	Objective FY 2014 - 2015
Service Levels		
Children's Books (volumes) Added	4,000	3,500
Young Adult Books (volumes) Added	1,500	1,300
Books (volumes)Held	40,000	42,000
Audio Books Added	35	35
Audio Books Held	300	325
DVDs Added	200	225
Total DVDs	2,000	2,025
Total Children's & Young Adult Materials	44,000	45,000
Number of Databases/Usage	6/ ND	6/ ND
Class Visits – Number/Attendance	20/1,500	25/2,000
Library Tours – Number/Attendance	5/200	7/250
Reference Questions Answered	9,200	9,300
Total Children's Circulation (omit e-books)	108,000	109,000
Total Young Adult Circulation (omit e-books)	13,000	13,500
Children's Programs – Number/Attendance	360/17,00	370/17,500
Young Adult Programs – Number/Attendance	60/ 2,00	65/ 2,200
Computer – Number/Usage	13/ 5,000	13/ 5,500
Grants – Submitted/Received	2/1	2/1
Efficiency		
Turnover	1	1.5
Cost per item loaned	TBD	N/A
Effectiveness		
Total Registered Children's & Young Adult Borrowers	8,500	8,800

CIRCULATION

Statement of Purpose

To provide unquestionable customer service by providing assistance with checkout, renewal and return of library material, shelve and retrieve library materials, process interlibrary loan (ILL) requests, handle meeting room reservations, ensure accuracy and currency of information displayed on website and electronic signage, and process passport activities.

Accomplishments in FY 2012-2013

- Passed the U.S. Department of State passport agent annual recertification.
- Re-labeled shelves in workroom, all media consolidated to one section, and removed unused shelves to facilitate the tracking of books for reference librarians and improve their patron response time. Relabeling the shelves also streamlined the process of discards, review items, new to old items, and overall sorting of library materials.
- Introduced Service Desk Binder containing interdepartmental promotional flyers, and all Circulation statistics further facilitating the collection of raw data for board reports, and improving staffs knowledge of current and future library events, and programs.
- Effectively analyzed staffs performance through daily task log survey period.
- 11% increase expected by the end of fiscal year.
- 203,446 items checked in.
- Total number of borrowers is expected to reach 33,064 by end of fiscal year.
- Total number of fax requests processed is expected to reach 220 by the end of fiscal year 2012-2013.
- Claims return has been maintained less than 8 items on average per month.
- Restrooms were serviced hourly to maintain a clean and pleasant environment for our patrons.
- Most department staff participated in e-reader tablets training, staff development, and Supervisor attended Liebert, Cassidy, and Whitmore trainings.

Action Plan for FY 2013-2014

- Maintain a 90% accuracy rate for submitted passport applications.
- Maintain claims return list under 5 books.
- Maintain a 90% accuracy rate when processing cash box transactions.
- Continue to sort, and shelve library materials 3 days from the day they are returned.
- Maintain 90% timely upkeep of set up and break down of meeting room events.
- Maintain webpage, power point, and marquee 100% relevant.
- Provide a new self-service check out machine for patron use.
- Begin a passport marketing campaign.
- Develop a new process, or facilitate current process to obtain a library card.
- Provide opportunity to 3 staff for training, workshops, or conferences.
- Plan and execute cross-training assignments for staff and their assigned tasks.
- Increase number of passport applications processed by 2%.
- Create a brochure to promote room rentals.

Action Plan for FY 2014-2015

- Continue action plans from FY 2013-2014 and maintain same levels of performance through proposed new library hours.
- Increase (1) Library Clerk from 15-19 hrs.
- Partner with travel agencies, post offices and other local businesses to promote passport services.

