

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
November 4, 1991

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:35 P.M. by President Peggy 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; and Administrative Assistant Karen Samarin.

ADOPTION OF AGENDA

It was moved by Saundra Stark, seconded by Fred West to adopt the Agenda as amended.

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

MINUTES

It was moved by Saundra Stark, seconded by Fred West to approve the Minutes of October 14, 1991.

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

ORAL COMMUNICATIONS

None

FRIENDS OF THE PLACENTIA LIBRARY

The Friends of the Library are currently coordinating theme book sales. The next sale scheduled for December 7, features books about "World War II". The following one scheduled for February 5, will be for art books.

The ongoing book sale has been doing very well. In the last 2 to 3 months the Friends have taken in \$1,200.

**FINANCIAL CLAIMS
(Item 6)**

It was moved by Sandra Stark, seconded by Fred West to approve the current claims in the amount of \$31,070.10; and to approve payrolls 25 and 26 in the amount of \$57,600.00.

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

**FINANCIAL REPORT
(Item 7)**

It was moved by Sandra Stark, seconded by Ray Evans to receive and file the Financial Report as presented.

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

**GENERAL CONSENT
CALENDAR (Items
8 through 10)**

It was moved by Fred West, seconded by Ray Evans to approve the General Consent Calendar as presented.

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

Trustee Osborn arrived at 8:04 P.M.

**STAFF CO-PAYMENT
OF MEDICAL
INSURANCE**

The Board instructed the Library Director to prepare a survey consisting of questions that the employees can be asked anonymously such as: satisfaction and use of the medical program; cost; HMO's compared to an indemnity plan; and space provided for their own views on the medical plan.

It was moved by Sandra Stark, seconded by Ray Evans to table the issue of the staff co-pay of medical insurance for review and revision.

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



TILE FLOORING

Two estimates have been received; one from Bader Custom Marble & Tile Work and from Better Floors and Restorations.

The Board would like to have the complete lobby area looked at for the replacement of the tile. Trustee Stark suggested contacting Steve Tranchida as a possible tile contractor.

City Hall has been experiencing the same tile problems as the Library. In light of this information the Library Director suggested that she be authorized to speak with the City Manager about a possible shared expenditure on replacing the tiles at City Hall and the Library.

It was moved by Fred West, seconded by Bob Osborn to instruct the Library Director to contact the City Manager to ask if their maintenance crew would be available to repair the tile in the Library lobby entrance area.

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

It was moved by Peggy Dinsmore, seconded by Fred West to have the Library Director contact the City Manager to discuss a long term solution on replacing or repairing floor tiles.

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

CALIFORNIA ROOM

It was moved by Fred West, seconded by Peggy Dinsmore to approve the use of staff time for analysis of the collection in the California Room.

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



RECESS

President Dinsmore recessed the Meeting at 9:17 P.M. and reconvened at 9:30 P.M.

PROPOSALS FOR BIRTHDAY CLUB AND ENDOWMENT FUND

The Board suggested the Library Director contact the Friends to handle the Birthday Club and to inform them that the Library will help with staff support.

No action was taken on the Endowment Funds.

REQUEST FOR REMOVAL OF A CHILDREN'S BOOK

It was moved by Fred West, seconded by Bob Osborn to deny the request to have the book "More, More, More, Said the Baby", by Vera Williams removed from the Children's Department.

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

AGENDA PREPARATION

1. Election of officers
2. Planning Process
3. 65+ plans
4. Staff survey - medical insurance
5. SB198
6. Approval of audit
7. CLA Conference report
8. Literacy

ADJOURN

The Board moved to Adjourn the Regular Meeting at 10:02 P.M.

