

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. Continued discussion of 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.

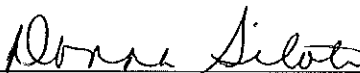
6. Review of Action Items.

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 17, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 12, 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 17, 2004

BACKGROUND:

At its Special Meeting on August 9 the Library Board asked me to survey the advertising and personnel appointment practices of area public libraries.

During the next few days I was able to talk with the library directors at Anaheim, Fullerton, Buena Park, Mission Viejo, Palos Verdes and City of Orange. I was not able to talk with the Library Directors at Yorba Linda, Orange County, Santa Ana or Huntington Beach.

The first question was whether the library permits college graduates to function as "librarians" on a public service desk or do they have a "hard and fast" requirement for a MLS:

Anaheim: Education requirement for librarian is that MLS is "highly desirable" but library director has discretion to include individuals more than half way through an MLS program or individuals with proof of breadth of knowledge (requirements for this are discretionary and not defined) Only those actually classified as a librarian may work at a reference desk.

Fullerton: Has no separate position for college graduates equivalent to Placentia's Library Assistant position. Library Director has discretion to classify non-MLS candidates as librarians if they are part way through an MLS program or have worked as a school librarian.

Buena Park: Has no separate position for college graduates equivalent to Placentia's Library Assistant position. Requirement of MLS is firm, no exceptions.

Mission Viejo: Have Library Assistant and Senior Library Assistant positions similar to Placentia's Library Assistant position. Librarians must have MLS or be within 6 months of their degree.

Palos Verdes: Hard/firm requirement of MLS for all librarian positions. No non-MLS on the Reference Desks.

Orange: Has Library Assistant position similar to Placentia's Library Assistant position.
No provision for promotion to Librarian based on experience.

The second question was whether there is any way for a college graduate with no masters degree in any field, including MLS, to earn a qualification as a "librarian".

Anaheim: Yes, at discretion of library director.

Fullerton: Yes, if they are in an MLS program or have been classified as a school librarian.

Buena Park: No

Mission Viejo: No

Palos Verdes: Yes, library director has discretion to appoint as librarian an individual whose experience is "significant"

Orange: No (the City is talking about adding an "or equivalent" statement but has not yet done so.)

The third question was whether they recruit librarians by "class" or by "position". If they recruit by "class" how long is the list valid.

Anaheim: For librarian position advertising by "class" only. Never by specific position. Individual passing exam may stay eligible for 3 years. Library Director may go "outside" list after 30 days but is not required to do so as long as there are eligible candidates on the list.

Fullerton: There is outside recruitment only for full-time, benefited positions. Not for part-time positions. Recruitment is by "position".

Buena Park: Recruitment is by "position". No lists. Every other library where the library director has worked has been by "class" and used a list process of varying lengths of eligibility.

Mission Viejo: Librarian position filled by "class", full exam process for full-time, part-time and subs. Internal promotions can be made if there are two qualified candidates applying, otherwise goes outside.

Palos Verdes: Recruitment by "position" but are in the process of creating "pools" for several positions.

Orange: Recruitment by "class" Eligibility list is for 1 year but can be re-opened if Library Director requests.

The fourth question was whether they permit substitutes to qualify as "in house" candidates for position. Do substitutes go through any type of public application or testing process.

Anaheim: Substitute librarians are hired without going through the testing process. Subs are given "in house" preference for regular positions.

Fullerton: Substitute librarians are hired without going through the testing process. Subs are given "in house" preference for regular positions.

Buena Park: Substitutes get "in house" preference and are hired without testing.

Mission Viejo: Substitutes go through a full hiring/testing process when appointed as substitutes and are therefore qualified for promotion.

Palos Verdes: No, substitutes must participate in the recruitment examination for regular positions.

Orange: Substitutes do not have "in house" preference. Substitutes must compete for regular appointments.

Every library director I discussed this with thought it was a good idea to define "equivalent" experience.

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 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."

I would also like to change the position from .75FTE to 1.00 FTE.

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.