CIRCULATION

PERFORMANCE MEASURES	Objective FY 13-14	Objective FY 14-15
Service Levels		
# of interlibrary loan (ILL) processed	6,267	6,392
# of items checked-out	203,815	207,891
# of passport applications processed	3,011	3,071
# of passport photos taken	1,326	1,352
# of new patrons registered	3,704	3778
# of attendance	277,863	286,420
# of registered card holders at end of FY	33,725	34,399
# of meeting room reservation processed		
Efficiency		
# of Staff per 10,000 Circulation	.37	.37
# of Staff per 1,000 Served	.14	.14
Effectiveness		
% of Placentia residents with library cards	61%	63%

DRAFT

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2013-2015

Object Code	Category	FY 2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2104 PROPOSED	FY 2014-2015 PROPOSED
6210-00	Current Secured	1,705,891	1,771,932	1,807,371	1,843,518
6210-01	Public Utility	24,521	25,284	25,790	26,306
6210-04	Teeter Plan - Current Delinquent	0			
	SUB-TOTAL CURRENT SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6230-00	Prior Secured	0			
	TOTAL SECURED	1,730,412	1,797,216	1,833,161	1,869,824
6220-00	Current Unsecured	69,801	76,781	78,317	79,883
6240-00	Prior Unsecured	0			
	TOTAL UNSECURED	69,801	76,781	78,317	79,883
6690	HOMEOWNER	15,368	16,905	17,243	17,588
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,815,581	1,890,902	1,928,721	1,967,295
6250	SPECIAL DISTRICT AUGMENTATION		3,870	3,947	4,026
6260/6540	PENALTIES/DELINQUENCIES		1,620	1,652	1,685
6280-00	SUPPLEMENTAL - CURRENT	22,366	24,602	25,094	25,596
6300	SUPPLEMENTAL - PRIOR				
6610-00	INTEREST				
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR		30,092	30,693	31,307
	TOTAL PROPERTY TAX REVENUE	1,837,947	1,920,994	1,959,414	1,998,602
6970	STATE LIBRARY & STATE	0	0		
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS				
7615	TRANSFER FROM OTHER LIBRARY FUNDS				
7670	LOCAL REVENUE				
	Fines & Fees	60,000	35,000	45,000	50,000
	Passports	60,000	55,000	70,000	75,000
	Meeting Room Fees	7,000	5,500	8,000	10,000
	DVD Rentals	5,500	5,000	6,000	6,000
	Test Proctor	2,000	3,000	4,000	4,500
	TOTAL STATE & LOCAL REVENUE	134,500	103,500	133,000	145,500
	SURPLUS FROM PREVIOUS FISCAL YEAR	110,000	70,000	40,000	30,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS				
	TOTAL REVENUE	2,082,447	2,094,494	2,132,414	2,174,102