Fred D. West, Secretary



Elect 2 above

Blaney / Roney

Ch Stoff

*→ Elie Tranchita
Berthou*

AMENDED AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
November 4, 1991

1. Roll Call: Administrative Assistant

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

*Adopt as correct
Fred / Roney*

3. Minutes of the October 14, 1991, Regular Meeting

Presentation: Library Director
Recommendation: Approve by Motion

Sandra / Roney

4. Oral Communication

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

5. Friends of the Placentia Library

CLAIMS (Items 6)

6. Current Claims and Payroll (Approve)

Presentation: Library Director
Recommendation: Approve by Motion

Sandra / Roney

Current Claims of \$31,070.10 and Payrolls 25 & 26 for a cumulative payroll total of \$57,600.00

FINANCIAL REPORT (Item 7)

7. Vending Machine Report (Receive & File)

Presentation: Library Director
Recommendation: Approve by Motion

Sandra / Roney

GENERAL CONSENT CALENDAR (Items 8-10)

Presentation: Library Director
Recommendation: Approve by Motion

Fred / Roney

Items 8-10 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.

- 8. Building Maintenance Report (Receive & File)
- 9. Draft of Auditor's Letter of Recommendation for the year ended June 30, 1991 (Receive & File)
- 10. Ratification of appointment of Gwen Douglas Joseph as Family Literacy Coordinator for ~~the~~ approximately 20 hours per week at \$12.66 per hour.

CONTINUING BUSINESS

- 11. Staff co-payment of medical insurance premium.

Presentation: Library Director
 Recommendation: Determine level of benefit

Take issue to co-pay + move ahead with insurance policy 3-2 approved: Ned + Peggy.

- 12. Tile Flooring

Presentation: Library Director
 Recommendation: Determine whether to repair or replace floor tile in lobby area.

City of Pleasanton

Long Term solution, set up in West, complete plans by Ned + Peggy

- 13. California Room

Presentation: Assistant Library Director
 Recommendation: ~~Approve analysis of collected use of~~ staff time.

NEW BUSINESS

- 14. Review of proposals for Birthday Club and Endowment Fund.

Presentation: Library Director
 Recommendation: Determine interest in pursuing local contributions.

- 15. Review request for removal of "More, More, More, Said the Baby", by Vera Williams, from the Children's Collection.

Presentation: Library Director
 Recommendation: Deny Request

Ned / Book + K

STAFF REPORTS

- 16. Grandparents and Book Grant Report (Schneider)
- 17. Camp Library Program (Schneider)

18. Advisory Committee for the Disabled (Ammar)
19. Replacement of Cash Register (Minter)
20. Transmittal of Library Organizational Chart as adopted September 9, 1991.(Minter)
21. Transmittal of Policy for the Library's Staff Retirement Fund Committee. (Minter)
22. Agenda Preparation
23. Adjourn

CALENDAR

November 16-19	California Library Association Conference Oakland
December 2 (Mon)	Friends of the Library Board Meeting. (Fred West to attend)
December 9 (Mon)	Library Board Meeting
November 23 - December 1	Library Director on vacation.
January 6	Friends of the Library Board Meeting (Saundra Stark to attend)
January 13	Library Board Meeting

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the November 4, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, November 1, 1991.



Agenda amended November 4, 1991 to include amounts of Current Claims and Payroll in Item 6 and to add Ratification of Staff Appointment as Item 10 with subsequent items renumbered.

AMENDED AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
~~November 4, 1991~~

2pm
Dec Work copy

Attendance sheet
Friends wise list

1. Roll Call: Administrative Assistant

BB198-

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the ^{November 4}~~October 14~~, 1991, Regular Meeting

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communication

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

5. Friends of the Placentia Library

→ LVA Board
CLAIMS (Items 6)

6. Current Claims and Payroll (Approve)

Presentation: Library Director
Recommendation: Approve by Motion

Current Claims of \$31,070.10 and Payrolls 25 & 26 for a cumulative payroll total of \$57,600.00

FINANCIAL REPORT (Item 7)

7. Vending Machine Report (Receive & File)

Presentation: Library Director
Recommendation: Approve by Motion

GENERAL CONSENT CALENDAR (Items 8-10)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8-10 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.

