

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
February 10, 1992

1. Roll Call: Assistant Director
2. Adoption of Agenda
Presentation: Assistant Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 13, 1992, Regular Meeting
Presentation: Assistant Library Director
Recommendation: Approve by Motion

4. Oral Communication

At this time members of the public may make presentations to the Library Board.

5. Friends of the Placentia Library Report
Presentation: Assistant Library Director

6. Literacy Volunteers of America Board Report
Presentation: Library Board President

7. Board President Report
Presentation: Library Board President

Review of CALTAC membership information.

CLAIMS (Items 8-10)

- Presentation: Assistant Library Director
Recommendation: Approve by Motion

Items 8-10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

8. Nonstandard Claims in excess of \$300 (Approve)

9. Claims forwarded by the Library Director (Ratify/Approve in the amount of \$4,477.15.)
10. Current Claims and Payroll (Approve)
Current Claims of \$42,457.33 and Payrolls 5 and 6 for a cumulative payroll total of \$57,600.00.

FINANCIAL REPORT (Items 11-12)

Presentation: Assistant Library Director
Recommendation: Approve by Motion

Items 11-12 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

11. Overdue Collection Report for January, 1992. (Receive & File)
12. Vending Machine Report for January, 1992. (Receive & File)

GENERAL CONSENT CALENDAR (Items 13-15)

Presentation: Assistant Library Director
Recommendation: Approve by Motion

Items 13-15 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

13. Volunteer Report for January, 1992 (Receive & File)
14. Personnel Report (Receive, File, and Ratify Appointments)
15. Building Maintenance Report (Receive & File)

CONTINUING BUSINESS

16. Final acceptance and approval of payment for Office Automation Project

Presentation: Assistant Library Director
Recommendation: Receive and file certificate of completion and approve payment

NEW BUSINESS

17. Adoption of revised Job Classification Description for Administrative Assistant.

Presentation: Assistant Library Director
Recommendation: Review and adopt

The current job classification description was adopted in 1986 and does not reflect the skills needed for this position.

18. Adoption of charge for returned checks.

Presentation: Assistant Library Director
Recommendation: Review and adopt

From time to time the Library receives return check charges for checks presented by patrons to pay for fines and other library charges. There is currently no policy enabling the passage of the bank charges on to the patrons.

19. Revise the fee schedule for audio visual registration and video rentals.

Presentation: Assistant Library Director
Recommendation: Review and adopt

STAFF REPORTS

20. General ledger for accounts handled outside the Orange County Auditor's Office. (Addotta)
21. Homework Assistance and Parent Education Centers (Ammar)
22. Distribution of Policy for medical treatment of work-related injury or illness. (Addotta)

23. Grandparents and Book Grant Report (Schneider)
24. Family Literacy Grant (Daniels)
25. Gulf Arab States Project (Ammar)

ADJOURNMENT

26. Agenda Preparation for March 11, 1992, Regular Meeting
27. Adjourn

CALENDAR

March 7 CALTAC Workshop in Library Leadership, Glendora

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

I, Salvatore M. Addotta, Assistant Library Director for the Placentia Library District, hereby certify that the Agenda for the February 10, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, February 7, 1992.

Salvatore M. Addotta

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
January 13, 1992

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:36 P.M. by President Dinsmore.

ROLL CALL

Members present: President Peggy Dinsmore; Secretary Fred West; Trustees Ray Evans, Bob Osborn and Saundra Stark; and Library Director Elizabeth Minter.

Members absent: None

Others present: Assistant Library Director Sal Addotta

ADOPTION OF AGENDA

Library Director Minter reported that Agenda Item 20, Office Automation Project final acceptance and approval of payment for, and Item 22, Development of Plan of Service, needed to be deleted because they were not ready.

It was moved by Trustee Evans, seconded by Secretary West to adopt the Agenda as amended.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENT: None

MINUTES

It was moved by Trustee Osborn, seconded by Trustee Evans to approve the Minutes of December 9, 1991, Regular Meeting as presented.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENT: None

ORAL COMMUNICATIONS

Library Director Minter announced the next Independent Special Districts of Orange County (ISDOC) general meeting would be held Wednesday, January 29, 1992 at the Costa Mesa

City Hall at 7:30 P.M. President Dinsmore, Trustee Stark, and Assistant Library Director Addotta indicated they would be attending.

**FRIENDS OF THE
PLACENTIA LIBRARY**

Library Director Minter gave a reminder that the Friends Annual Meeting would be Thursday, January 23, 1992, at 6:45 P.M. in the Library Meeting Room.

She also reported that at its meeting on January 6, 1992, the Friends Board announced they would be giving the Library \$1,500 for Children's Department programming and \$1,000 in discretionary funds for 1992 at their annual meeting.

She further announced that the Friends will be paying the remaining \$400 balance on the public access computer; we have purchased several financial programs for that computer, including programs to help do federal and state income tax returns, organize finances, write wills, and create many other legal documents. They have been installed and are available now.

An art and novel theme booksale is planned for the evening of Wednesday, February 5, 1992, from 4 to 8 P.M.

The Friends discussed our wish list in a supportive way, and will be taking action later in the year.

**LITERACY
VOLUNTEERS OF
AMERICA**

President Dinsmore gave a brief update on LVA activities.

**BOARD PRESIDENT
REPORT**

President Dinsmore commended Library Director Minter, Assistant Library Director Addotta and Clerk George on their hard work and extra hours during the last month.

FINANCIAL CLAIMS

No nonstandard claims in excess of \$300 were presented.

It was moved by Trustee Osborn, seconded by Trustee Evans, to ratify the Library Director's approval of Claims dated December 16, 1991, January 2, 1992 and January 10, 1992, in the amount of \$8,210.89.

AYES: Dinsmore, Evans, Osborn,
Stark, West,
NOES: None
ABSTAIN: None
ABSENT: None

It was moved by Trustee Stark, seconded by Secretary West, to approve Current Claims dated January 13, 1992, in the amount of \$31,327.40 and Payrolls 2, 3, and 4 for a cumulative payroll of \$86,400.00.

AYES: Dinsmore, Evans, Osborn,
Stark, West,
NOES: None
ABSTAIN: None
ABSENT: None

**FINANCIAL REPORT
(Items 11 - 14)**

It was moved by Secretary West, seconded by Trustee Evans, to approve Agenda Items 11 through 14: Financial Report for November and December, 1991; Check Registers for November and December, 1991; Overdue Collection Report for November and December, 1991; and Vending Machine Report for December, 1991 as amended.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENT: None

**GENERAL CONSENT
CALENDAR (Items
15 - 18)**

It was moved by Secretary West, seconded by Trustee Evans, to receive and file Agenda Items 15, 16, and 18 of the General Consent Calendar: Circulation Report for December, 1991; Volunteer Report for December, 1991; and Building Maintenance Report; and to receive, file and ratify Agenda Item 17,

Personnel Report.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENT: None

CLOSED SESSION

It was moved by Trustee Osborn, seconded by Trustee Stark, to go into closed session to discuss a personnel matter pursuant to Government Code Section 54957.

GENERAL LEDGER SYSTEM

It was moved by Trustee Stark, seconded by Trustee West, to authorize Library Director Minter to sign an agreement with Anderson, Lynn, Bezich, and Cronick of 1611 East Chapman Avenue, Fullerton to develop a general ledger system for the District's office accounts at a cost not to exceed \$1,375.

TREATMENT OF WORK RELATED INJURY/ILLNESS

It was moved by Trustee West, seconded by Trustee Evans, to adopt a policy statement regarding having a designated medical facility for treatment of work-related injuries (as amended) and to designate Express Medical Group, 1501 North Placentia Avenue, Placentia the Library's medical treatment of work-related injuries and that staff be directed to proceed with the necessary arrangements.

AYES: Dinsmore, Evans, Osborn,
Stark, West
NOES: None
ABSTAIN: None
ABSENT: None

TRUSTEE MEMBERSHIP RENEWALS IN CLA & CALTAC

It was moved by Secretary West, seconded by Trustee Evans to renew trustee memberships in CLA and CALTAC and pay the fees as required with the objection to the increase in dues being tied to voting privileges.

AYES: Dinsmore, Evans, Osborn,
West
NOES: Stark

ABSTAIN: None

ABSENT: None

The Library Director is to send a letter to CLA regarding the board's objection.

It was moved by Trustee Stark, seconded by Secretary West, that Trustee Stark not be a member of CLA.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

ABSENT: None

**TEMPORARY JOB
CLASSIFICATION/
RATE OF PAY**

It was moved by Trustee Osborn, seconded by Trustee Stark, to establish a temporary job classification of Acting Administrative Assistant effective December 26, 1991, and continuing until the Administrative Assistant returns to duty, that the salary be set at \$12.23 per hour retroactive to December 26, 1991; and ratify the appointment of Julianne George to that position.

AYES: Dinsmore, Evans, Osborn,
Stark, West

NOES: None

ABSTAIN: None

ABSENT: None

STAFF REPORTS

Staff reports, Agenda Items 26 through 31, were reviewed.

**AGENDA
PREPARATION**

The Library Director was asked to include information regarding a bad check policy and video rentals.

ADJOURN

President Dinsmore adjourned the Regular Meeting at 10:50 P.M.