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PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
0100	Salaries & Wages (SS&MDCRE)	957,042	1,070,862	1,107,523	1,153,845
0200	Retirement (Pension Contribution)	62,783	37,960	41,644	43,848
0301	Unemployment Insurance	10,972	11,000	9,000	8,000
0306	Health Insurance	129,139	166,441	190,893	216,734
0308	Dental Insurance	15,460	15,500	15,917	16,192
0309	Life Insurance	6,727	7,400	7,568	7,870
0310	Long Term Disability Insurance	3,725	4,000	4,008	4,100
0319	Vision Insurance	2,409	2,600	2,574	2,626
	EAP	635	800	715	787
	Total Employee Insurance	158,095	196,741	221,675	248,309
0350	Workers Compensation - General	2,652	10,000	10,000	10,000
TOTAL SALARIES & EMPLOYEE BENEFITS		1,191,544	1,326,563	1,389,842	1,464,002
0700	Communications	8,237	12,000	25,000	27,000
0900	Food	1,745	1,500	2,000	2,000
1000	Household Expense	12,491	10,000	12,000	13,000
1100	Insurance	11,929	13,000	12,000	13,000
1300	Maintenance of Equipment	16,873	20,000	25,000	20,000
1400-0710	HVAC	3,844	4,000	4,000	4,200
1400-0711	Carpet Cleaning	200	800	2,400	2,400
1400-0712	Groundskeeping, city of Placentia	19,140	28,000	25,000	25,000
1400-0713	Plumbing	904	50,000	10,000	5,000
1400-0714	Electric	1,972	0	2,100	2,500
1400-0715	Cleaning Services	612	0	700	700
1400-0716	Locksmith	1,607	300	300	300
1400-0717	Other	2,093	1,900	4,000	5,000
1400	Total Maintenance of Building & Grounds	30,372	85,000	48,500	45,100
1600	Memberships	12,549	14,000	12,000	12,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
1700	Miscellaneous Expense	0		500	500
1800-0725	Library Supplies	9,652	13,000	14,000	10,000
1800-0726	Printing	10,624	11,000	14,000	14,000
1800-0727	Paper		1,000	1,000	1,500
1800-0728	Other Office Supplies	8,607	5,000	7,000	5,000
1800	Office Supply Expense	28,883	30,000	36,000	30,500
1803	Postage Expense	4,708	5,000	5,500	6,000
	Employee Assistance Program/SDRMA				
1900-0737	Anaheim Library Automated Library System	31,554	35,000	35,000	35,000
1900-0738	Library Board Consultants & Legal	6,247	20,000	10,000	10,000
1900-0739	Computer Services	9,252	25,000	60,000	60,000
1900-0740	Tax Collection Services & Fees by Orange County & LAFCO	26,217	19,000	19,000	19,000
	Medical Exams	0	500	500	500
1900-0741	Collection Services - Accounts Receivable	4,498	2,200	2,200	2,500
1900-0742	Audit & Accounting Services	12,500	15,000	14,000	14,500
1900-0743	Payroll Preparation	7,558	7,000	7,500	7,500
1900-0744	Election Expenses	0	25,000	0	19,000
1900-0745	Staff Training in Library	0	200	500	500
1900-0746	Grants	0	0	0	
1900-0747	Program	0	0	0	
1900-0748	Other	568	25,000	20,000	10,000
1900	Total Specialized Services - General Fund	98,394	173,900	168,700	178,500
1912	Investment Administrative fees for Orange County	720	1,500	1,500	1,500
2000	Total Legal Notices	277	1,000	500	500
2100	Rents/Leases-Equipment	564	500	1,000	1,000
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loa	28,179	30,000	15,000	0
2400-0760	Special Department Expense - Library Materials	202,016	203,731	122,872	141,200
2400-0761	Special Department Expense - Programs	16,933	8,000	5,000	3,000
2400	Total Special Department Expense	218,949	211,731	127,872	144,200
2600	Transportation/Travel - Local Mileage	1,577	2,000	2,000	2,000
2700-0765	Transportation/Travel - Meetings, Staff Out of Town	5,574	3,000	8,500	4,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2013-2015

OBJECT CODE	DESCRIPTION	FY2011-2012 ACTUAL	FY 2012-2013 APPROVED	FY 2013-2014 PROPOSED	FY 2014-2015 PROPOSED
2700-0766	Transportation/Travel - Meetings, Staff Local	1,435	600	2,000	2,100
2700-0767	Transportation/Travel - Meetings, Board Out of Town	1,348	5,000	12,000	9,000
2700-0768	Transportation/Travel - Meetings, Board Local	2,765	400	3,000	3,000
2700	Total Transportation/Travel - Meetings	11,122	9,000	25,500	18,100
2800-2801	Electricity	50,221	75,000	54,500	56,000
2800-2802	Gas	7,090	9,000	9,000	9,500
2800-2803	Water	8,084	13,500	10,000	11,000
2800	Total Utilities	65,395	97,500	73,500	76,500
TOTAL SUPPLIES & SERVICES		552,964	717,631	594,072	591,400
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	8,139	8,300	8,500	8,700
4000	Total Equipment	59,248	21,000	55,000	100,000
4200	Structures/Improvements	20,000	10,000	85,000	10,000
TOTAL FIXED ASSETS		87,387	39,300	148,500	118,700
4700	Payment to Refunded Debt Escrow Ags				
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND				
5200	Cotingencies/Reserves	23,780	0	0	
TOTAL EXPENSES		1,855,675	2,083,494	2,132,414	2,174,102