203 = Box
Staff Meeting
Satisfactory
will work to separate
found dollar on material
over -
KMO
PPD
BOKS

Wanted you to
have plan
later

Audit
→ CLA Conference
→ Literacy
LVA Board

New Business:
1) ~~the~~ Collector for homework / parent contact

Agenda
November 4, 1991
Page 2

8. Building Maintenance Report (Receive & File)
9. Draft of Auditor's Letter of Recommendation for the year ended June 30, 1991 (Receive & File)
10. Ratification of appointment of Gwen Douglas Joseph as Family Literacy Coordinator for for approximately 20 hours per week at \$12.66 per hour.

CONTINUING BUSINESS

11. Staff co-payment of medical insurance premium.

Presentation: Library Director
Recommendation: Determine level of benefit

12. Tile Flooring

Presentation: Library Director
Recommendation: Determine whether to repair or replace floor tile in lobby area.

13. California Room

Presentation: Assistant Library Director
Recommendation: Approve ~~analysis of collected~~ use of staff time. *for analysis of collection*

NEW BUSINESS

14. Review of proposals for Birthday Club and Endowment Fund.

Presentation: Library Director
Recommendation: Determine interest in pursuing local contributions.

15. Review request for removal of "More, More, More, Said the Baby", by Vera Williams, from the Children's Collection.

Presentation: Library Director
Recommendation: Deny Request

STAFF REPORTS

16. Grandparents and Book Grant Report (Schneider)

17. Camp Library Program (Schneider)

Attached System Transits in DRA to Dyer


18. Advisory Committee for the Disabled (Ammar)
19. Replacement of Cash Register (Minter)
20. Transmittal of Library Organizational Chart as adopted September 9, 1991.(Minter)
21. Transmittal of Policy for the Library's Staff Retirement Fund Committee. (Minter)
22. Agenda Preparation
23. Adjourn

CALENDAR

November 16-19	California Library Association Conference Oakland
December 4 (Mon)	Friends of the Library Board Meeting. (Fred West to attend)
December 9 (Mon)	Library Board Meeting
November 23 - December 1	Library Director on vacation.
January 6	Friends of the Library Board Meeting (Saundra Stark to attend)
January 13	Library Board Meeting

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the November 4, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Friday, November 1, 1991.



Agenda amended November 4, 1991 to include amounts of Current Claims and Payroll in Item 6 and to add Ratification of Staff Appointment as Item 10 with subsequent items renumbered.



MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
October 14, 1991

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:40 P.M. by President Peggy Dinsmore.

ROLL CALL

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

Members absent: Trustee Bob Osborn (Excused).

Others present: Assistant Library Director Sal Addotta; and Administrative Assistant Karen Samarin.

ADOPTION OF AGENDA

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Agenda as presented.

MINUTES

It was moved by Ray Evans, seconded by Saundra Stark, and carried by Unanimous Voice Vote to approve the Minutes of September 9, 1991.

ORAL COMMUNICATIONS

None

FRIENDS OF THE PLACENTIA LIBRARY

The Friends of the Library are considering having a "Pearl Harbor Day Book Sale" in the lobby area of the library.

FINANCIAL CLAIMS (Items 7 through 8)

It was moved by Saundra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the current claims in the amount of \$33,544.33; to ratify the claims forwarded by the Director in the amount of \$1,298.34; and to approve payrolls 23 and 24 in the amount of \$57,600.00.

FINANCIAL REPORT (Items 9 through 12)

It was moved by Ray Evans, seconded by Saundra Stark, and carried by Unanimous Voice Vote to approve the Financial Report as presented.

**GENERAL CONSENT
CALENDAR (Items
13 through 17)**

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the General Consent Calendar as presented.

**HEALTH INSURANCE
FOR EMPLOYEES 65+**

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize the Library Director to ask Anderson and Anderson to review the current medical plan and to recommend plans appropriate to the Library staff in a written report.