Fred D. West, Secretary

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Jan. 23, 1992
Report No. 1

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	Jan. 14, 1992	February		172.96	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan. 07, 1992	251-5377	88.62			
	Jan. 07, 1992	251-5376	88.62			
	Jan. 04, 1992	524-8408	38.72	177.24	180-000	
				38.72	180-008	
				215.96		
DICK'S LOCK & SAFE 602 West Chapman #E Placentia, CA 92670	Jan. 07, 1992	68578	56.50			
	Jan. 13, 1992	68612	18.85			
	Jan. 16, 1992	68617	9.70			
				85.05	140-000	
SANWA BANK 3021 Yorba Linda Blvd. Fullerton, CA 92631	Jan. 10, 1992	locked bags		60.00	180-000	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Dec. 06, 1991	12596	107.84			
	Jan. 14, 1992	12044	132.53			
	Jan. 11, 1992	12033	58.31			
	Jan. 13, 1992	12955	166.48			
	Jan. 23, 1992	08398	17.24	482.40	180-000	
	Jan. 11, 1992	12031	44.61	44.61	180-008	
				527.01	Total	
DEMCO P.O. Box 7488 Madison, WI 53707-7488	Sept. 27, 1991		300.87			
	Sept. 30, 1991		156.34			
				457.21	180-007	
M D MEDICAL CLINICS P. O. Box 66012 Anaheim, CA 92816-0612	Jan. 15, 1992	Shearer, Chang		81.00	190-000	
ORANGE COUNTY REGISTER Cash Accounting-Accommodations P.O. Box 11867 Santa Ana, CA 92701	Jan. 20, 1992	clerk ad		239.12	200-000	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$1,838.31) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Jan. 23, 1992
Report No. 2

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BARNES & NOBLE 1 Pond Rd. Rockleigh, NJ 07647	Sept. 06, 1991	57328600	931.79	1,466.65	240-001	
	Sept. 06, 1991	57327800	534.86			
SOUTHERN CALIF. GAS CO. P.O. Box C Monterey Park, CA 91756	Jan. 17, 1992	Dec. 12, 1991- Jan. 15, 1992		1,172.19	280-000	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$2,638.84) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 1

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.	
CAREAMERICA HEALTH PLANS P.O. Box 5049 Chatsworth, CA 9133-5049	Jan. 20, 1992	February		2,767.75	030-000		
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Feb. 06, 1992	December		211.27	032-000		
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jan. 17, 1992	528-1906	176.16				
	Jan. 17, 1992	528-8236	22.98				
				199.14	070-000		
PAM BOND 758 N. Resh St. Anaheim, CA 92805	Jan. 15, 1992	001		198.05	180-000		
PURITUN WATER CO. 1080 So. Cypress Unit D La Habra, CA 90631	Jan. 31, 1992	February		24.95	180-000		
STAPLES Dept. 91-250499299K P.O. Box 182378 Columbus, OH 43218-2378	Jan. 23, 1992	January	137.38		180-000		
	Jan. 22, 1992	84765	232.74		180-000		
	Feb. 05, 1992	66373	23.99		180-000		
	Jan. 16, 1992	28813	82.74		180-000		
				31.73		180-008	
	Jan. 30, 1992	32069	155.30		180-000		
			32069	12.43		180-008	
Jan. 16, 1992	84155	472.96			400-008		
				1,149.27	Total		
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Feb. 01, 1992	12895	23.17	23.17	subtotal 180-000		
	Feb. 01, 1992	12893	15.52				
	Jan. 16, 1992	12962	15.57				
	Jan. 30, 1992	13017	64.98				
	Feb. 04, 1992	13041	79.00		175.07	subtotal 180-008	
				198.24	total		
CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505	Feb. 1, 1992	February		50.75	190-000		

The claims listed above (totaling \$4,799.42) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 2

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No
ORANGE COUNTY REGISTER Cash Accounting-Accommodations P.O. Box 11867 Santa Ana, CA 92701	Feb. 6, 1992	Admin. Assist. ad		361.15	200-000	
SUAD AMMAR 411 E. Chapman Ave. Placentia, CA 92670	Jan. 27, 1992	CLA conf. Oakland		106.80	270-000	
SYLVIA MACALUSO 1740 Imperial Terrace #A Anaheim, CA 92807 551-43-8025	Feb. 06, 1992	February		315.00	190-000	
GIRARD P. CONN SS# 561-79-3572 250 S. Rose Space #94 Placentia, CA 92670	Feb. 10, 1992	payback		54.96	170-000	
SUAD S. AMMAR SS# 550-06-4321 11517 Norgate Corona, CA 91720	Feb. 10, 1992	payback		16.79	170-000	

The claims listed above (totaling \$854.70) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 1

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
OXYGEN SERVICE COMPANY 1011 W. Collins Ave. Orange, CA 92667	Jan. 7, 1992	330607		98.44	130-000	
3M RSP4754 (LO) P.O. Box 33844 St. Paul, MN 55133-3844	Jan. 28, 1992	KR89372	225.00			
	Jan. 30, 1992	LA01927	487.20			
				712.20	130-000	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	Jan. 28, 1992	20910		117.42	140-000	
A. R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Jan. 8, 1992	8599		175.50	140-000	
CLA 717 K Street, Ste. 300 Sacramento, CA 95814	Jan. 02, 1992	Osborn 1992	35.00			
	Jan. 02, 1992	West 1992	35.00			
				70.00	160-000	
California Council of City Librarians 1250 Carlsbad Village Dr. Carlsbad, CA 92008	Jan. 20, 1992	annual memb.		50.00	160-000	
ALA 50 E. Huron St. Chicago, IL 60611	Jan. 02, 1992	EDM 1992		145.00	160-000	
UPSTART Box 889 Hagerstown, MD 21741-0889	Jan. 28, 1992	279053		35.31	180-000	
AMERICAN BINDERY MIDWEST P.O. Box 2579 Topeka, Kansas 66601	Feb. 03, 1992	513026		32.43	180-000	
E Z COPY 275 N. El Cielo Rd., Ste. C-3 Palm Springs, CA 92262	Jan. 31, 1992	33692		393.00	180-000	

The claims listed above (totaling \$1,829.30) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 2

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.																																																																																															
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	Jan. 24, 1992	285610	19.35	32.43	180-000																																																																																																
	Jan. 08, 1992	282374*	13.08				BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Jan. 28, 1992	276388	39.19	293.20	180-000		Jan. 13, 1992	273879	254.01	B&C COMPUTER ENGINEERING 1005 S. Ortega Way Placentia, CA 92670	Jan. 30, 1992	21V2	366.35	19,265.78	180-000		Jan. 30, 1992	21V3	18,899.43	400-000						Total		DEMCO P.O. Box 7488 Madison, WI 53707	Jan. 13, 1992	D234686		123.16	180-000		THE WRIGHT GROUP 19201 120th Ave. N.E. Bothell, WA 98011-9512	Nov. 05, 1991	264477.1	173.44	283.82	180-009		Jan. 07, 1992	264477.25	110.38	240-009						Total		ALS SERVICES 1120 Cypress Point Dr. Placentia, CA 92670	Jan. 07, 1992	639		26.94	190-000		FIRST AMERICAN TRUST 421 N. Main St. Santa Ana, CA 92702	Jan. 09, 1992	per. end. 12-31-91		561.50	190-000		M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Jan. 03, 1992	Garcia		40.50	190-000		PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan. 31, 1992	January		30.71	190-000		CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anaheim, CA 92805	Jan. 14, 1992	LI044434	368.00	7,246.77	190-000		Jan. 14, 1992	LI044433	6,878.77	240-001			
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Jan. 28, 1992	276388	39.19	293.20	180-000																																																																																																
	Jan. 13, 1992	273879	254.01				B&C COMPUTER ENGINEERING 1005 S. Ortega Way Placentia, CA 92670	Jan. 30, 1992	21V2	366.35	19,265.78	180-000		Jan. 30, 1992	21V3	18,899.43	400-000						Total		DEMCO P.O. Box 7488 Madison, WI 53707	Jan. 13, 1992	D234686		123.16	180-000		THE WRIGHT GROUP 19201 120th Ave. N.E. Bothell, WA 98011-9512	Nov. 05, 1991	264477.1	173.44	283.82	180-009		Jan. 07, 1992	264477.25	110.38	240-009						Total		ALS SERVICES 1120 Cypress Point Dr. Placentia, CA 92670	Jan. 07, 1992	639		26.94	190-000		FIRST AMERICAN TRUST 421 N. Main St. Santa Ana, CA 92702	Jan. 09, 1992	per. end. 12-31-91		561.50	190-000		M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Jan. 03, 1992	Garcia		40.50	190-000		PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan. 31, 1992	January		30.71	190-000		CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anaheim, CA 92805	Jan. 14, 1992	LI044434	368.00	7,246.77	190-000		Jan. 14, 1992	LI044433	6,878.77	240-001						Total							
B&C COMPUTER ENGINEERING 1005 S. Ortega Way Placentia, CA 92670	Jan. 30, 1992	21V2	366.35	19,265.78	180-000																																																																																																
	Jan. 30, 1992	21V3	18,899.43		400-000																																																																																																
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DEMCO P.O. Box 7488 Madison, WI 53707	Jan. 13, 1992	D234686		123.16	180-000																																																																																																
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M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	Jan. 03, 1992	Garcia		40.50	190-000																																																																																																
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jan. 31, 1992	January		30.71	190-000																																																																																																
CITY OF ANAHEIM Division of Collections P.O. Box 3222 Anaheim, CA 92805	Jan. 14, 1992	LI044434	368.00	7,246.77	190-000																																																																																																
	Jan. 14, 1992	LI044433	6,878.77		240-001																																																																																																
					Total																																																																																																

The claims listed above (totaling \$27,904.81) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 3

