

AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
March 7, 1994

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. Performance Evaluation and Salary for Library Director

Presentation:	Library Board President
Recommendation:	Review performance and salary and make recommendations for changes.

5. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for March 7, 1994, Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, March 2, 1994.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: March 7, 1994
SUBJECT: Performance Evaluation and Salary for Library Director

BACKGROUND:

The Library Director was appointed on August 19, 1991.

One merit increase of 8.3% was awarded in March, 1992.

One 4.2% COLA was awarded in July, 1992 to all staff. The Library Director was included. The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994, did not include the Library Director.

Any changes will need to be followed at the Regular Meeting of the Board of Trustees in March with a Resolution amending the Exempt Employees Salary Schedule.

RECOMMENDATION:

Review performance and salary and make recommendations for changes.

C O N F I D E N T I A L

TO: Peggy Dinsmore, President, Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: March 7, 1994
SUBJECT: Accomplishments and Proposed Goals

At its meeting on February 22, 1994, the Library Board asked me to prepare an analysis of my accomplishments since my last evaluation in 1992, and to suggest some goals for my next evaluation period.

Accomplishments:

1. Managing the downsizing as a result of revenue/budget constraints.

- * Revised staffing patterns
- * Increased volunteer activities
- * Involved the public in discussion of options for hours and days of service by using a survey and a public hearing
- * Implemented staff reductions based upon the established personnel guidelines using the assistance of a professional personnel consultant
- * Reduced the number of public service points (check-in desk and av department) and increasing the self-service activities for patrons
- * Established the Adopt-A-Book program
- * Coordinated the transition from the technical services contract with the Anaheim Public Library, with its 12 to 16 month backlog, to contracting with Brodart with its newly achieved 3-week turn-around time
- * Changed payroll processing systems

2. Increasing the efficiency of the Administrative Office.

- * Established new office general ledger system with the assistance of an accounting firm
- * Transferred office routines to personal computer applications
- * Absorbed reductions in Administrative Staff through efficiencies in operations and elimination of unnecessary activities
- * Established standardized report formats for Library Board materials

C O N F I D E N T I A L

Library Director Accomplishments and Proposed Goals, March 7, 1994, Page 2.

3. Supporting the Friends of the Library

- * Attended most Board meetings.
- * Established Friends Author's Luncheon
- * Assisted them with reorganizing their booksale workroom and with purchasing shelving

4. Public Relations

- * Member of Rotary Club of Placentia and have been serving as High School Speech Contest Chairperson for 3 years
- * Organized the lobbyist selection activities for the Independent Special Library Districts and am in the 2nd year of serving as the coordinator
- * Secretary to the Independent Special Districts of Orange County and assisting them with the process of selecting special district representatives to LAFCO
- * Provided training for staff in use of Ventura desktop publishing and have increased the number and quality of publications.
- * Established the agreement with the City of Placentia for the publication of 2 Library pages in each issue of the Placentia Quarterly
- * Responded to legislative alerts and attended legislative activities locally and in Sacramento
- * Responded to legislative concerns by recommending a consolidation study which is currently underway
- * In 1992 conducted a strategic planning process using the services of a professional facilitator which resulted in a mission statement and guidelines for changes in service patterns
- * Assisting the Library Foundation Committee with its activities
- * Attend Chamber of Commerce and other community events

Concerns:

1. Occasional trustee discussion of personnel issues with individual staff members without informing me either before or after the event.
2. Because of budget constraints I have been foregoing my attendance at national and state professional meetings and I am beginning to feel the impact of not being as up to date with the technological advances as I would like to be.

C O N F I D E N T I A L

Library Director Accomplishments and Proposed Goals, March 7, 1994, Page 3.

Goals:

1. Development and implementation of a public services CD-ROM or on-line database plan that will replace subscription services for back issues of periodicals and hard copies of expensive reference tools.
2. Professional review of Personnel Handbook and Procedures prior to the next renewal of the collective bargaining agreement.
3. Establish a Fixed Asset Inventory Policy and Database
4. Assist the Placentia Library Foundation with its organization and operation



LIBRARY DIRECTOR

DESCRIPTION

Under authority of the Board of Trustees, has overall responsibility for the management and administration of the District. Is expected to exercise considerable independent judgment in the performance of work tasks. Plans, organizes, directs, evaluates, and reviews the Library's resources, services, programs, and resources to other libraries, organizations, governmental agencies, and citizens. Performs other duties as required.