**PLD PENSION FUND
ADMINISTRATIVE
POLICY**

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt the Placentia Library District's Pension Fund Administrative Policy as corrected.

**STAFF CO-PAYMENT
OF MEDICAL
INSURANCE**

The Minutes of March 12, 1990, meeting do not show that any Board action was taken to adopt or ratify the action taken by the Library Director that the Staff members would be contributing \$20 per month towards their health insurance premiums. As it was implemented the single coverage deduction was \$20 per month and the family deduction was \$54 per month. However, the Minutes are incomplete in that they are cut-off in the middle of the paragraph addressing this issue.

While the Library Director acknowledges in his report of March 12, 1990, that he had met with the representatives for the Orange County Employees Association and that they had agreed to the change in the MOU of June 9, 1989, there is no evidence that the Library Board ever passed a resolution accepting the charge in the terms of the contract under Article 1-K.

It was moved by Fred West, seconded by Sandra Stark, and carried by Unanimous Voice Vote to ratify action taken March, 1990 from the Library Director's Report relative to health insurance.

RECESS

The Board of Trustees moved to take a short recess at 9:00 P.M. and reconvened at 9:10 P.M.

TILE FLOORING

Many floor tiles in the Lobby area are loose with some becoming a safety hazard around the checkout desk.

The Board ^{Trustee} ~~directed~~ ^{Directa} the Library to get an estimate on repairs only.

LVA ANNUAL CONFERENCE

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize Literacy Coordinator Melanie Daniels to attend the LVA Annual Conference in Florida, November 11 through November 16, 1991, with expenditures not to exceed \$800.

FINES AND FEES POLICY

The Anaheim/Yorba Linda/Placentia Circulation System Consortium is in the process of changing vendors from DRA to DYNIX. At this time all Consortium procedures and policies are reviewed.

The Board agreed to recommend to the Consortium that fines accumulate from the beginning of the due date with a 2 day grace period.

Trustee Ray Evans complimented the Library Staff on a job well done for book reserves.

CSDA CONFERENCE

Trustee Sandra Stark reported on the programs she attended at the California Special Districts Association Annual Conference.

AGENDA PREPARATION

1. Co-paying deductible - medical insurance
2. Statement of medical policy coverage for December meeting
3. Implement an action plan for SB198 for the December 1991 Regular Meeting

ADJOURN

It was moved by Ray Evans, Seconded by Peggy Dinsmore, and carried by Unanimous Voice Vote to Adjourn the Regular Meeting at 10:15 P.M.

Fred D. West, Secretary

DATE 11/4/91

Report No. 1

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	10/25/91	November	\$	\$ 172.96	030	
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	10/17/91	November		2,585.54	030	
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	10/7/91	November		184.18	030	
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	10/10/91	September		211.27	032	
PA 'IC BELL Payment Center Van Nuys, CA 91388	10/7/91 10/7/91 10/17/91 10/17/91 10/4/91	251-5376 251-5377 528-1906 528-8236 524-8408	90.55 90.55 278.91 24.20 53.07		070 070 070 070 070-008	
				537.28		
STAPLES P.O. Box 182378 Columbus, OH 43218-2378	10/23/91 10/23/91 10/23/91 10/30/91 10/30/91	finance chg. 33156 31551 53974 53974	1.63 33.36 56.76 104.45 2.45		180 180 180 180 180-008	
				198.65		
LA SALLE 1298 Bluegum St. Anaheim, CA 92806	10/4/91	0687642		40.71	180	
						3,930.59

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ _____) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Report No. 2

The County Auditor
 is authorized to draw his
 warrant from Fund No. 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
PURITUN WATER	10/5/91	October	\$ 24.95			
1080 So. Cypress #D	10/24/91	November	24.95			
La Habra, CA 90631				49.90	190	
CARE RESOURCES	10/30/91	October	50.75			
23840 Hawthorne Blvd.	10/30/91	November	50.75			
Torrance, CA 90505				101.50	190	
SO. CALIF. WATER	10/24/91	9/23/91-		360.53	280	
P.O. Box 9016		10/18/91				
San Dimas, CA 91773-9016						

511.93

PLEASE PAY IMMEDIATELY!!!

