





**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, August 9, 2004
10:30 A.M.
Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

***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. Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director
Recommendation: Adopt the Librarian I Job Description as revised; and
Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and
Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and
Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.

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, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 9, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 5, 2004.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I
DATE: August 9, 2004

BACKGROUND:

As staff was preparing to fill the .75 FTE Librarian position created in the Fiscal Year 2004-2005 budget in order to accommodate the expanded schedule of public service the position was offered to an individual on the Librarian I list who is highly desired by the staff.

As I discussed the position with this person several items became an issue. He has over twenty years of reference desk experience and has worked as a substitute for Placentia Library since October 2003. The Library Assistant position salary is not acceptable to him and at the present time we have no way to hire him at a Librarian I salary.

The Management Staff has reviewed the Librarian I job description (Attachment A) and would like to recommend that the following qualification be added:

"...or have qualified and serves as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

I would also like to change the position from .75FTE to 1.00 FTE so that full time benefits may be offered.

This change in the Librarian I job description will affect both Katie Matas and the new Librarian and the add-on cost to this year's budget would be \$9,372.

When I was reviewing the salary calculations I discovered that I had neglected to increase Katie Matas' status from .75 FTE to 1.00 FTE. This change in her status occurred during Fiscal Year 2003-2004. The add-on cost of this error is \$12,210.

The total personnel cost is \$21,582. This amount can be absorbed within the total District budget as adopted on July 26, 2004. The budget impact by categories is Attachment B.

Attachment C is the Proposed Revised Personnel Allocation for Fiscal Year 2004-2005.

Attachment D shows the Organization Chart as adopted for Fiscal Year 2004-2005 with the corrections for Katie Matas printed in red. Attachment E is the Proposed Revised Organization Chart for Fiscal Year 2004-2005 which includes both Katie and the new full time Librarian I position.

RECOMMENDATION:

1. Adopt the Librarian I Job Description as revised.
2. Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.
3. Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004.
4. Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2317.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2317.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Personnel Cost Summary
 FY 2004-2005

	Salary	SSN	Medical	Dental	Vision	Life	LT Disability	TOTAL
Exempt	339,318.44	25,957.86	36,082.16	4,774.50	1,374.24	453.60	1,866.25	409,827.05
Non-Exempt	373,915.37	28,604.53	40,607.53	3,412.50	1,226.40	1,020.60	2,056.53	450,843.46
New Non-Exempt	47,883.27	3,663.07	6,977.76	750.75	269.81	340.20	263.36	60,148.22
TOTAL	761,117.08	58,225.46	83,667.45	8,937.75	2,870.45	1,814.40	4,186.14	920,818.73
Changes 08/09/04	18,992.04	1,452.89	928.30	97.50	35.04	(28.35)	104.46	21,581.88
REVISED TOTAL	780,109.12	59,678.35	84,595.75	9,035.25	2,905.49	1,786.05	4,290.60	942,400.60
Payroll Transfer	30,004.20	2,295.32						32,299.52

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.94	1.75	1.69	6.51	3.05	19.44

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.44	1.75	1.69	6.51	3.05	18.94

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.66	2.79	1.65	6.38	2.50	19.48

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2004-2005

Adopted June 30, 2004 — Presented for Revision August 9, 2004

Library Staff
(18.94 FTE) 19.19 FTE

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services Manager
(.75 FTE)

Technical Services
(Including Passport)
(9.56 FTE)

Circulation Services
(6.51 FTE)

Librarian (1.00 FTE)
Gomez
Library Clerk II (1.00 FTE)
Wnek
Library Clerk I (1.63 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.63 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Stryzik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions
Processing Services
Passport
(2.30 FTE)

Library Assistant (.25 FTE)
Matas
Library Clerk (1.55 FTE)
Perez (1.00 FTE)
Vacant (.55 FTE)
Library Aide (.50 FTE)
Hampton

Administrative Services
(2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Millonzi
Library Aide (.25 FTE)
Stryzik

Public Services
(6.13 FTE) 6.38 FTE

Public Services Manager (.25 FTE)
Roberts

Adult Services
(2.44 FTE) 2.69 FTE

Technical Services Manager (.25 FTE)
Shook
Librarian (1.75 FTE)
Strazdas (1.00 FTE)
Vacant (.75 FTE)
Library Assistant Matas (.25 FTE) .50 FTE
Substitute Librarian (.19 FTE)

Children's Services
(1.69 FTE)

Librarian (1.25 FTE)
Gurkweitz (1.00 FTE)
Vacant (.25 FTE)
Library Assistant (.25 FTE)
Matas
Substitute Librarian (.19 FTE)

Literacy Services
(1.75 FTE)

Public Services Manager/
Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Silberfarb

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2004-2005
Proposed August 9, 2004

Library Staff
(19.44 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services
(Including Passport)
(9.56 FTE)
Technical Services Manager
(.75 FTE)

Circulation Services (6.51 FTE)

Librarian (1.00 FTE)
Gomez
Library Clerk II (1.00 FTE)
Wnek
Library Clerk I (1.63 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.63 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Stryzik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions Processing Services Passport (2.30 FTE)