April 17, 2013



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**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2013-2014
NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	8.32	8.53	8.74	8.96	9.18	9.41	9.65	9.89	10.14	10.64
PP	665.60	682.24	699.30	716.78	734.70	753.07	771.89	791.19	810.97	851.52
AN	17,305.60	17,738.24	18,181.70	18,636.24	19,102.14	19,579.70	20,069.19	20,570.92	21,085.19	22,139.45
MO	1,442.13	1,478.19	1,515.14	1,553.02	1,591.85	1,631.64	1,672.43	1,714.24	1,757.10	1,844.95
LIBRARY AIDE										
HR	9.82	10.07	10.32	10.58	10.84	11.11	11.39	11.67	11.96	12.56
PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18	1,005.04
AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61	26,130.94
MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88	2,177.58
LIBRARY CLERK										
HR	14.12	14.47	14.83	15.21	15.59	15.98	16.37	16.78	17.20	18.06
PP	1,129.60	1,157.84	1,186.79	1,216.46	1,246.87	1,278.04	1,309.99	1,342.74	1,376.31	1,445.12
AN	29,369.60	30,103.84	30,856.44	31,627.85	32,418.54	33,229.01	34,059.73	34,911.23	35,784.01	37,573.21
MO	2,447.47	1,875.47	1,922.27	1,970.80	2,019.33	2,769.08	2,838.31	2,909.27	2,982.00	3,131.10
CIRCULATION SUPERVISOR										
HR	15.97	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	20.43
PP	1,277.60	1,309.54	1,342.28	1,375.84	1,410.23	1,445.49	1,481.62	1,518.66	1,556.63	1,634.46
AN	33,217.60	34,048.04	34,899.24	35,771.72	36,666.02	37,582.67	38,522.23	39,485.29	40,472.42	42,496.04
MO	2,768.13	2,837.34	2,908.27	2,980.98	3,055.50	3,131.89	3,210.19	3,290.44	3,372.70	3,541.34
FACILITY MAINTENANCE TECHNICIAN										
HR	18.14	18.59	19.06	19.53	20.02	20.52	21.04	21.56	22.10	23.21
PP	1,451.20	1,487.48	1,524.67	1,562.78	1,601.85	1,641.90	1,682.95	1,725.02	1,768.15	1,856.55
AN	37,731.20	38,674.48	39,641.34	40,632.38	41,648.18	42,689.39	43,756.62	44,850.54	45,971.80	48,270.39
MO	3,144.27	3,222.87	3,303.45	3,386.03	3,470.68	3,557.45	3,646.39	3,737.54	3,830.98	4,022.53
LIBRARY ASSISTANT										
HR	18.96	19.43	19.92	20.42	20.93	21.45	21.99	22.54	23.10	24.26
PP	1,516.80	1,554.72	1,593.59	1,633.43	1,674.26	1,716.12	1,759.02	1,803.00	1,848.07	1,940.48
AN	39,436.80	40,422.72	41,433.29	42,469.12	43,530.85	44,619.12	45,734.60	46,877.96	48,049.91	50,452.41
MO	3,286.40	3,368.56	3,452.77	3,539.09	3,627.57	3,718.26	3,811.22	3,906.50	4,004.16	4,204.37
ADMINISTRATIVE ASSISTANT										
HR	22.26	22.82	23.39	23.97	24.57	25.19	25.81	26.46	27.12	28.48
PP	1,780.80	1,825.32	1,870.95	1,917.73	1,965.67	2,014.81	2,065.18	2,116.81	2,169.73	2,278.22
AN	46,300.80	47,458.32	48,644.78	49,860.90	51,107.42	52,385.11	53,694.73	55,037.10	56,413.03	59,233.68
MO	3,858.40	3,954.86	4,053.73	4,155.07	4,258.95	4,365.43	4,474.56	4,586.43	4,701.09	4,936.14
LIBRARIAN I										
HR	22.41	22.97	23.54	24.13	24.74	25.35	25.99	26.64	27.30	28.67
PP	1,792.80	1,837.62	1,883.56	1,930.65	1,978.92	2,028.39	2,079.10	2,131.08	2,184.35	2,293.57
AN	46,612.80	47,778.12	48,972.57	50,196.89	51,451.81	52,738.10	54,056.56	55,407.97	56,793.17	59,632.83
MO	3,884.40	3,981.51	4,081.05	4,183.07	4,287.65	4,394.84	4,504.71	4,617.33	4,732.76	4,969.40
ADULT/CHILDREN'S SUPERVISOR										
HR	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04	31.81	33.40
PP	2,088.80	2,141.02	2,194.55	2,249.41	2,305.64	2,363.29	2,422.37	2,482.93	2,545.00	2,672.25
AN	54,308.80	55,666.52	57,058.18	58,484.64	59,946.75	61,445.42	62,981.56	64,556.10	66,170.00	69,478.50
MO	4,525.73	4,638.88	4,754.85	4,873.72	4,995.56	5,120.45	5,248.46	5,379.67	5,514.17	5,789.87