4,000.53

The claims listed above (totaling \$ 4,000.53) are approved for payment
 District 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 E. Chpaman Ave.
 Placentia, CA 92670

Date 11/4/91
 Report No. 1

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
C.S.D.A. 915 "L" St., Ste. 1000 Sacramento, CA 95814	10/7/91	1992 annual membership dues	\$	\$ 660.00	032	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	10/17/91	9317157		94.77	100	
PRO SYSTEMS P.O. Box 909 San Juan Capistrano, CA 92693	11/1/91	922445		114.00	130	
REGENCY LIGHTING 16508 Armintia St. Van Nuys, CA 91406	10/25/91	088314		731.58	140	
A.R. KAPPE 23 Peach Blossom Ct. Mullietta, CA 92562	10/17/91	8598		162.00	140	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	10/21/91	22587	5,436.27 914.76 1,614.54		280 140 140	
				7,965.57		
MANWILL PLUMBING CO. 380 S. Placentia Ave. Placentia, CA 92670	10/4/91	15555		574.50	130	
PLACENTIA CHAMBER OF COMMERCE 201 E. Yorba Linda Blvd. #C Placentia, CA 92670	10/2/91	3rd qtr.		120.00	160	
GENERAL BINDING CORP. P.O. Box 93951 Chicago, IL 60673-3951	10/16/91	11466227		231.29	180	
				10,653.71		
				15,094.23		

The claims listed above (totaling \$ _____) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Report No. 2

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
			\$	\$		
DEMCO P.O. Box 7488 Madison, WI 53707	10/17/91 10/14/91	D176291 D172551	114.23 58.65		172.88	180
EXECUTIVE SECRETARY 909 E. Yorba Linda Blvd., #K Placentia, CA 92670	10/25/91	16201		71.33	180	
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	10/23/91 10/04/91 10/16/91 11/1/91	270716 268111 269403 271723	26.72 8.53 13.44 10.33		59.02	180
3M RSP4754 (LO) P.O. Box 33388 St. Paul, MN 55133-3388	10/8/91	PM25950		40.27	180	
PRINTATION PRODUCTS 10349 Heritage Park Dr. #4 Santa Fe Springs, CA 90670	10/9/91 10/8/91	45903 45876	32.86 70.12		102.92	180
RADIO SHACK Dept 3097 SCF Pasadena, CA 91051-3097	10/30/91	108151		32.27	180	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	10/18/91	15766		41.16	180-008	
FIRST AMERICAN TRUST 421 N. Main St. Santa Ana, CA 92702	10/9/91	per. end. 9/30/91		320.13	190	
CITY OF ANAHEIM Div. of Collections P.O. Box 3222 Anaheim, CA 92805	10/14/91 10/14/91	LI042917 LI042916	506.00 6,633.34		7,139.34	190 240-001

7,979.32

23,075.55

The claims listed above (totaling \$ 7,979.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Report No. 3

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
CHILDRENS PRESS	10/9/91	304330	\$ 43.03			
P.O. Box 71049	10/1/91	298958	79.51			
Chicago, IL 60694-1049	10/4/91	298880	44.98			
				167.52	240-001	
BANCROFT-WHITNEY	10/4/91	0578001	184.94			
P.O. Box 7005	10/11/91	0604001	85.79			
San Francisco, CA 94120-7005				270.73	240-001	
CHELSEA HOUSE PUBLISHERS	10/11/91	22035512		2,432.11	240-001	
P.O. Box 914						
Broomall, PA 19008-0914						
R.R. BOWKER	9/16/91	795159	803.24			
P.O. Box 7247-8604	9/20/91	810190	278.44			
Philadelphia, PA 19170-8604				1,081.68	240-001	
QUANTITY BOOKS INC.	6/11/91	285285		2,591.22	240-001	
910 Sherwood Dr.						
Lake Bluff, IL 60044-2204						
BFA EDUCATIONAL MEDIA	9/18/91	B076647		136.70	240-002	
468 Park Ave. So.						
New York, NY 10016						
RECORDED BOOKS INC.	10/14/91	14626		5.95	240-005	
270 Skipjack Rd.						
Prince Frederick, MD 20678						
SUAD S. AMMAR	10/31/91	travel		13.50	270	
411 E. Chapman Ave.		refund				
Placentia, CA 92670						
MELANIE DANIELS	10/31/91	travel		104.75	270	
473 N. 9th St.		refund				
Colton, CA 92324						