TYPICAL TASKS

Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services, and programs. Prepares the library budget for Board review and administers the adjusted budget. Serves as liaison between the Library District, other libraries, organizations, and individuals in the community in order to aid in the development, coordination, and classification of the library program. Plans and organizes the development of long-range library building programs, additions to library services, and related activities. Recruits, interviews, and selects library personnel. Conducts labor negotiations. Directs and coordinates the public relations activities of the library. Participates in Library Board meetings by preparing agenda with the Board President, presenting policy matters for Board review. Formulates library personnel policies for Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters. Prepares and submits reports of library activities to the library board.

EMPLOYMENT STANDARDS

Education: Masters Degree in Library Science

Experience: Five years of varied experience as a full time professional librarian in a public library, including extensive experience in a supervisory capacity.

Knowledge and abilities: Extensive knowledge of: the principles and practices of modern librarianship; principles and practices of supervision and employee relations; and modern principles and techniques of planning, administering, and appraising a library program. Ability to: relate library services to the needs of the community; administer budgetary, personnel, and public relation activities; prepare written and oral reports; and establish and maintain effective working relationships with the Board, employees, the public, and representatives of other agencies.



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EMPLOYMENT STANDARDS

Education: Equivalent to a Masters Degree in Library Science from a library school accredited by the American Library Association.

Experience: Five years of varied experience as a full time professional librarian in a public library, including extensive experience in a supervisory capacity.

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THE POSITION

The Library Director reports to the five member elected board of trustees and is responsible for the administration and management of all the public library services within the District. Primary responsibilities are management and leadership in evaluating the public service library needs of the residential, business and educational communities.

1. Develop new programs and services
2. Maintain existing programs and services
3. Provide staff support and training
4. Select, train and evaluate library staff
5. Conduct labor negotiations
6. Coordinate collection development
7. Make policy recommendations to the Board
8. Estimate income
9. Prepare budget
10. Oversee expenditure of funds
11. Provide public information programs
12. Participate in professional organizations
13. Participate in library service programs
14. Participate in community organizations
15. Serve as liaison to the community

Equal Opportunity Employer Placentia Library District

411 E. Chapman Avenue
Placentia, CA 92670

(714) 528-1925

FAX (714) 528-8236

BENEFITS

The Library Director's salary and other benefits are comparable to those in both the private and public sectors.

1. Salary \$50,000
2. Twelve paid holidays
3. Paid vacation
4. Sick leave
5. Long term disability
6. Medical care insurance
7. Dental care insurance
8. Vision care insurance
9. Defined contribution retirement program
10. Travel and conference expenses
11. Professional organization memberships

REQUIREMENTS

The ideal candidate would possess a fine balance of educational skills, political acumen and practical knowledge.

1. Masters Degree (preferably in Library Science)
2. Experience in management of public or private agency
3. Minimum 5 years personnel supervision.
4. Minimum 5 years administrative experience
5. Strong leadership ability
6. Excellent communication skills
7. Budgetary experience
8. Knowledge of public funding
9. Effective interpersonal relationships
10. Interest in community activities

APPLICATION & SELECTION PROCESS

Candidates must submit a cover letter, a resume and references to the Trustee Search Committee, Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92670, (714) 528-1925. A supplemental application will be mailed to candidates which must be returned for consideration by May 10, 1991.

The screening of applications will be conducted by the Trustee Search Committee and the Library Director. The best qualified candidates will be

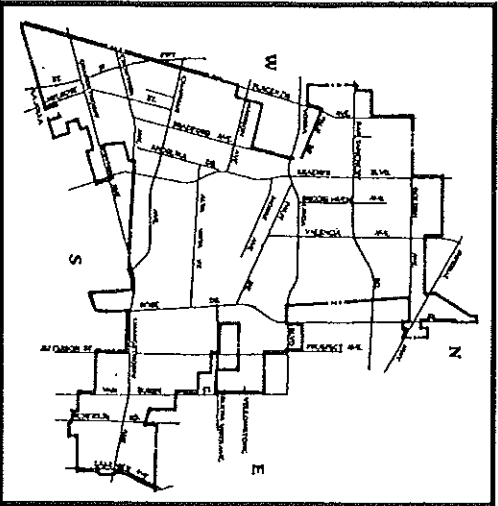
invited to an oral appraisal interview to be held in Placentia tentatively on June 7, 1991, by a panel of peers from Southern California.