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PERMA-BOUND Vandalia Rd. Jacksonville, IL 62650-3599	Dec. 31, 1991	315792-0		2,057.98	240-001	
QUALITY BOOKS 918 Sherwood Dr. Lake Bluff, IL 60044-2204	Dec. 26, 1991 Dec. 20, 1991	299499 299321	22.39 18.86	41.25	240-001	
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jan. 08, 1992	20767167		114.42	240-001	
National Register Publishing Co. 3004 Glenview Rd. Wilmette, IL 60091	Nov. 01, 1991	9126653002		753.99	240-001	
BANCROFT-WHITNEY Dept. No. 01525 San Francisco, CA 94139-1525	Jan. 10, 1992	1304001		456.00	240-001	
GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, Connecticut 06816	Dec. 20, 1991	821473		157.04	240-001	
WHEREHOUSE 19701 Hamilton Ave. Torrance, CA 90502	Jan. 02, 1992	22446		332.57	240-002	
The American Poetry Archive the Poetry Center, SFSU 1600 Holloway Ave. San Francisco, CA 94132	Jan. 07, 1992	3380		35.42	240-002	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Jan. 15, 1992 Jan. 20, 1992	34156 36127	5.95 5.95	11.90	240-005	
JULIE SHOOK 17771 Meadow View Dr. Yorba Linda, Ca 92686 SS# 546-96-2210	Jan. 10, 1992	travel reimb.		22.00	270-000	

The claims listed above (totaling \$3,982.57) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 4

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
JULIANNE GEORGE 19122 Parkland St. Yorba Linda, CA 92686 SS# 561-65-0297	Feb. 6, 1992	travel reimb.		34.27	270-000	
ELIZABETH D. MINTER 411 E. Chapman Ave. Placentia, CA 92670	Sept. 11, 1992	memb. reimb.		108.00	270-000	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Jan. 30, 1992	travel reimb.		14.63	270-000	

The claims listed above (totaling \$156.90) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb 10, 1992
Report No. 5

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Feb 10, 1992	Petty Cash	1151.96		030-000	
			62.94		180-000	
			297.95		183-000	
			58		183-008	
			21.53		240-002	
			236		270-008	
			1173		370-000	
			3001.38			

The claims listed above (totaling \$3,001.38) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 92-5

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Feb. 10, 1992	Pay #5 Feb 21, 1992- Mar 05, 1992	26,800.00		010-000	
Account #07605-80156 Route #121000358	Fica		2,000.00		020-000	
				28,800.00		
<u>Please Wire On Friday, March 6, 1992!!</u>						

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

DATE: Feb. 10, 1992
Report No. 92-6

APPROVED CLAIMS

The Orange County Auditor is authorized to draw his Warrant
from FUND # 5071.

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Feb. 10, 1992	Pay #6 Mar 06, 1992 Mar 19, 1992	26,800.00		010-000	
Account #07605-80156 Route #121000358		Fica	2,000.00		020-000	
				28,800.00		
<u>Please Wire On Friday, Mar 20, 1992!!</u>						

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director
 FROM: Karen Cushing KC
 DATE: February 5, 1992
 SUBJECT: Overdue Collection Report for January 1992
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR JANUARY 1992

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	12	843.01	12	843.01	812	46,961.45
LESS: Mail Return*, Dispute, Bankrpt	1	102.17	1	102.17	146	8,854.27
NET ASSIGNMENTS	11	740.84	11	740.84	666	38,107.18
COLLECTED						
Paid in Full	7	273.49	7	273.49	231	10,829.26
Settled in Full	0	0.00	0	0.00	61	3,037.38
Partial Payment	15	420.20	15	420.20	125	6,396.00
Resolved	0	0.00	0	0.00	15	570.58
TOTAL RECOVERED	22	693.69	22	693.69	432	20,833.22

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	245	43	155	117	250
	\$15,638	\$2,978	\$6,814	\$7,247	\$13,858

PLACENTIA LIBRARY DISTRICT
Interoffice Memo

TO: Elizabeth D. Minter, Library Director
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*
 DATE: February 5, 1992
 SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	JANUARY	TOTAL
Cain, Ruth	12.00	1112.00
Deputy, Paul	62.50	3763.00
George Key School	10.50	687.00
Goldbaum, Mae	10.50	236.75
Kim, Mark	9.00	9.00
Mohindra, Ankur	4.00	4.00
ROP students - Jenny Duncan	100.25	1189.50
Vesely, Pat	19.00	145.50
TEMPORARY VOLUNTEERS		
Hernandez, Juan	12.00	12.00
Ismailjee, Salehah	1.00	91.25
Total		240.75
LVA VOLUNTEERS		
Literacy Volunteers	Not available	
COMBINED TOTAL		240.75

REGULAR VOLUNTEERS are committed to an on-going program each week.

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Personnel Report for January, 1992

RESIGNATIONS:

None

APPOINTMENTS:

None

TERMINATIONS:

Karen F. Samarin, Administrative Assistant, effective January 21, 1992.

OPEN POSITIONS:

Administrative Assistant

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Building Maintenance Report

1. MALL FOUNTAIN REPAIRS

Library Director Minter was notified by the head of the City of Placentia Maintenance Department that there will be mall fountain repairs (replacement of pumps, etc.) of approximately \$1,200 during FY92 and \$1,200 during FY93.

2. ANNUAL FIRE AND SAFETY INSPECTION

The Orange County Fire Department made their annual Fire and Safety Inspection on February 4, 1992. several violations were noted, as indicated in the attached report. Each violation has been addressed, and all will be complied with before the reinspection date which is scheduled for the week of February 18th.

3. MEETING ROOM PERMIT

The Orange County Fire Department, as a result of their inspection, filed an application for a permit to use the meeting room. This is done annually (the room passed inspection). The application allows us to use the room up to 90 days before the permit is issued.

FIRE AND SAFETY INSPECTION NOTICE

ORANGE COUNTY FIRE DEPARTMENT

180 S. Water St., Orange, CA 92666

(714) 744-0400

Page 1 of 1

Date: 2-4 1992

Inspection No. 4960

ADDRESS: 411 CHAPMAN

DBA: PLACENTIA Public Library PHONE: 525-1925

OCC/MGR: CITY OF PLACENTIA

RECEIVED BY: S.M. Addotta

VIOLATION
 CORRECTED

VIO. CODE

MEASURES SHALL BE TAKEN IMMEDIATELY TO CORRECT ALL VIOLATIONS LISTED HEREIN. FAILURE TO COMPLY WITHIN THE SPECIFIED TIME WILL RESULT IN LEGAL ACTION.

SIGNS:

- 01 a. Require an address which is visible from the street. Numbers on a contrasting background UFC 10.208
- 03 b. Post and enforce "NO SMOKING" signs UFC 13.101

EXITS:

- 02 a. Require a sign on or adjacent to front door-"THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS" . UFC 12.104(b)
- 02 b. Remove all other locks or latches from doors with panic hardwareUFC 12.104(b)
- 02 c. Remove storage and obstructions from exits, aisles, corridors, and stairways UFC 12.103
- 02 d. Unlock all exit doors when the building or area serviced is occupied UFC 12.103
- 03 e. Provide and/or maintain (illuminated) exit signs and exitway lighting NORTH CORRIDOR UFC 12.114

FIRE EXTINGUISHERS:

- 25 a. Provide _____ extinguisher(s) of a _____ minimum rating (_____ type) UFC 10.301
- 26 b. Mount extinguisher(s) where readily available keeping the top of the extinguisher NO higher than 5 feet and NOT less than 3 feet with NO more than _____ feet travel distance A/V ROOM X 2 CCR Title 19.596.4
- 03 c. Post signs indicating location where extinguishers are not readily visible CCR Title 19.596.4
- 25 d. Service and tag (by State licensee) each extinguisher annually and after use OFFICE A/V ROOM CCR Title 19.597.1

ELECTRICAL:

- 09 a. Discontinue use of extension cords in lieu of permanent wiring A/V ROOM UFC 85.106
- 09 b. Maintain wiring in good condition in conformance with Electrical Code and protect from damage UFC 85.107
- 64 c. Maintain 36 inch clearance from all electrical panels N, W, CORNER OF BLDG UFC 85.108

FIRE SEPARATIONS:

- 05 a. Remove obstructions and alterations to fire doors and maintain closing and latching devices UFC 10.402
- 05 b. Remove wedges or any other unapproved means used to hold self-closing doors open UFC 12.104
- 08 c. Maintain or repair all fire walls and draft stops UFC 10.401
- 07 d. Keep attic access and scuttle openings closed UFC 11.406

FIRE PROTECTION INSTALLATIONS:

- 64 a. Maintain access to and operation of standpipes and sprinkler control valves UFC 10.206
- 20 b. Remove obstruction(s), decoration(s), or other items interfering with proper operation of sprinkler system UFC 10.302
- 20 c. Replace damaged, corroded, or painted sprinkler heads UFC 10.302
- 20 d. Provide spare sprinkler heads (6 minimum) and sprinkler wrench UFC 10.302
- 20 e. Identify sprinkler control valves and secure in open position UFC 10.302
- 63 f. Service and tag (by State licensee) hood and duct extinguishing system over cooking equipment semi-annually and after use CCR Title 19.904
- 21 g. Service and tag (by State licensee) automatic fire extinguishing and standpipe systems every 5 years or as required CCR Title 19.904
- 23 h. Service and maintain in proper working order the automatic fire alarm system CCR Title 19.114

HOUSEKEEPING:

- 67 a. Remove or store rubbish, waste material, and oily rags in closed metal containers HVAC ROOM UFC 11.201(b)
- 63 b. Clean grease filters and hood and duct system over cooking appliances as necessary UFC 10.315 (f)
- 65 c. Provide noncombustible or other approved waste receptacles as necessary UFC 11.201(b)

STORAGE:

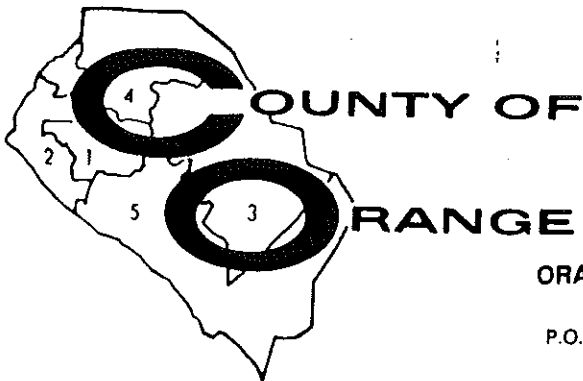
- 67 a. Arrange storage in orderly manner and provide for exiting and Fire Department access UFC 11.203(b)
- 67 b. Remove storage to 18 inches below level of sprinklers (36 inches of storage piled over 12 feet high) UFC 11.203(b)
- 67 c. Reduce storage height to at least _____ feet below ceiling in nonsprinklered areas UFC 11.203(b)
- 10 d. Provide clearance between heat producing appliances and combustible materials UFC 11.404(d)
- 65 e. Provide a minimum of 5 feet clearance between dumpster and building openings or combustible walls or eaves or provide sprinkler protection UFC 11.201(d)

PERMITS:

- 68 a. Obtain a Fire Department permit or discontinue UFC 4.101

10. ADDITIONAL COMMENTS AND/OR REQUIREMENTS: _____

REINSPECTION DATE: WEEK OF 2/18 IF YOU ARE UNABLE TO CORRECT VIOLATIONS INDICATED ABOVE BY THE REINSPECTION DATE, CONTACT (INSP. NAME) STEVE STEWART AT (PHONE) 996 7121 IMMEDIATELY TO AVOID ANY ADDITIONAL FEES, FINES OR LEGAL ACTION.