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

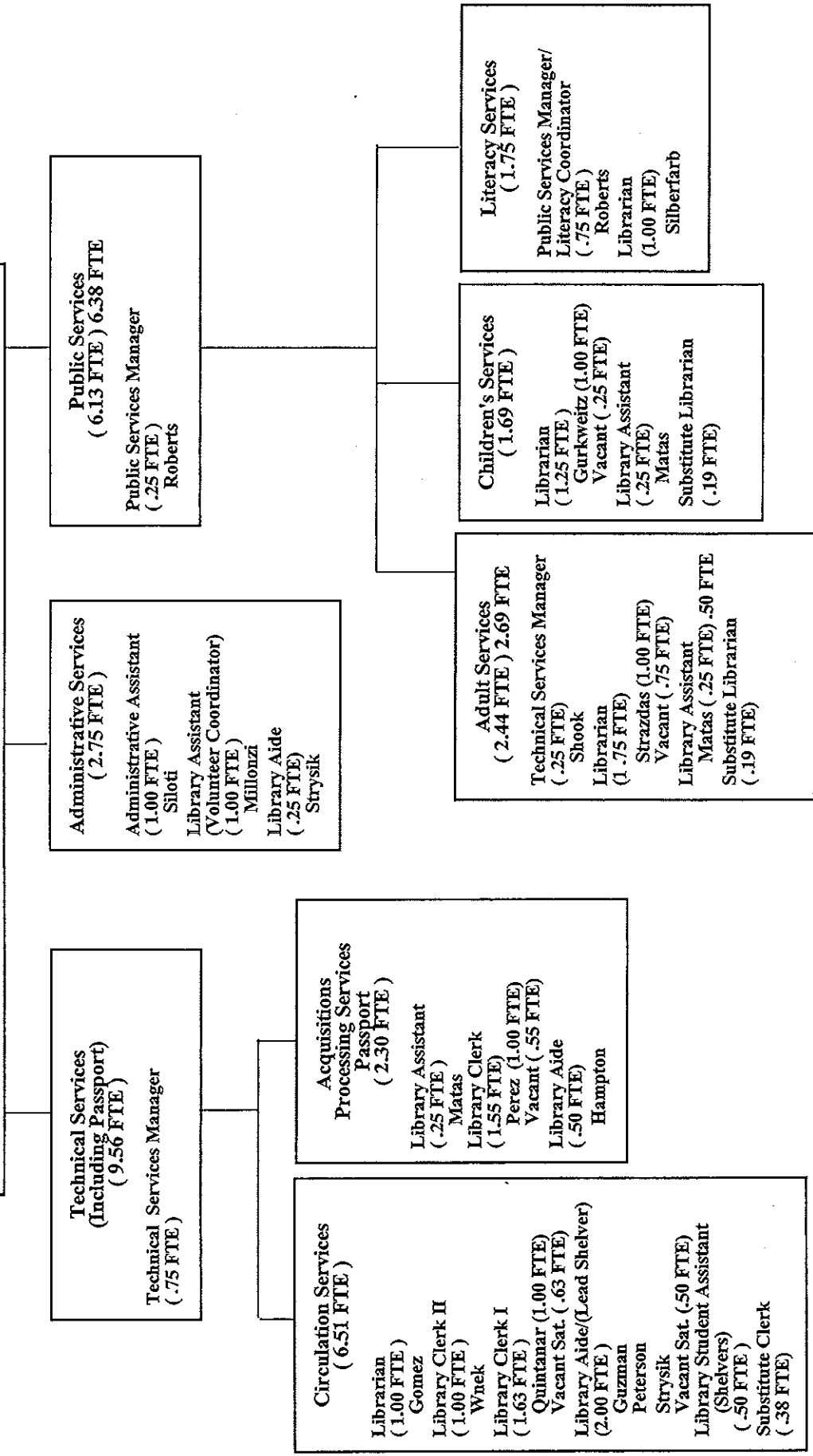
	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
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