Librarian (.25 FTE)
Matas
Library Clerk (1.55 FTE)
Perez (1.00 FTE)
Vacant (.55 FTE)
Library Aide (.50 FTE)
Hampton

Administrative Services (2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Milonzi
Library Aide (.25 FTE)
Stryzik

Public Services (6.63 FTE)

Public Services Manager (.25 FTE)
Roberts

Adult Services (2.69 FTE)

Technical Services Manager (.25 FTE)
Shook
Librarian (1.75 FTE)
Strazdas (1.00 FTE)
Matas (.50 FTE)
Bell (1.00 FTE)
Substitute Librarian (.19 FTE)

Children's Services (1.69 FTE)

Librarian (1.25 FTE)
Gurkweitz (1.00 FTE)
Humple (.25 FTE)
Matas (.25 FTE)
Substitute Librarian (.19 FTE)

Literacy Services (1.75 FTE)

Public Services Manager/
Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Silberfarb

Placentia Library District
FY2004-2005 Salary Worksheet for New Non-Exempt Personnel

July 2004 - June 2005 Proposed
 Adopted June 30, 2004
 2%

NAME	FTE	# HRS/ PERIOD	NEW PER/HR RATE	# OF PER.	AMOUNT PER	TOTAL SALARY 26 PER	7.65% SSI/MEDI	CURRENT MEDICAL RATE/MO	+10% MEDICAL RATE/MO	MEDICAL	DENTAL	VISION	LIFE INS	AD&D	TOTAL COMP
Part Time Librarian	0.750	60.0	18.27 19.20	12 9	13,153.10 10,366.06	23,519.16	1,799.22	294.70	324.17	2,055.53	219.38	78.84	85.05	129.36	27,886.53
Part Time Clerk - Circulation (Base plus 5% Bi-lingual)	0.625	50.0	11.51 12.09	12 9	7,248.53 5,711.11	12,959.64	991.41	294.70	324.17	1,712.94	182.81	65.70	85.05	71.28	16,068.83
Part Time Clerk - Passport (Base plus 5% Bi-lingual)	0.550	44.0	11.51 12.09	12 9	6,378.70 5,025.77	11,404.48	872.44	294.70	324.17	1,507.39	160.88	57.82	85.05	62.72	14,150.78
TOTAL FY 2004-2005 benefits adjusted						47,883.27	3,663.07	0.00	0.00	5,275.87	563.06	202.36	255.15	263.36	58,106.14
Budgeted June 29, 2004						47,883.27	3,663.07			6,977.76	750.75	269.81	340.20	263.36	60,148.22
Adjustment Aug 9, 2004						0.00	0.00	0.00	0.00	(1,701.89)	(187.69)	(67.45)	(85.05)	(0.00)	(2,042.08)
Revision August 2004															
Library Asst. (correction from .75 to 1.00)	0.250	20.0	19.77	26	10,280.40	10,280.40	786.45	294.70	324.17	906.20	97.50	35.04	0.00	56.54	12,162.13
Library Asst. to Librarian (reclassification)	1.000	80.0	2.49	21	4,183.20	4,183.20	320.01	0.00	0.00	0.00	0.00	0.00	0.00	23.01	4,526.22
Proposed 1.00 FTE Librarian Budgeted for .75FTE Librarian Net increase for Librarian	1.000	80.0	22.26	21	28,047.60	28,047.60	2,145.64	294.70	324.17	2,740.71	292.50	105.12	113.40	154.26	33,599.23
						23,519.16	1,799.22	294.70	324.17	2,055.53	219.38	78.84	85.05	129.36	27,886.53
						4,528.44	346.43	0.00	0.00	683.18	73.12	26.28	28.35	24.91	5,712.70
TOTAL Personnel Budget Adjustment						18,992.04	1,452.89			(110.51)	(17.07)	(6.13)	(56.70)	104.45	20,358.98

**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Monday, August 9, 2004
10:30 A.M.

Library Conference Room

Call to Order: 10:35

1. Roll Call Administrative Assistant

AI Gae Julie EDM
Betty Richard Jim Donn

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

M: E All
S: W

3. Oral Communications

4. Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director
Recommendation: Adopt the Librarian I Job Description as revised; and
Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and
Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and
Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

Peggy Anne

10:40

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
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. Adjournment: 11:17

Lib Asst - 20 yrs experience
Revise Lib I so pers w/ experience
exp can be promoted to Lib I.

Rich - advertised as 20 hr. year ago, not FT
Mac - misrepresentation to public.

Rich - list for year? suggest 90 days.

Al - policy of competition = what do
other librarians require to qualify for
Lib I? How many hrs + yrs do other lib use?

Kater = \$4K } inv. to budget
New position = \$5K }

E - off jobs internally 1st, then list.

Al - call other librarians to get their
policies.

EDM - can advertise - job serv, OC Register,
CSUF job list. (2 weeks)

Meet next Monday morning, 10:00.

BE - careful how we endorse candidates.
Lib doing profiles for Mayor ^{& Norby} receive
library card. Can invite whole City
Council, EDM will do

11:17