SERVING THE UNINCORPORATED AREAS
OF ORANGE COUNTY AND THE CITIES OF

CYPRESS
DANA POINT
IRVINE
LAGUNA NIGUEL
LA PALMA
LOS ALAMITOS
MISSION VIEJO
PLACENTIA
SAN JUAN CAPISTRANO
SEAL BEACH
STANTON
TUSTIN
VILLA PARK
YORBA LINDA

ORANGE COUNTY FIRE DEPARTMENT

180 SOUTH WATER STREET
P.O. BOX 86, ORANGE, CALIFORNIA 92666-0086

(714) 744-0400

Dear Business Owner/Manager:

The Orange County Fire Department is committed to the prevention of any kind of fire in your business or neighboring community. A portion of this commitment involves conducting annual fire safety inspections. We are requesting your assistance to ensure that all businesses comply with the requirements of the Uniform Fire Code. This compliance reduces the likelihood of a fire and the associated costs of emergency services.

Orange County has experienced tremendous growth and has evolved into a major economic and cultural center in California. As a result of the financial complexities generated by this tremendous growth, the Orange County Fire Department has developed a revenue generation program to partially recover the costs of providing fire prevention services.

Effective August 1, 1991, a fee will be charged for the following fire prevention services:

- o Permits required by the Uniform Fire Code for permission to store, use, or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities.
- o Re-inspections to assure identified Fire Code Violations are corrected within required time frames. **THERE IS NO CHARGE IF VIOLATIONS ARE CORRECTED WHEN FIRST RE-INSPECTION IS CONDUCTED.**
- o False Alarms of fire protection signalling systems.

A summary of services and the related fees are printed on the back of this letter.

Thank you for helping to prevent the effects of fires in our business community. With your assistance, we will continue to increase the level of fire safety in Orange County.

If you have any questions please call 744-0400 and ask for Fire Prevention.

Respectfully,


San Jusoe
Fire Marshal

**ORANGE COUNTY FIRE DEPARTMENT
FIRE PREVENTION, FALSE ALARM, AND
MISCELLANEOUS SERVICES**

**FEE SCHEDULE
(SUMMARY)**

FIRE PREVENTION

State Fire Marshal Fire Clearance.	\$46 to \$252
Uniform Fire Code Permits.	\$45 to \$330
Fire Safety Inspections	
o Initial Inspection.	no charge
o First Reinspection. (All Corrections Identified Have Been Corrected)	no charge
o First Reinspection. (All Corrections Identified Have Not Been Corrected)	\$86
o Second Reinspection(Additional) (All Corrections Identified Have Been Corrected)	\$86
o Second Reinspection (Additional+Citation) (All Corrections Identified Have Not Been Corrected)	\$86

FALSE ALARMS

- Category "A" False Alarm \$105 to \$518
- o Category "A" False Alarm: Fire department response to a false alarm due to failure to notify fire department when working on or testing a fire protection or alarm system.
- Malicious False Alarm
- o Malicious False Alarm: Willful transmission of an alarm without a reasonable indication that an emergency exists.
- Category "B" False Alarm
- o Category "B" False Alarm: Fire department response to a false alarm due to a system malfunction, negligence, tampering with the system, or construction/modification of buildings.



INSPECTION # 4960
 FMZ # 21712
 CO. T3A SHIFT B
 INSPECTOR'S ID # 534

PERMIT APPLICATION

PAGE 1 OF 1

DATE _____

DBA PLACENTIA CITY LIBRARY

PHONE 714-527-1925

ADDRESS 411 CHADMAN

BLDG/SUITE PLACENTIA LIBRARY DISTRICT CITY PLACENTIA

ZIP 92670

OWNER/AGENT CITY OF PLACENTIA / MR. SALVATORE ADDOTTA TITLE ASSISTANT DIRECTOR

APPLICABLE PERMIT(S) SEPARATE FORM REQUIRED FOR EACH BUILDING/BUSINESS LOCATION

2	5	1	0	1	E
---	---	---	---	---	---

COMPLETE THIS SECTION IF OCCUPANCY/SITE HAS HAZARDOUS MATERIALS

HAZARD CATEGORY <small>LIST ALL CHEMICAL/MATERIALS BY MAJOR HAZARD CATEGORY SEE PERMIT SOP OR DOT EMERGENCY RESPONSE GUIDE BOOK</small>	FIRE DEPT. ID #	MAXIMUM ALLOWED ON SITE	FORM DESC.	HOW STORED	STORAGE LOCATION PRIORITY		
					#1	#2	#3

HAZ-MATS FOUND ON SITE? NO YES HMDO PACKET RECEIVED BY: _____

CONDITIONS/LIMITATIONS OF PERMIT:

MAY OCCUPANT LOAD AS POSTED (A) 136

EXIT LIGHTS, AISLES AND CORRIDORS TO BE MAINTAINED AS INSPECTED THIS DATE.

STATEMENT: I hereby acknowledge that I have read this application; that the information given is correct; and that I am the owner, or the duly authorized agent of the owner. This application does not constitute a permit until it has been approved by the Fire Marshal. All permits or certificates issued shall be presumed to contain the provision that the applicant, his agents and employees shall carry out the proposed activity in compliance with all laws and regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. Any permit or certificate which purports to sanction a violation of any applicable law or regulation shall be void and any approval of plans and specifications in the issuance of such permit shall likewise be void.

AN INSPECTION WAS CONDUCTED AND THIS OCCUPANCY HAS BEEN FOUND TO BE IN COMPLIANCE WITH PROVISIONS OF THE UNIFORM FIRE CODE AND OTHER RELATED CODE AND ORDINANCES.

INSPECTION INCLUDED A REVIEW AND APPROVAL OF ALL RECEPTACLES, VEHICLES, BUILDINGS, DEVICES, PREMISES, STORAGE SPACES AND AREAS TO BE USED.

Signature (owner or agent) <u>Salvatore M. Addotta</u>	Date Signed <u>2.4.92</u>	Inspected by: <u>D. SCOTT BROWN F/C</u>	Date Cleared
---	------------------------------	--	------------------

THIS IS NOT A PERMIT. THIS APPLICATION GRANTS ONLY TEMPORARY PERMISSION (NOT TO EXCEED 90 DAYS FROM DATE OF APPLICATION) TO CONDUCT THE ACTIVITIES LISTED ABOVE, PENDING PAYMENT OF ALL FEES IMPOSED AND THE RECEIPT OF A VALID UNIFORM FIRE CODE PERMIT FROM THE ORANGE COUNTY FIRE DEPARTMENT.

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Final Acceptance and Approval of Payment for Office
Automation Project

BACKGROUND

At its meeting on December 9, 1991, the Library Board awarded the Office Automation Project contract to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia.

Delivery and installation were made in the early part of January, 1992. A few "bugs" and were taken care of in a timely manner by the contractor.

All four desktops are fully functioning and being used.

RECOMMENDATION

- 1) Receive and file Certificate of Completion
- 2) Approve payment in the amount of \$18,899.43 to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia.



COMPUTER ENGINEERING CO.

1005 S. Ortega Way • Placentia, CA 92670
Phone: (714) 632-9024 • Fax: (714) 632-5632

CERTIFICATE OF COMPLETION

WE THE UNDERSIGNED CERTIFY THAT B&C COMPUTER ENGINEERING CO. OF 1005 S. ORTEGA WAY, PLACENTIA, CA 92670 HAS SUPPLIED ALL THE GOODS AND SERVICES REFERRED TO ON THEETS 1 THROUGH 6, INVOICE DATED 01/30/92 AND BEING DESCRIBED AS:

OFFICE AUTOMATION EQUIPMENT AND SOFTWARE, PLACENTIA LIBRARY DISTRICT, PLACENTIA FOR THE SUM OF:
\$ 18,899.43

WE FURTHER CERTIFY THAT THE SERVICES/EQUIPMENT ARE IN GOOD WORKING CONDITION.

THE PROJECT IS NOW COMPLETE.

KENT PHAM

A handwritten signature in black ink, appearing to read 'Kent Pham', is written over a horizontal line.

DATE 01/31/92

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Adoption of Revised Job Classification Description for
Administrative Assistant

BACKGROUND

As part of the process for selecting a new Administrative Assistant it was discovered that the current job classification description, adopted in 1986, does not reflect the skills needed for this position.

The class description has been revised, and requires your review and adoption.

RECOMMENDATION

I recommend the adoption of the revised job classification for Administrative Assistant.