The successful candidate will be selected by the entire Board of Trustees on the basis of a proven record of managerial accomplishments and leadership capabilities which demonstrate a strong personal ability to assume the responsibilities of this position on July 15, 1991.

THE CITY

Placentia is located in the northeastern section of beautiful Orange County, some 35 miles southeast of Los Angeles. Once the center of Valencia Orange growing and packing, Placentia today is a stable community of suburban homes, good schools, diverse churches and wholesome recreation.

Cultural, educational, sports and resort centers can be reached very quickly from Placentia by three nearby freeways; California State University Fullerton, Disneyland, Knott's Berry Farm and Anaheim Stadium are minutes away. Southern California beaches and mountains are readily accessible.



THE LIBRARY

The library was established in 1919 as a Special District, six years before the incorporation of the city. The District includes the city and some unincorporated area totaling just over seven square miles with a population of 45,000 people. It is an integral part of the Santiago Library System which serves the 2,500,000 people of Orange County, California. The library is used by people from the surrounding cities of Anaheim, Fullerton, Brea and Yorba Linda.

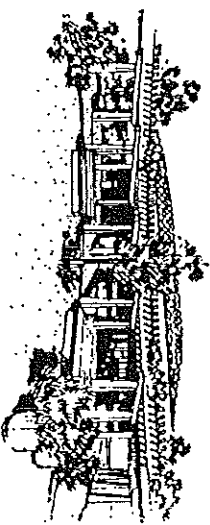
The Library District is in joint powers with the City of Placentia and shares the modern civic center completed in 1974. The library is 28,800 square feet and is exceptionally functional. The DRA circulation system and on-line catalog is operated as a coalition with the cities of Yorba Linda and Anaheim providing three distinct collections totaling over 500,000 volumes accessible to each library. Technical processing is contracted through Anaheim. The collection of 120,000 volumes include videos and compact discs as well as standard material. Circulation is approximately 275,000 annually. Six degreed librarians oversee adult, children and reference services as well as acquisition selections.

THE

PLACENTIA

LIBRARY

DISTRICT



Invites
Applications
For

DIRECTOR
OF
PUBLIC LIBRARY

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *em*
DATE: March 27, 1994
SUBJECT: **Purchase of Vending System for Printers Attached to Databases on Reference Computers**

BACKGROUND:

At its meeting on July 19, 1993, the Library Board approved a budget not to exceed \$7,750 for a vending system for public access printers servicing information databases in the Reference Department.

Since that time the technology and recommended configuration of the system has changed to the following:

VendaCoder/Dispenser	\$ 3,995.00
Dispenser Pedestal Base	130.00
4 Card Readers Model 5812	5,180.00
4 Software Packages	1,000.00
<u>Program Set</u>	<u>35.00</u>
Special Price for Prepayment of Above	\$ 8,500.00
<u>1,000 Cards including \$150 for design set up</u>	<u>750.00</u>
<u>Subtotal for Vending Equipment & Cards</u>	<u>\$ 9,250.00</u>
Less 10% Cash Discount (not applicable with offer)	
Tax	717.00
<u>Shipping</u>	<u>300.00</u>
<u>TOTAL XCP</u>	<u>\$ 10,267.00</u>
2 300/600 dpi switchable, 4 ppm laser printers	\$ 1,930.00
2 post script printers	2,500.00
4 Cables	20.00
Furniture	500.00
Tax	384.00
<u>Shipping</u>	<u>30.00</u>
<u>TOTAL Printers and Table</u>	<u>\$ 5,364.00</u>
<u>TOTAL PROJECT</u>	<u>\$15,631.00</u>

RECOMMENDATION:

Approve purchase from XCP of Dryden NY and Walnut Creek, CA, of vending equipment for 4 printers attached to public access databases on reference computers comprised of the following: a vending card encoder/dispenser and base; 4 card readers; 4 software packages; a program set; and 1,000 vending cards; at a cost not to exceed \$10,267;

Approve purchase of 2 300/600 dots per inch switchable, 4 pages per minute laser printers; and 2 post script printers; 4 sets of cables; a table and cost of miscellaneous furniture adaptations; at a cost not to exceed \$5,364;

Total project cost not to exceed \$15,631 to be paid from Fund 702 with the proceeds from the vending system to be used to replace the funds in Fund 702 until it is repaid in full.