Signature _____ : Approved

Al Shkoler, President

Effective: July 1, 2013

April 17, 2013

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2013-2014
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	118,268									
MO										
LIBRARY SERVICES										
MANAGER										
HR	34.70	35.57	36.46	37.37	38.30	39.26	40.24	41.25	42.28	44.39
PP	2,776.00	2,845.40	2,916.54	2,989.45	3,064.18	3,140.79	3,219.31	3,299.79	3,382.29	3,551.40
AN	72,176.00	73,980.40	75,829.91	77,725.66	79,668.80	81,660.52	83,702.03	85,794.58	87,939.45	92,336.42
MO	6,014.67	6,165.03	6,319.16	6,477.14	6,639.07	6,805.04	6,975.17	7,149.55	7,328.29	7,694.70
BUSINESS										
MANAGER										
HR	27.89	28.59	29.30	30.03	30.79	31.55	32.34	33.15	33.98	35.68
PP	2,231.20	2,286.98	2,344.15	2,402.76	2,462.83	2,524.40	2,587.51	2,652.20	2,718.50	2,854.43
AN	58,011.20	59,461.48	60,948.02	62,471.72	64,033.51	65,634.35	67,275.21	68,957.09	70,681.01	74,215.06
MO	4,834.27	4,955.12	5,079.00	5,205.98	5,336.13	5,469.53	5,606.27	5,746.42	5,890.08	6,184.59

Signature _____ : Approved _____ Effective: July 1, 2013

AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2014-2015
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	8.49	8.70	8.92	9.14	9.37	9.61	9.85	10.09	10.34	10.86
PP	679.20	696.18	713.58	731.42	749.71	768.45	787.66	807.36	827.54	868.92
AN	17,659.20	18,100.68	18,553.20	19,017.03	19,492.45	19,979.76	20,479.26	20,991.24	21,516.02	22,591.82
MO	1,471.60	1,508.39	1,546.10	1,584.75	1,624.37	1,664.98	1,706.60	1,749.27	1,793.00	1,882.65
LIBRARY AIDE										
HR	9.82	10.07	10.32	10.58	10.84	11.11	11.39	11.67	11.96	12.56
PP	785.60	805.24	825.37	846.01	867.16	888.83	911.06	933.83	957.18	1,005.04
AN	20,425.60	20,936.24	21,459.65	21,996.14	22,546.04	23,109.69	23,687.43	24,279.62	24,886.61	26,130.94
MO	1,702.13	1,744.69	1,788.30	1,833.01	1,878.84	1,925.81	1,973.95	2,023.30	2,073.88	2,177.58
LIBRARY CLERK										
HR	14.40	14.76	15.13	15.51	15.89	16.29	16.70	17.12	17.55	18.42
PP	1,152.00	1,180.80	1,210.32	1,240.58	1,271.59	1,303.38	1,335.97	1,369.37	1,403.60	1,473.78
AN	29,952.00	30,700.80	31,468.32	32,255.03	33,061.40	33,887.94	34,735.14	35,603.52	36,493.60	38,318.28
MO	2,496.00	1,875.47	1,922.27	1,970.80	2,019.33	2,823.99	2,894.59	2,966.96	3,041.13	3,193.19
CIRCULATION SUPERVISOR										
HR	16.29	16.70	17.11	17.54	17.98	18.43	18.89	19.36	19.85	20.84
PP	1,303.20	1,335.78	1,369.17	1,403.40	1,438.49	1,474.45	1,511.31	1,549.10	1,587.82	1,667.21
AN	33,883.20	34,730.28	35,598.54	36,488.50	37,400.71	38,335.73	39,294.12	40,276.48	41,283.39	43,347.56
MO	2,823.60	2,894.19	2,966.54	3,040.71	3,116.73	3,194.64	3,274.51	3,356.37	3,440.28	3,612.30
FACILITY MAINTENANCE TECHNICIAN										
HR	18.50	18.96	19.44	19.92	20.42	20.93	21.45	21.99	22.54	23.67
PP	1,480.00	1,517.00	1,554.93	1,593.80	1,633.64	1,674.48	1,716.35	1,759.25	1,803.24	1,893.40
AN	38,480.00	39,442.00	40,428.05	41,438.75	42,474.72	43,536.59	44,625.00	45,740.63	46,884.14	49,228.35
MO	3,206.67	3,286.83	3,369.00	3,453.23	3,539.56	3,628.05	3,718.75	3,811.72	3,907.01	4,102.36
LIBRARY ASSISTANT										
HR	19.34	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.74
PP	1,547.20	1,585.88	1,625.53	1,666.17	1,707.82	1,750.51	1,794.28	1,839.13	1,885.11	1,979.37
AN	40,227.20	41,232.88	42,263.70	43,320.29	44,403.30	45,513.38	46,651.22	47,817.50	49,012.94	51,463.58
MO	3,352.27	3,436.07	3,521.98	3,610.02	3,700.28	3,792.78	3,887.60	3,984.79	4,084.41	4,288.63
ADMINISTRATIVE ASSISTANT										
HR	22.71	23.28	23.86	24.46	25.07	25.69	26.34	27.00	27.67	29.05
PP	1,816.80	1,862.22	1,908.78	1,956.49	2,005.41	2,055.54	2,106.93	2,159.60	2,213.59	2,324.27
AN	47,236.80	48,417.72	49,628.16	50,868.87	52,140.59	53,444.10	54,780.21	56,149.71	57,553.45	60,431.13
MO	3,936.40	4,034.81	4,135.68	4,239.07	4,345.05	4,453.68	4,565.02	4,679.14	4,796.12	5,035.93
LIBRARIAN I										
HR	22.86	23.43	24.02	24.62	25.23	25.86	26.51	27.17	27.85	29.25
PP	1,828.80	1,874.52	1,921.38	1,969.42	2,018.65	2,069.12	2,120.85	2,173.87	2,228.22	2,339.63
AN	47,548.80	48,737.52	49,955.96	51,204.86	52,484.98	53,797.10	55,142.03	56,520.58	57,933.60	60,830.28
MO	3,962.40	4,061.46	4,163.00	4,267.07	4,373.75	4,483.09	4,595.17	4,710.05	4,827.80	5,069.19
ADULT/CHILDREN'S SUPERVISOR										
HR	26.63	27.30	27.98	28.68	29.39	30.13	30.88	31.65	32.45	34.07
PP	2,130.40	2,183.66	2,238.25	2,294.21	2,351.56	2,410.35	2,470.61	2,532.38	2,595.69	2,725.47
AN	53,390.40	56,775.16	58,194.54	59,649.40	61,140.64	62,669.15	64,235.88	65,841.78	67,487.82	70,862.22
MO	4,615.87	4,731.26	4,849.54	4,970.78	5,095.05	5,222.43	5,352.99	5,486.81	5,623.99	5,905.18