CLASS DESCRIPTION: ADMINISTRATIVE ASSISTANT

DEFINITION

A confidential classification under the direction of the Library Director and working with the Library Director, Library Board of Trustees, Assistant Library Director, and Department Heads. Performs a wide variety of complex clerical, keyboard, and bookkeeping work, requiring specialized knowledge involving broadly defined policies and procedures; deposits receipts and maintains financial and personnel records; prepares reports, coordinates the preparation of all Agenda items, and takes minutes for the Library Board of Trustee meetings; schedules the use of the meeting and conference rooms; and performs other duties as assigned. May work other than standard eight hour shift.

TYPICAL TASKS

Plans, schedules, and prepares a variety of clerical and secretarial tasks; prepares daily deposits of revenues; maintains petty cash and interfund transfer records; processes bills payable and accounts receivable; processes payroll records and operates the electronic payroll system; processes new and terminating employees and maintains personnel folders; processes insurance claims; screens visitors, telephone calls, and mail, giving information where judgement, knowledge, and interpretation of policies, procedures, and regulations are necessary; prepare letters, memorandums, and reports, including material of a confidential nature; composes correspondence on a variety of matters with a minimum of instruction; maintains files and records related to the operations of the office; receives complaints and takes steps to see that they are adjusted; exercises discretion in arranging appointments and itinerary for the Library Director; makes travel arrangements for all Library Staff and Trustees; may plan, supervise and review the work of other clerical staff in maintaining smooth work flow and answering questions requiring the interpretation of rules and regulations in problem cases; schedules the use of the meeting and conference room; and coordinates library displays.

EMPLOYMENT STANDARDSEducation:

Equivalent to two years of post high school education, including or supplemented by courses in word processing, electronic spreadsheet operation, bookkeeping and/or accounting, personnel administration, and office management.

Experience:

Three years of increasingly responsible experience in an administrative office environment using word processing, bookkeeping, spreadsheet, scheduling, and writing skills.

Knowledge and abilities:

Knowledge of: Office practices and procedures, office equipment, and filing systems, business correspondence methods, and good business English including vocabulary, grammar, and spelling. Ability to: Use word processing software accurately at a speed of not less than sixty (60) words per minute; set up and use labels, data and formulas on an electronic spreadsheet; type from clear copy accurately at a speed of not less than sixty (60) words per minute; perform difficult clerical work; and establish and maintain effective working relationships with others.

License:

Possession of a valid California driver's license and adequate automobile insurance coverage.

Adopted: February 10, 1992

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Establish a bad check policy

BACKGROUND:

Sanwa Bank charges the Library \$3.50 for every check returned to us for "Insufficient Funds." In turn, we charge our patrons the same \$3.50 fee.

This fee is lower than what other businesses in the area charge. For example, the City of Placentia charges \$10.00 and the City of Anaheim charges \$15.00.

Also, the amount of staff time taken up by these checks is in no way offset by the fee collected.

RECOMMENDATION:

I recommend a policy be established to charge our patrons for each "Insufficient Funds" or bad check returned by our bank and that the fee be set at \$10.00.

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Audio Visual Registration and Video Rentals

BACKGROUND

Placentia Library began circulating theatrical video cassettes to the public in February 1982, being one of the first local public libraries to do so.

The rental fee was set at \$2.50 a day per title. Also, we collected an annual registration of \$2.00 per patron.

Shortly thereafter, we began circulating non-theatrical titles and charging the same \$2.50 fee.

As the novelty of videos waned, and the purchase prices also decreased it was decided to lower the rental fees to be more in accordance with neighboring libraries.

We lowered the fee to \$1.50 a day per title about five years ago for all video titles.

In April, 1988 the rental fee for non-theatrical titles was eliminated.

Income from A-V registrations and video rentals for the period July 1991 to December 1991 was \$2,250.00.

From the beginning, access was limited to patrons 18 years of age and older because of the cost of videos and the vulnerability of the medium.

This policy was based on our existing policy for the 16mm film circulating collection. It is still in force.

The Library Bill of Rights as contained in the ALA Policy Manual, (Policy 53, Intellectual Freedom) specifically sections 53.1, paragraph 5 (a person's right to use a library), 53.1.4 (minors access to certain library materials), 53.1.7 (labeling certain library materials), and 53.1.12 (libraries cannot act in loco parentis) speaks of the need to reconsider our policies in regard to fees and age access of A-V materials.

Copies of the mentioned sections are appended.

RECOMMENDATION

I recommend that, in light of issues raised in the Library Bill of Rights, as mentioned above, the Library eliminate annual registration fees for A-V patrons, all rental fees on videos, and allow free access to videos to all patrons with a valid library card.

mally adopted by the school board, which states the responsibility of the professional personnel for selection, the criteria used in selection of all types of library materials, and procedures for consideration of criticism of particular materials, following the principles of the School Library Bill of Rights.

(Note: The Revision Committee recommends that the three sections be referred to the American Association of School Librarians for any desired changes of terminology and integration with the Intellectual Freedom section as currently under revision.)

52.4

Confidentiality of Library

Records

The American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

- 1) Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.
- 2) Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
- 3) Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

52.5 Library Services for Youth

52.5.1 Sex Education Materials in Libraries

ALA affirms the right of youth to comprehensive, sex-related education, materials, programs, and referral services of the highest quality; affirms the active role of librarians in providing such; and urges librarians and library educators to reexamine existing policies and practices and assume a leadership role in seeing that information is available for children and adolescents, parents, and youth-serving professionals.

52.5.2 Selective Service Information in Libraries

Librarians should have available information on the full range of alternatives within and without the military services for those young persons who are facing the prospect of conscription.

52.6

Instruction in the Use of Libraries

In order to assist individuals in the independent information retrieval process basic to

ican Library Association encourages all libraries to include instruction in the use of libraries as one of the primary goals of service. Libraries of all types share the responsibility to educate users in successful information location, beginning with their childhood years and continuing the education process throughout their years of professional and personal growth.

53. INTELLECTUAL FREEDOM

Texts of policies are available from the Office of Intellectual Freedom, ALA Headquarters, 50 E. Huron Street, Chicago, IL 60611.

53.1

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.
- 53.1.1 Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. Adopted 1971, revised 1990.
(See "Current Reference File": Challenged Materials: An Interpretation of the Library Bill of Rights: 1989-90 CD#61.2.)
- 53.1.2 Expurgation of any parts of books or other library resources by the library, its agent, or its

Bill of Rights because it denies access to the complete work, and, therefore, to the entire spectrum of ideas that the work was intended to express.

(See "Current Reference File": Expurgation of Library Materials: An Interpretation of the Library Bill of Rights, revised 1990, 1989-90 CD#61.3.)

53.1.3 Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval and which reflect the linguistic pluralism of the community. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear. Adopted 1986, revised 1990.
(See "Current Reference File": Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights: 1989-90 CD#61.1.)

53.1.4 Denying minors access to certain library materials and services available to adults is a violation of the Library Bill of Rights since it is the parents—and only the parents—who may restrict their children—and only their children—from access to library materials and services.

(See "Current Reference File": Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights.)

53.1.5 Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.

(See "Current Reference File": Evaluating Library Collections: An Interpretation of the Library Bill of Rights.)

53.1.6 Restricting access to certain titles and classes of library materials for protection and/or controlled use is a form of censorship.

(See "Current Reference File": Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights.)

53.1.7 Labeling certain library materials by affixing a prejudicial label to them or segregating by a prejudicial system is a practice which seeks to close paths to knowledge; such practices violate the Library Bill of Rights.

(See "Current Reference File": Statement on Labeling: An Interpretation of the Library Bill of Rights: 1989-90 CD#82.2.)

53.1.8 Libraries maintaining exhibit and meeting room facilities for outside groups and individ-

properly define and restrict eligibility for use as long as the qualifications do not pertain to the content of a meeting or exhibit or to the beliefs or affiliations of the sponsors, and are applied on an equitable basis.

(See "Current Reference File": Exhibit Spaces and Meeting Rooms: An Interpretation of the Library Bill of Rights: 1989-90 CD#82.1.)

53.1.9 A policy on library-initiated programming should reflect the library's philosophy regarding free access to information and ideas. Selection of library program topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community.

(See "Current Reference File": Library Sponsored Programs: An Interpretation of the Library Bill of Rights: 1989-90 CD#82.3.)

53.1.10 Restricted access to rare and special collections is solely for the protection of the materials, and must in no way limit access to the information or ideas contained in the materials. Library administration policies on inter-library loan, library cards, reference services, use of meeting rooms and exhibit spaces should be examined for conformance to the Library Bill of Rights.

(See "Current Reference File": Administrative Policies and Procedures Affecting Access to Library Resources and Services: An Interpretation of the Library Bill of Rights.)

53.1.11 Diversity in Collection Development

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects diversity of materials, not equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interest of all persons in the community which the library serves. This includes materials that reflect political, eco-

Intellectual freedom, the essence of equitable library services, promotes no causes, furthers no movements, and favors no viewpoints. It only provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

(See "Current Reference File": Diversity in Collection Development: An Interpretation of the Library Bill of Rights: 1989-90 CD#61.3.)

53.1.12 Libraries cannot act *in loco parentis*. Nevertheless, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's viewing, using published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences.

53.2 Freedom to View
The American Library Association endorses Freedom to View, a statement of the American Film and Video Association.

(See "Current Reference File": Freedom to View, revised 1990; 1989-90 CD#61.5.)

53.3 Freedom to Read
The American Library Association endorses Freedom to Read, a joint statement by the American Library Association and the Association of American Publishers.

(See "Current Reference File": Freedom to Read.)