6,804.75

29,879.71

The claims listed above (totaling \$6,804.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Report No. 5

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
ELIZABETH D. MINTER c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92670	11/4/91	Petty Cash	\$ 377.71 49.82 75.00 150.00	\$ 652.53	180 183 190 270	

31,070.10 sch

26,627.58

The claims listed above (totaling \$ _____) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Payroll Rpt. No. 25

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	11/4/91	Pay #25 11/15/91- 11/28/91	26,800.00			010
Account #07605-80156 Route #121000358		Fica	2,000.00			020
				28,800.00		

Please Wire On 11/29/91!

Payrolls 25 + 26
 \$ 57,600.00

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 E. Chapman Ave.
 Placentia, CA 92670

Date 11/4/91
 Payroll Rpt. No. 26

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
			\$	\$		
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	11/4/91	Pay #26 11/29/91- 12/12/91	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On 12/13/91!

The claims listed above (totaling \$ 28,800.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District 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 D. Minter, Library Director
 FROM: Karen Samarin, Administrative Assistant *YK for KS*
 DATE: November 4, 1991
 SUBJECT: **OCTOBER 1991 VENDING MACHINE STATUS**

Beginning Balance 10/1/91 \$ 918.00

	<u>Income</u>	<u>Expend.</u>
Total Deposits (10/1-10/31/91)	\$899.05	
Total Materials & Supplies		\$577.97
Total vend repairs		0
Vend Mach Loan Payback 10/14/91		<u>399.84</u>
		\$ 977.81

Ending Balance 10/31/91 \$ 839.24
 Ck to be issued on 11/4/91 (300.00)

November 1991 beginning cash balance

Original Loan amount (11/9/90)	\$9,916.54
Payback balance 10/31/91	\$7,000.00
October payout issued 11/4/91	<u>(300.00)</u>
October payback balance	\$6,700.00

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 4, 1991
SUBJECT: Building Maintenance Report

1. HVAC

The furnace pilot was ignited on October 31, 1991.

2. PLUMBING

No problems. The staff has expressed its appreciation of the availability of hot water in the staff restrooms and lounge.

3. LIGHTING

The rebate check from Southern California Edison has not yet been received.

4. LOCKS

Vandals disabled the staff door lock twice in one day. The incidents were reported to the police along with the names of the suspects.

5. TILE IN ENTRY WAY

See Agenda Item 12.

6. VERTICAL BLINDS

Hardware was replaced in the Conference Room and Meeting Room.

PENDING PROJECTS

1. Clean Storeroom.

2. Appearance of public restrooms. The issue of handicapped accessibility is addressed in Agenda Item 18.

ANDERSON, LYNN, BEZICH, MUNSON & CRONICK
ACCOUNTANCY CORPORATION
1661 EAST CHAPMAN AVENUE
FULLERTON, CALIFORNIA 92631-4097

Donald F. Lynn, CPA
Nath M. Bezich, CPA
Les A. Munson, CPA
Edward A. Cronick, CPA
John E. Rose, CPA

Offices In:
Fullerton
(714) 525-3555
FAX (714) 525-6260
San Pedro
(213) 833-1306

Board Of Trustees
Placentia Library District

DRAFT

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1991, and have issued our report thereon dated August 28, 1991.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1991, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

ANDERSON, LYNN, BEZICH, MUNSON & CRONICK
ACCOUNTANCY CORPORATION

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The reportable conditions noted are as follows:

The absence of account balances that are not a part of County of Orange general ledger, including County Exempt Funds Account, Friends of the Library Account and Investments.