Signature _____ : Approved

Al Shkoler, President

Effective: July 1, 2014

April 17, 2013

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2014-2015
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	118,268									
MO										
LIBRARY SERVICES MANAGER										
HR	35.39	36.27	37.18	38.11	39.06	40.04	41.04	42.07	43.12	45.28
PP	2,831.20	2,901.98	2,974.53	3,048.89	3,125.12	3,203.24	3,283.32	3,365.41	3,449.54	3,622.02
AN	73,611.20	75,451.48	77,337.77	79,271.21	81,252.99	83,284.32	85,366.42	87,500.58	89,688.10	94,172.50
MO	6,134.27	6,287.62	6,444.81	6,605.93	6,771.08	6,940.36	7,113.87	7,291.72	7,474.01	7,847.71
BUSINESS MANAGER										
HR	28.45	29.16	29.89	30.64	31.40	32.19	32.99	33.82	34.66	36.40
PP	2,276.00	2,332.90	2,391.22	2,451.00	2,512.28	2,575.09	2,639.46	2,705.45	2,773.08	2,911.74
AN	59,176.00	60,655.40	62,171.79	63,726.08	65,319.23	66,952.21	68,626.02	70,341.67	72,100.21	75,705.22
MO	4,931.33	5,054.62	5,180.98	5,310.51	5,443.27	5,579.35	5,718.83	5,861.81	6,008.35	6,308.77