53.3.1 Linguistic Pluralism
The American Library Association opposes all language laws, legislation, and regulations which restrict the rights of citizens who speak and read languages other than English, and those language laws, legislation, and regulations which abridge pluralism and diversity in library collections and services. The Association works with state associations and other agencies in devising ways to counteract restrictions arising from existing language laws and regulations, and encourages and supports the provision of library resources and services in the languages in common use in each community in the United States.

53.4 Governmental Intimidation
The American Library Association opposes any use of government prerogatives which leads to the intimidation of the individual or the citizenry from the exercise of free expression. ALA encourages resistance to such abuse of government power, and supports those against whom such governmental power has been employed.

54. LIBRARY PERSONNEL PRACTICES

54.1 Library Education and

To meet the goals of library service, both professional and supportive staff are needed in libraries. The library occupation is much broader than that segment of it which is the library profession. The library profession has responsibility for defining the training and education required for the preparation of personnel who work in libraries at any level, supportive or professional.

Skills other than those of librarianship have an important contribution to make to the achievement of superior library service. There should be equal recognition in the professional and supportive ranks for those individuals whose expertise contributes to the effective performance of the library and promotion of the most effective utilization of personnel at all levels.

The title "librarian" carries with it the connotation of "professional" in the sense that professional tasks are those which require a special background and education.

(See "Current Reference File": ALA Library Education and Personnel Utilization: A Public Policy Statement.)

54.2 Librarians: Appropriate Degrees
The master's degree from a program accredited by the American Library Association is the appropriate professional degree for librarians.

(See "Current Reference File": Historical Note on the Use of Terminology Pertaining to Degree Programs Accredited by the American Library Association.)

54.2.1 Academic Librarians
The master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians.

54.2.2 School Library Media Specialists
The master's degree in librarianship from a program accredited by the American Library Association or a master's degree with a specialty in school library media from an educational unit accredited by the National Council for the Accreditation of Teacher Education is the appropriate first professional degree for school library media specialists. (Adopted July 6, 1988, by ALA Council.)

54.3 Equal Employment Opportunity
The American Library Association is committed to equality of opportunity for all library employees or applicants for employment, regardless of race, color, creed, sex, age, physical or mental handicap, individual life-style, or national origin; and believes that hiring disabled individuals in all types of libraries is consistent with good personnel and management practices. Key factors in the selection of li-

interest, and the particular physical or mental abilities to do a specific job. Modification of the work environment should be considered if necessary to assist an individual in performing the job.

(See "Current Reference File": ALA Equal Employment Opportunity Policy: A Public Policy Statement on Employment; also, Employment of the Handicapped.)

54.3.1 Affirmative Action Plans
Member libraries and library schools with 15 or more staff shall formulate written affirmative action plans and shall submit these plans to OLPR for review.

54.4 Comparable Rewards
The American Library Association supports salary administration which gives reasonable and comparable recognition to positions having administrative, technical, subject, and linguistic requirements. It is recognized that all such specialist competencies can be intellectually vigorous and meet demanding professional operational needs. In administering such a policy, it can be a useful guide that, in major libraries, as many nonadministrative specialties be assigned to the top classifications as are administrative staff. Whenever possible there should be as many at the top rank with less than 30 percent administrative load as there are at the highest rank carrying over 70 percent administrative load.

54.5 Faculty Status of College and University Librarians

Where the role of college and university librarians, in teaching and research, requires them to function essentially as part of the faculty, this functional identity should be recognized by granting of faculty status. Faculty status for librarians entails the same rights and responsibilities as for other members of the faculty.

(See "Current Reference File" for text of full statement.)

54.6 Fair Employment Practices in Libraries and Among Suppliers to Libraries
The American Library Association Council instructs the Library Administration and Management Association to:

- 1) Guide libraries in the process of soliciting fair employment practice information from suppliers.
 - 2) Advise libraries on the enforcement of fair employment practice laws in their employment practices and policies.
 - 3) Submit an annual report to Association membership on the status of such actions.
- Security of Employment for Library Employees

ployee under permanent appointment carries with it an institutional commitment to continuous employment. Job competence, in accordance with the aims and objectives of the library, should be the criterion for acceptable performance for a library employee with permanent appointment. Library employees shall not be terminated without adequate cause and then only after being accorded due process.

Employing anyone for successive, limited periods with the intent to avoid the granting of permanent appointment is deemed unethical. Security of employment, as an elementary right, guarantees specifically:

- 1) Intellectual freedom, defined as freedom to assume the responsibility placed upon a person by a democratic society to educate oneself and to improve one's ability to participate usefully in activities in which one is involved as a citizen of the United States and of the world, and institutional adherence to the *Library Bill of Rights*.
- 2) Appointments and promotions based solely on merit without interference from political, economic, religious, or other groups.

3) A sufficient degree of economic security to make employment in the library attractive to men and women of ability.

4) The opportunity for the library employee to work without fear of undue interference or dismissal and freedom from discharge for racial, political, religious, or other unjust reasons.

The Library's Pay Plan
Libraries should have a well-constructed and well-administered pay plan based on systematic analysis and evaluation of jobs in the library and which will assure equal pay for equal work.

(See "Current Reference File": The Library's Pay Plan: A Public Policy Statement.)

54.9 Permanent Part-Time Employment
The right to earn a living includes a right to part-time employment on a par with full-time employment, including prorated pay and fringe benefits, opportunity for advancement and protection of tenure, access to middle- and upper-level jobs, and exercise of full responsibilities at any level.

ALA shall create more voluntarily chosen upgraded permanent part-time jobs in its own organization and supports similar action on the part of all libraries.

54.10 Equal Opportunity and Salaries

The American Library Association supports

*Permanent appointment in different types of li-

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: General Ledger for Accounts Handled Outside the Orange
County Auditor's Office

Library Director Minter talked with Chuck Munson of Anderson, Lynn, Bezich, and Cronick of Fullerton and he has agreed to a ceiling of \$1,375 as requested by the Library Board to develop a general ledger system for the District's office accounts.

The letter of agreement has been signed by Library Director Minter and it has been returned.

Nancy Cronick has been to the Library to review our accounts and has begun the development process.

Library Director Minter anticipates working with her after Minter's return from her trip.

TO: Sal Addotta, Assistant Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: February 5, 1992

SUBJECT: Status Report; Library Homework Assistance Centers

On January 21st the Library Director met with Kay Schneider, Melanie Daniels, Julie Shook, Gwen Joseph and myself. She introduced and discussed the concept of a Community Service Program. The basic function of the program would be to assist students with their homework and to provide a basic library collection to support it. The program will be funded by the City of Placentia and administered by the Placentia Library. It will take place at two community centers.

Two part-time bilingual clerks will be hired to run the program, along with the help of trained volunteers. A third part-time person will be hired to coordinate the program under the direct supervision of the Literacy office.

Elizabeth explained that the whole idea was the result of some concerns voiced by the community and conversations she had with Betty Escobosa and Bob D'Amato. The committee - made up of the attendees - was directed to think about the program and come up with suggestions.

Kay drafted a plan for the "Library Homework Center," identifying its goals, schedule, personnel qualifications, and the physical facilities of the Center. The Homework Center Committee met with the Library Director on January 28th and discussed Kay's plan, which everyone thought was well thought out. Some modifications and changes were made, but the committee agreed that this was the general plan they would present to the Placentia City Administrator.

Immediately following our meeting, we met with Bob D'Amato, the Placentia City Administrator, Jim Soto, Director of Recreation and Human Services, and Betty Escobosa, Director of Social Services. Elizabeth presented the plan clearly, outlining in detail both the City's and the Library's responsibilities. It was obvious from the City staff's reaction that they were both impressed and surprised at the amount of thought and work we've put into the the planning of the program.

-2-

Mr. D'Amato told the group that the City has applied for \$50,000 from the County, but he does not expect to hear from them for three months. He also added that it would be very optimistic to expect to start anything before the next school year.

It was then agreed that the committee would meet with the City staff on Tuesday, February 4th to look at the Centers' facilities.

The committee met with Betty Escobosa at the Gomez Center, but could not get into the designated rooms, which were locked. The group then proceeded to the Whitten Center and examined the facility there.

During this time, Ms. Escobosa explained to me that it was her understanding that the City will provide the facilities for the Homework Centers, while the Library will provide the materials. The program, however, will be run by the Social Services Department with the help of volunteers. She said that the plan that we presented - as great as it is - came as a complete surprise to her. She added that if the money was to be available - and she was not very sure where all this money would come from - that she will be supportive of the idea.

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: February 10, 1992
SUBJECT: Distribution of Policy for Medical Treatment of Work-Related Injury and Illness

Attached please find the final copy of what is being transmitted to the personnel handbook, as approved by the Library Board at its meeting of January 13, 1992.

One employee has had a minor injury and was treated at Express Medical Group. She was pleased with the service received, courtesy shown to her, and the facilities themselves.

The doctor, as promised, gave me a follow-up call to make sure I was informed as to his evaluation of the injury and his recommendations.

PLACENTIA LIBRARY DISTRICT

Policy Statement

Treatment of Work-Related Injuries

In an attempt to provide better service to employees who are injured at work and in an attempt to control the high cost of work-related injuries, the Library is changing procedures for the treatment of injuries. The Library is pleased to announce that immediate treatment will now be available for our employees.

Employees will be treated by: Express Medical Group, 1501 N. Placentia Avenue, Placentia. Immediate care will be provided. If injuries occur at times other than normal office hours, the emergency rooms at Placentia Linda Hospital will be used. DOCTORS AT THESE FACILITIES SPECIALIZE IN THE TREATMENT OF INDUSTRIAL INJURIES.

At any point in the treatment process the employee may switch to a physician of their choice.

EMPLOYEES, HOWEVER, WHO HAVE NOTIFIED THE DISTRICT IN WRITING PRIOR TO THE DATE OF INJURY, of the desire to be treated by a personal physician may be immediately treated by their own physician. (Labor Code Section 4600 defines personal physician as "...the employee's regular physician and surgeon...who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history.")