The absence of a summary of activity in the accounts not on the County of Orange general ledger.

Inadequate tracking of grant expenditures.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Fullerton, California
August 28, 1991

DRAFT

APPLICATION FOR EMPLOYMENT

Name Joseph Gwen Douglass
Last First Middle

Present Address 413 Clairmont Ave. Placentia Ca. Phone 993-4653
No. Street City State

Have you ever been bonded? No If yes, on what jobs? _____

Positions(s) applied for: 1. Family Literacy Coordinator
Rate of pay expected: \$12.08 per hour
2. _____
Rate of pay expected: _____ per _____

How did you learn of this opening? Placentia newspaper

Would you work: Full Time _____ Part Time Specify hours _____

Were you previously employed by us? no If yes, when? _____

List any relatives working for us _____

If your application is considered favorably, on what date will you be available to start work? any time Are there any other experiences, skills or qualifications which you feel would especially fit you for work with the library? I was a reading specialist with the P.Y.L.U.S.D for eight years, a pre-school/SIP coordinator for one year, and a kindergarten teacher for five years

Do you have any physical defects which preclude you from performing certain kinds of work? no If yes, please describe _____

Have you ever been convicted of a crime, excluding misdemeanors? no

If yes, describe _____

Person to be notified in case of accident or emergency:

Name Andrew Joseph Address same
work Phone 732-0272

I hereby certify that the facts set forth in the above application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Gwen D Joseph
Signature of Applicant

28 Sept 1991
Date

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary	Dahlia Heights.	X	5	6	7	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	X
	L.A.							
High	Polytechnic School		1	2	3	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diploma
	Pasadena							
College	University of Redlands		1	2	3	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BA Psychology
	Redlands							
Other (Specify)	Pacific Oaks College,		①	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Early Childhood and Elementary Teaching Credentials
	Pasadena, Calif							

PRIOR WORK HISTORY (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
'78	'85	NAME P.Y.L.U.S.D ADDRESS Placentia, Ca			Wally Carl/ Judy Glick, Principals	moved to London Reading Specialist K-3

Describe in detail the work you did
Yr 1- 1/2 combination teacher Yr. 2 - S.I.P. Pre-school coordinator Yr. 3 - 8 Reading Specialist K-3

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
'77	'78	NAME Westminster U.S.D. ADDRESS Westminster				moved to North Or. Co.

Describe in detail the work you did
SIP Coordinator

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		
'72	'77	NAME LAUSD ADDRESS Los Angeles			Hal Altman, Principal	moved to Orange county

Describe in detail the work you did
Kindergarten teacher

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number
Charlotte Keuscher, SIP office/trainer State Dept. Education	Sacramento, Calif.	
Karen Stanton, teacher	Feylon, Calif.	
Eileen Hunt, financial officer neighbor	319 Clairmont, Placentia	528-3396

I hereby certify that the facts set forth in the above application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history.

will get phone
#1's to us.

Shawn D. Joseph
Signature of Applicant

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 4, 1991
SUBJECT: Staff co-payment of medical insurance premium

At its meeting on October 14, 1991, the Library Board requested additional information about medical insurance costs.

Attachment 1 is an analysis of actual expenses along with the average total cost per month, both total and with the staff co-payment deducted.

Attachment 2 is a summary of the monthly rates for each age category for each of the years covered.

Attachment 3 is a copy of the staff report of October 14, 1991, that includes an analysis by year of staff co-payments.

Attachment 4 is a copy of the medical insurance section of the current Memorandum of Understanding.