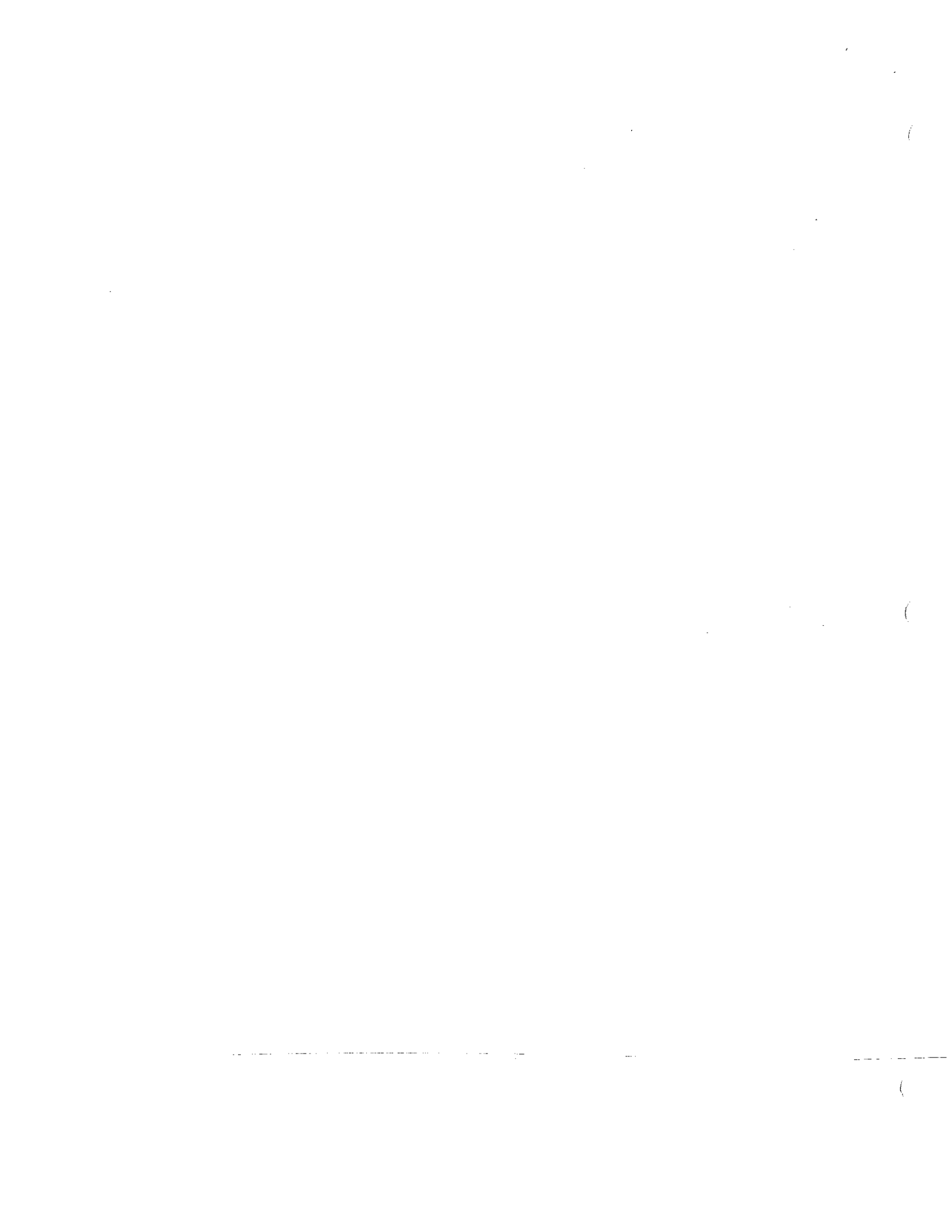
Library Director (1.00 FTE)
 Minter





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						<u>32,299.52</u>



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

Tuesday, August 17, 2004
10:00 A.M.
Library Conference Room

Call to Order: 10:07

1. Roll Call Administrative Assistant

AI
Bae
Betty
Peggy
Richard
Jini
Julie
Donna

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion *no action*

3. Oral Communications

None

4. Continued discussion of revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director *Add "or equivalent" as revised.*
Recommendation: Adopt the Librarian I Job Description as revised; and

*Mr. De
S: W*

*advertisement
~~position~~ AI*

Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and

*M: W AI
S: De*

Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and

*M: E AI
S: W*

Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

*M: W AI
S: De*

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: 10:34

OCCOG 8:30-1:00? Al can't go

League of Cities -

EDM - larger cities = have degree or equivalent (no definition of equivalent)

Jullentor & Anaheim = give Librarian status if 1/2 way thru MLIS program.
School Librarian (have teacher cert, but MLIS not required)

Anaheim, Jullentor B.P. = hire subs w/o going thru testing.

D = definition of class. E = desc by class
D_e = add "or equivalent" to desc. for Lib I.

M = trying to eliminate sub Lib used for ^{books} selection

E = open to recruitment.

W = job is different.

M = Lib I least = jobs w/ PT.

D_e = advertise job w/ new hours

1. The first part of the text is a general introduction to the topic.

2. The second part discusses the various methods used in the study.

3. The third part presents the results of the experiments.

4. The fourth part discusses the implications of the findings.

5. The fifth part concludes the paper and offers suggestions for future research.

6. The sixth part provides a summary of the key points.

7. The seventh part discusses the limitations of the study.

8. The eighth part offers a final conclusion.

9. The ninth part discusses the broader context of the research.

10. The tenth part provides a final summary.

11. The eleventh part discusses the significance of the work.

12. The twelfth part offers a final thought.

13. The thirteenth part discusses the future of the field.

14. The fourteenth part provides a final note.

15. The fifteenth part concludes the document.

16. The sixteenth part offers a final reflection.

17. The seventeenth part discusses the overall impact.

18. The eighteenth part provides a final statement.