TO: ALL EMPLOYEES
FROM: ELIZABETH D. MINTER, LIBRARY DIRECTOR
DATE: JANUARY 14, 1992
SUBJECT: TREATMENT OF WORK-RELATED INJURIES

Agenda Item 22
Attachment 2
Page 1 of 2

The Library has been in the process of evaluating medical facilities for treatment of employees injured on the job. This process is now complete. Effective January 14, 1992, the Library's designated medical clinic will be:

EXPRESS MEDICAL GROUP
1501 NORTH PLACENTIA AVE., (NORTH OF YORBA LINDA BLVD.)
PLACENTIA, CA
524-7333

This is a modern, well-staffed, general medical facility which is located nearby. If specialist medical treatment is needed, the Clinic will refer the employee to a qualified specialist in the area. Employees will find that they will receive excellent prompt treatment for on-the-job injuries.

As a general rule, EXPRESS MEDICAL GROUP is to be used by all employees for initial and follow-up treatment of all on-the-job injuries. There are three exceptions to this rule:

1. Life-threatening emergency - In the event of an on-the-job injury which is serious or life-threatening, the employee should, of course, be immediately transported to a local hospital for treatment and care. Follow-up treatment after release from the hospital should then be undertaken with Express Medical Group.
2. Injury during evening/weekend hours - Express Medical Group is open 8:00 a.m. to 8:00 p.m. Monday through Friday and Saturday 10:00 a.m. to 5:00 p.m. Employees injured on the job when the Clinic is closed should be treated at the emergency ward of Placentia Linda Hospital (or other hospital, if closer). Follow-up treatment should then be undertaken with Express Medical Group during their regular business hours.
3. Designation of private physician - Employees who have designated in writing, in advance, a local personal physician for treatment of on-the-job injuries may use that physician in lieu of Express Medical Group.

In each on-the-job injury situation, the employee's immediate supervisor will follow through to be sure appropriate medical treatment provisions are adhered to. As in the past, questions

TREATMENT FOR ON-THE-JOB INJURIES, 1-14-92

PAGE 2

regarding procedures and/or unusual situations should be referred to the Administrative Office.

The cooperation of all employees in adjusting to the new program of on-the-job injury medical treatment will be greatly appreciated.

PLACENTIA LIBRARY DISTRICT

INDUSTRIAL INJURY PHYSICIAN DESIGNATION FORM

TO: Placentia Library District

From: _____
(EMPLOYEE NAME) (POSITION)

SUBJECT: PERSONAL PHYSICIAN DESIGNATION FORM

DATE: _____

I hereby request that I be treated by my personal physician in the event of any "on-the-job" work injury.

Physician's Name

Physician's Address

Physician's Phone Number

EMPLOYEE SIGNATURE

WAIVER

I waive my right to be treated by my personal physician in the event of an emergency or when my personal physician is not available.

EMPLOYEE SIGNATURE

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: January 28, 1992
SUBJECT: Grandparents and Books

The Grandparents and Books volunteers met in the library for their training and orientation session. We discussed how we would schedule our after school reading sessions and I am happy to report that the volunteers were very enthusiastic and helpful.

As the program stands right now there will be three volunteers reading to the children in the Children's Department each Tuesday afternoon. Each "Grandparent" reader will read for one half hour and after a fifteen minute break the next one will begin. They will start at 3:00 and end at 5:00pm.

We have been having LOTS of children in the library after school each day, so we are hoping for a good response to this program.

CHILDREN'S DEPARTMENT
MONTHLY REPORT
JANUARY 1992

Total number of books received from ANC for January was 155.

Total number of questions answered for January was 1,815.

TYPE OF PROGRAM	AGE	NUMBER ATTENDING	NUMBER OF PROGRAMS
School Visits	6-up	86	5
Storytime	2-3	44	3
Storytime	3-5	154	6
Storytime	6-9	73	3
Boy Scouts	6-9	10	1
Families for Literacy	2-4	20	1
GAB Training	Adults	7	1
TOTALS		388	20

INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator

DATE: 02/04/92

SUBJECT: CLC Quarterly Report

Per your request, attached is a copy of the most recent CLC quarterly report, for inclusion in the board packets.

LITERACY PROGRAM
Quarterly Financial Report (Fiscal Year 91/92)

Placentia Library District

Name of Library

Instructions:

1. Following completion, submit one original plus three copies of this report with other reports required.

2. Send to: California State Library
 Fiscal Office, Room 215 - Literacy
 P. O. Box 942837
 Sacramento, CA 94237-0001


CHECK APPROPRIATE BOXES:

FUNDING BEGAN REPORTING PERIOD

- | | |
|---|---|
| <input type="checkbox"/> JAN '84 | <input type="checkbox"/> 1ST QUARTER |
| <input type="checkbox"/> JAN/JUL '85 | <input type="checkbox"/> JUL - SEPT |
| <input type="checkbox"/> JUL '87 | <input checked="" type="checkbox"/> 2ND QUARTER |
| <input checked="" type="checkbox"/> JUL '88 | <input type="checkbox"/> OCT - DEC |
| <input type="checkbox"/> JUL '89 | <input type="checkbox"/> 3RD QUARTER |
| <input type="checkbox"/> JUL '91 | <input type="checkbox"/> JAN - MAR |
| | <input type="checkbox"/> 4TH QUARTER |
| | <input type="checkbox"/> APR - JUN |

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
	Approved CLSA	Other*	TOTAL For Year (a+b)	CLSA	Other	CLSA	Other	TOTAL Expenditures (f+g)	
1. Personnel	31,175	11,278	42,453	9,631	2,850	16,423	4,962	21,385	
2. Library Materials	0	1,000	1,000	0	0	0	790	790	
3. Operations	7,799	670	8,469	1,539	758	4,094	1,257	5,351	
4. Equipment	0	100	100	0	0	0	0	0	
5. Indirect	3,118	0	3,118	779	0	1,559	0	1,559	
6. TOTAL	42,092	13,048	55,140	11,949	3,608	22,076	7,009	29,085	

"OPERATIONS" BREAKDOWN	BUDGET			EXPENDITURES THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
	Approved CLSA	Other*	TOTAL For Year (a+b)	CLSA	Other	CLSA	Other	TOTAL Expenditures (f+g)	
1. Contract Services	1,750	0	1,750	0	0	168	0	168	
2. Travel	664	200	864	0	754*	0	754	754	
3. Office Supplies	500	50	550	50	4	50	29	79	
4. Printing	1,360	220	1,580	321	0	1,019	348	1,367	
5. Instr. Resources	2,125	0	2,125	892	0	1,881	0	1,881	
6. Communications	1,400	200	1,600	276	0	976	126	1,102	
7. Other	0	0	0	0	0	0	0	0	
TOTAL	7,799	670	8,469	1,539	758	4,094	1,257	5,351	


 Signature of Representative of Fiscal Agent
 or of Library receiving funds
 Library Director 1-27-92
 Title
 Melanie Daniels
 Contact Person
 Literacy Coordinator
 Title
 (714) 524-8408
 Phone

LITERA PROGRAM
In-Kind Resource Development (FY 1991/92)
CLSA Form-54

CHECK APPROPRIATE BOXES:

Name of Library Placentia Library District

Instructions:

1. Following completion, submit one original plus three copies of this report with other reports required.

2. Send to: California State Library
 Fiscal Office, Room 215 - Literacy
 P. O. Box 942837
 Sacramento, CA 94237-0001

FUNDING BEGAN: JAN '84 JAN/JUL '85 JUL '87 JUL '88 JUL '89 JUL '91

REPORTING PERIOD: 1ST QUARTER JUL. - SEPT 2ND QUARTER OCT - DEC 3RD QUARTER JAN - MAR 4TH QUARTER APR - JUN

*** NOTE: ROUND TO NEAREST DOLLAR AMOUNTS ***

IN-KIND RESOURCES	SOURCES OF IN-KIND CONTRIBUTIONS					LINE TOTALS		This Year's Goals	
	Church/Service Groups	Business	Education	County/Municipal	Foundation	Other	THIS QTR'S TOTAL RESOURCES		TOTAL YEAR-TO-DATE
a) Space	0	0	600	0	0	900	1,500	3,525	8,000
b) Materials	150	0	20	75	0	0	245	345	1,000
c) Equipment	0	0	0	0	0	0	0	0	2,000
d) Printing	0	0	0	247	0	0	247	846	2,000
* e) Pers. Prof. Serv.	640*	0	450**	0	0	0	1,090	1,540	2,000
f) Other	72	0	0	0	0	0	72	132	150
COLUMN TOTALS FOR QTR	862	0	1,070	322	0	900	3,154		
COLUMN TOTALS FOR YTD	947	349	1,595	597	0	2,900		6,399	

2. VOLUNTEER HOURS	QUARTER	FY TD	GOALS
a) Literacy Instruction	802	1,834	6,000
b) Talent/Support Servcs.	1,060	1,659	2,000
TOTALS:			

* Personal Professional Services

Comments: Double Check: The sum (=) of Line 'QTR' and 'YTD' MUST EQUAL the sum of Column 'QTR' and 'YTD' GRAND TOTALS

* IVA-Placentia supplied temporary contract help

** NOCCCD supplied trainer

Contact Person Melanie Daniels

Signature of person submitting report [Signature]
 Title Literacy Coordinator

Library Director 1-27-92
 Title [Signature]
 Date [Signature]

Telephone Number (714) 524-8408

LITERACY PROGRAM

Adult Learner Activity Report (Fiscal Year 1991/92)

..CHECK APPROPRIATE BOXES: ..