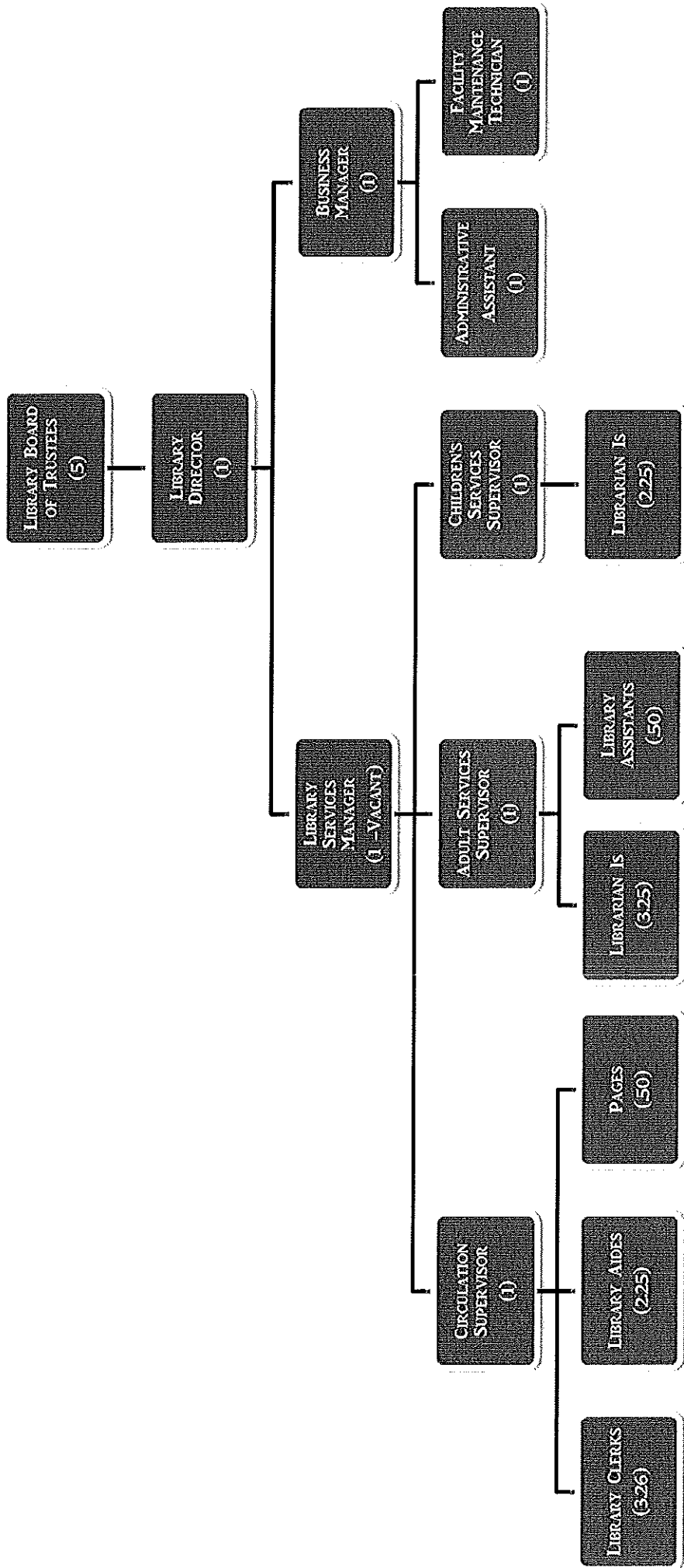
Signature _____ : Approved _____ Effective: July 1, 2014