Placentia Library District
Name of Library

Instructions:

1. Following completion, submit one original plus three copies of this report with other reports required.
2. Send to: **California State Library**
Fiscal Office, Room 215 - Literacy
P. O. Box 942837
Sacramento, CA 94237-0001

FUNDING BEGAN

REPORTING PERIOD

- | | |
|---|--|
| <input type="checkbox"/> JAN '84
<input type="checkbox"/> JAN/JUL '85
<input type="checkbox"/> JUL '87
<input checked="" type="checkbox"/> JUL '88
<input type="checkbox"/> JUL '89
<input type="checkbox"/> JUL '91 | <input type="checkbox"/> 1ST QUARTER
JUL - SEPT
<input checked="" type="checkbox"/> 2ND QUARTER
OCT - DEC
<input type="checkbox"/> 3RD QUARTER
JAN - MAR
<input type="checkbox"/> 4TH QUARTER
APR - JUN |
|---|--|

QUARTERLY SUMMARY		TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from previous quarter's AL report)		48
2. Adult Learners who began during quarter		26
3. Adult Learners who left during quarter		
a. Learners who met goal	2	
b. Learners who became physically inaccessible this quarter	3	
c. Learners who left program for other reasons	2	
d. Learners who left program WITHOUT notification	4	
e. TOTAL (Sum of Items #3a. thru #3d.)		11
4. Adult learners who received instruction during the quarter (Item #1 + Item #2 minus Item #3d) Please note: 3d = AL's who left without notification only		70
5. Adult learners referred to other programs (never instructed) this quarter		12

CUMULATIVE SUMMARY		TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (2nd, 3rd, 4th qtrrs. = Item #2 above + Item #6 from previous quarter)		76
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (2nd, 3rd, 4th qtrrs. = Item #5 above + Item #7 from previous quarter)		38

Adult Learner Activity Report (Fiscal Year 1991/92) (continued)

END OF QUARTER STATUS	TOTAL
8. Adult Learners receiving instruction at end of quarter (Add Items #1 + #2 and subtract Item #3e) =	63
9. Prospective Adult Learners awaiting instruction at end of quarter	66

Characteristics of Adult Learners Receiving instruction at end of quarter.

* BE SURE that TOTALS for ethnicity, age and sex EACH equal Item #8 above. *

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	TOTAL
	11	1	19	0	0	10	22	63

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80-	TOTAL
	1	16	28	14	4	0	0	0	63

12. SEX	Male	Female	TOTAL
	25	38	63

Double Check:

Do Items #10, #11, & #12 = #8 above?

Placentia Library District

Name of Library _____

Melanie Daniels

Signature of person submitting this report _____

Library Director

1-27-92

Title

Date

Melanie Daniels

Contact Person _____

Literacy Coordinator

(714) 524-8403

Title

Phone

LITERACY PROGRAM

Tutor Activity Report (Fiscal Year 1991/92)

Placentia Library District

Name of Library _____

CHECK APPROPRIATE BOXES:

Instructions:

1. Following completion, submit one original plus three copies of this report with other reports required.
2. Send to: **California State Library**
Fiscal Office, Room 215 - Literacy
P. O. Box 942837
Sacramento, CA 94237-0001

FUNDING BEGAN

REPORTING PERIOD

- JAN '84
 JAN/JUL '85
 JUL '87
 JUL '88
 JUL '89
 JUL '91

- 1ST QUARTER
JUL - SEPT
 2ND QUARTER
OCT - DEC
 3RD QUARTER
JAN - MAR
 4TH QUARTER
APR - JUN

QUARTERLY SUMMARY		TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from previous quarter's Tutor report)		44
2. Tutors who began instructing during quarter		26
3. Tutors who left during quarter		
a. Tutors who left with notification	9	
b. Tutors who left WITHOUT notification	0	
c. TOTAL Tutors who left (Add Items #3a + #3b)	9	
4. Total tutors who instructed during quarter [Item #1 + Item #2 minus Item #3b (without notification only)]		70
5. Number of tutors trained during quarter		19
6. Number of pre-service tutor workshops offered during quarter		1

CUMULATIVE SUMMARY		TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = Item #4 above) (2nd, 3rd, 4th qtrs. = Item #2 above + Item #7 from previous quarter)		74
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = Item #5 above) (2nd, 3rd, 4th qtrs. = Item #5 above + Item #8 from previous quarter)		48

END OF QUARTER STATUS		TOTAL
9. Tutors instructing at end of quarter (Items #1 + #2 minus Item #3c)		61
10. Prospective tutors awaiting training/matching at end of quarter		40

Tutor Activity Report (Fiscal Year 1991/92) (continued)

Characteristics of Tutors instructing at end of quarter.

* BE SURE that TOTALS for ethnicity, age and sex EACH equal Item #9 above. *

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	TOTAL
	3	0	5	0	0	48	5	61

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
	1	8	12	13	9	15	1	2	61

13. SEX	Male	Female	TOTAL
	9	52	61

Double Check:

Do Items #11, #12, & #13 = =9 above?

14a. No. of public sites used for literacy instruction during quarter	11
14b. No. of private homes used for literacy instruction during quarter	12

15. Legislative districts in which instruction occurred during quarter	
a. State Assembly District #(s):	64th
b. State Senate District #(s):	21st
c. U.S. Congressional District #(s):	39th

Placentia Library District
Name of Library


Signature of person submitting this report

Library Director 1-27-92
Title Date

Melanie Daniels
Contact Person

Literacy Coordinator (714) 524-8408
Title Phone

LITERACY PROGRAM Quarterly Action Plan (FY 91/92)

CHECK APPROPRIATE BOXES:

Placentia Library District
Name of Library

Instructions:

1. Following completion, submit one original plus three copies of this report with other reports required.
2. Send to: California State Library
Fiscal Office, Room 215 - Literacy
P. O. Box 942837
Sacramento, CA 94237-0001

FUNDING BEGAN

REPORTING PERIOD

- | | |
|---|--|
| <input type="checkbox"/> JAN '84 | <input type="checkbox"/> 1ST QUARTER
JUL - SEPT |
| <input type="checkbox"/> JAN/JUL '85 | <input type="checkbox"/> 2ND QUARTER
OCT - DEC |
| <input type="checkbox"/> JUL '87 | <input checked="" type="checkbox"/> 3RD QUARTER
JAN - MAR |
| <input checked="" type="checkbox"/> JUL '88 | <input type="checkbox"/> 4TH QUARTER
APR - JUN |
| <input type="checkbox"/> JUL '89 | |
| <input type="checkbox"/> JUL '91 | |

1. What were your principal challenges for this past quarter?

1. Maintaining normal operations while recruiting for clerk (vacated in November).
2. Guiding new board as they formulate resource development and promotion strategies.
3. Planning holiday celebration for program participants.

2. How did you address these challenges?

1. Recruited, trained, and scheduled administrative volunteers and part time library staff to cover gaps in service until replacement clerk in place.
2. Met with resource development committee and offered advice and assistance with direct mail solicitation project.
3. Recruited volunteers to help with preparation; secured donations for door prizes; tutor donated use of home for party.

3. Based on these actions, what do you see as the principal challenges you face in the next quarter?

1. Assimilation of new clerk into program operations.
2. Planning and preparation for next resource development project.
3. Working with Library Director and Principal Librarian to plan budget for next fiscal year.
4. Guiding student involvement program.

4. What local alliance formation activities occurred this quarter?

1. Continued networking through Orange County Literacy Network and LVA-Orange County.
2. Annual holiday celebration drew program participants and supporters together.

Quarterly Action plan (FY 91/92) (continued)

5. What were your communication strategies for this quarter with respect to target audience, methods, and desired outcomes?

1. To promote community awareness of Placentia Library Literacy Services, have series of articles about PLLS in local paper (Placentia News-Times).
2. To promote awareness of literacy issues among health care providers, sent 2 adult learners to speak at a colloquium of providers.
3. To recruit tutors, we listed our January tutor workshop in the North Orange County Community College District class schedule.


6. How were strategies implemented and what outcomes were achieved?

1. Worked with literacy board member/city councilmember as she interviewed program staff, students, and volunteers in preparation of 3 feature articles about PLLS.
2. Two PLLS learners spoke to a receptive audience of health care providers at a 1 day colloquium on November 16.
3. NOCCCD tutor workshop listing continues to prove a rich source of qualified volunteers: 91% of tutor inquiries in December were from the class schedule referral.

7. Based on outcomes attained, what do you plan for next quarter?

1. Collaborative poster campaign with Orange County Literacy Network and Southern California Library Literacy Network for student recruitment.
2. Increase use of cable television for tutor/volunteer recruitment.
3. Continued use of literacy bulletin board in library and library newsletter to recruit tutors.

Placentia Library District
Name of Library


Signature of person submitting this Report

Library Director
Title

1-27-92
Date

Melanie Daniels
Contact Person

Literacy Coordinator
Title

(714) 524-8408
Phone

TO: Sal Addotta, Assistant Library Director
FROM: Suad Ammar, Principal Librarian *SA*
DATE: February 4, 1992
SUBJECT: Status Report; Gulf Arab States Project

This is a combination report for the Santa Maria and Fresno programs.

The Santa Maria display for January was set up by Judy Dempsey, the CSUF anthropology student. This library's participation was less than any of the previous libraries. The computer, for instance, was never installed and less than one third of the materials were displayed. The program, however, was well attended much to my surprise and joy. The speaker, Dr. Henry Chambers from Sacramento State, was outstanding and the audience showed a lot of interest and satisfaction which were reflected in their positive evaluations.

The Fresno program that took place on Saturday, February 1st was perfect in every aspect. Newspaper coverage, invitations, posters and flyers all contributed to a full house attendance.

Display materials and wall hangings transformed their meeting room into a scene from the "Arabian Nights." The speaker, Ann Kerr, held the audience's attention for over an hour, with an additional hour for questions and answers. The local television station covered the program and we were on the local evening news. It was a hectic, long and very exciting day.