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART

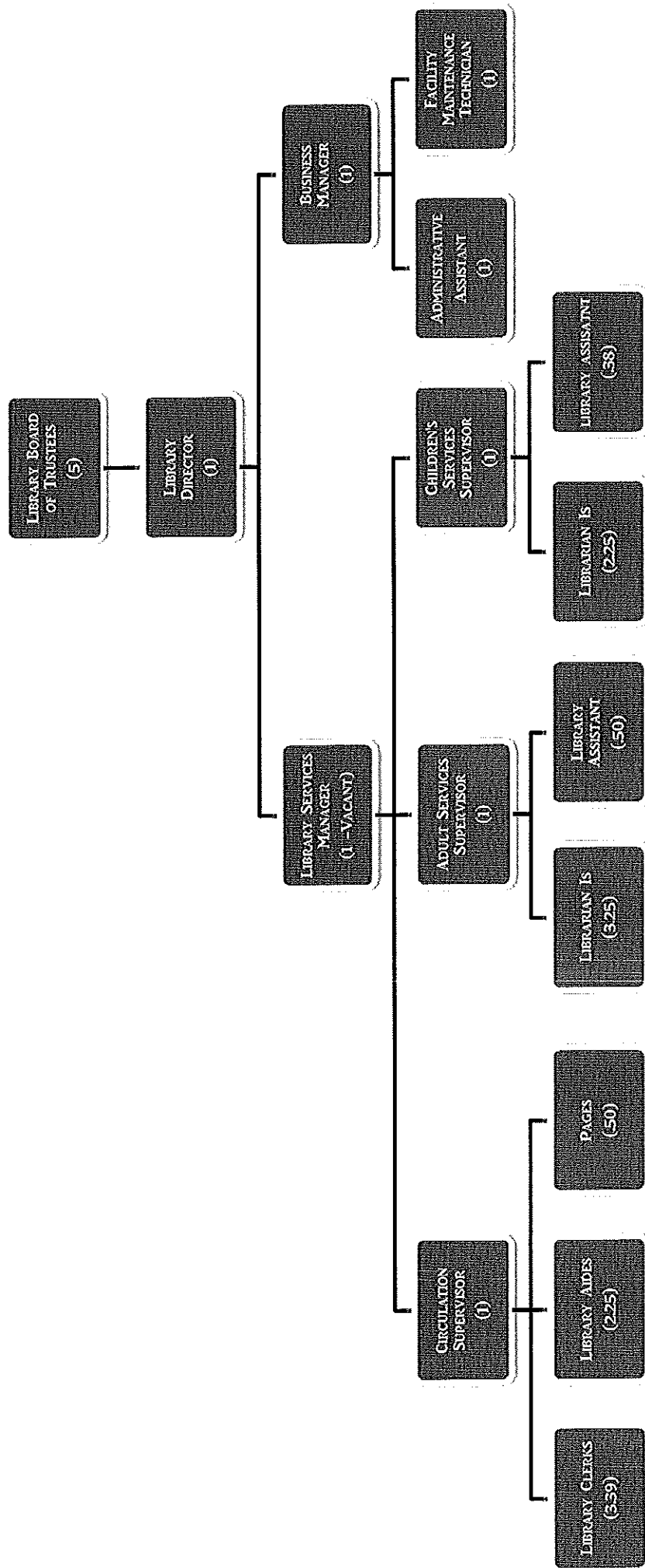
FISCAL YEAR 2013-2014



PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART

FISCAL YEAR 2014-2015



Fiscal Year 2013-2015 Budget Parameters

Fiscal Year 2013-2014

- 2% increase in property tax projection
- 19% increase in local revenue projection
- 5% increase in total Salaries & Employee Benefits
 - 2% COLA
 - Reclassify full-time Library Assistant to Librarian I
 - Title changes for classification Librarian II
- 17% decrease in total Supplies & Services
 - Facility improvement – meeting room & staff lounge
 - Copier lease for staff use
 - IT Services
 - Increase broadband
 - Classification & compensation study
 - Upgrades of public and staff computers
 - Self-service checkout machine
 - Regular scheduled cleaning of carpets
 - 33% increase in travel
 - 60% decrease in book budget & program
- No reserves/contingencies
- No change in library hours

Fiscal Year 2014-2015

- 2% increase in Property Tax projection
- 8% increase in Local Revenue projection
- 5% increase in total Salaries & Employee Benefits
 - 2% COLA
 - Increase (1) Library Clerk from 15 hrs. to 19 hrs.
 - New 15 hrs. Children's Library Assistant position
- No change in total Supplies & Services
 - Generator
 - Copier lease for staff use
 - Maintain IT Services
 - Maintain broadband upgrade
 - Regular scheduled cleaning of carpets
 - Generator
 - 3% increase in travel
 - 13% decrease in book budget & program
 - Election expense
- No reserves/contingencies
- Proposed Library Hour changes:
 - Monday – Thursday 9am – 8pm
 - Friday & Saturday 9am – 5pm
 - Sunday 1pm – 5pm