SUMMARY OF MEDICAL INSURANCE AND
PAID PRESCRIPTION PLAN COSTS

MONTH	88-89		89-90		90-91		91-92	
	# EMP	PREMIUM	# EMP	PREMIUM	# EMP	PREMIUM	# EMP	PREMIUM
MAR	18	\$3,231.86	18	\$3,148.73	19	\$3,506.26	14	\$3,093.97
APR	18	3,093.81	18	3,118.73	19	4,807.58	13	3,185.60
MAY	17	3,166.53	18	3,133.73	17	3,129.54	13	3,115.66
JUN	17	3,166.53	18	3,133.73	17	3,808.38	13	3,243.31
JUL	16	2,764.08	18	3,133.73	17	3,802.16	13	3,243.31
AUG	16	3,028.48	18	3,133.73	15	3,427.35	13	3,243.31
SEP	15	2,890.43	18	3,133.73	15	3,236.74	11	2,056.11
OCT	15	3,028.48	19	3,244.76	14	3,236.74		
NOV	18	3,580.68	19	3,244.76	14	3,071.13		
DEC	17	2,752.38	19	3,244.76	13	3,236.74		
JAN	17	3,166.53	19	3,244.76	13	3,236.74		
FEB	17	5,521.16	19	3,244.76	13	2,776.30		
TOTAL	201	\$39,390.95	221	\$38,159.91	186	\$41,275.66	90	\$21,181.27
TOT COST/ EMP/MONTH		\$195.97		\$172.67		\$221.91		\$235.35
% TOT COST OVER PREV YR				-11.89%		28.52%		6.05%
EMPLOYEE CONTRI/MO		0		0		\$26.58		\$27.93
LIBRARY COST/MO		\$195.97		\$172.67		\$195.33		\$207.42
% LIB COST OVER PREV YR				-11.89%		13.13%		6.19%

NOTE 1: The figure for May, 1988, could not be located so the June figure was substituted.

NOTE 2: The employee contribution per month is calculated on the basis of 3 employees contributing at the family rate of \$54 per month and the remaining employees contributing at the single rate of \$20 per month.

SUMMARY OF MONTHLY PREMIUM COSTS
 FOR MEDICAL AND PAID PRESCRIPTION COVERAGE
 1988-89 TO 1991-92

	3-1-88	3-1-89	% Chg	3-1-89	% Chg	3-1-90	% Chg	3-1-90	3-1-90
	Paul	\$500 deduct	88-89 PPO	88-89 HMO	88-89 HMO	\$5 pre	89-90 HMO	\$5 pre	\$5 pre
Age	Revere	PPO	Lib Cost	HMO	Lib Cost	Tot HMO	If Full Pd	Staff CoPay	Lib Cost
Up to 29	224.18	83.18	-62.90%	80.33	-64.17%	98.01	22.01%	20.00	78.01
	444.63	203.83	-54.16%	196.79	-55.74%	240.12	22.02%	54.00	186.12
	444.63	291.04	-34.54%	281.02	-36.80%	342.92	22.03%	54.00	288.92
30-39	224.18	100.28	-55.27%	95.22	-57.53%	116.19	22.02%	20.00	96.19
	444.63	212.94	-52.11%	202.19	-54.53%	246.72	22.02%	54.00	192.72
	444.63	323.93	-27.15%	307.58	-30.82%	375.32	22.02%	54.00	321.32
40-49	224.18	125.85	-43.86%	118.51	-47.14%	144.61	22.02%	20.00	124.61
	444.63	233.14	-47.57%	219.54	-50.62%	267.90	22.03%	54.00	213.90
	444.63	346.24	-22.13%	326.03	-26.67%	397.84	22.03%	54.00	343.84
50-59	224.18	152.47	-31.99%	142.28	-36.53%	173.61	22.02%	20.00	153.61
	444.63	301.44	-32.20%	281.30	-36.73%	343.25	22.02%	54.00	289.25
	444.63	377.32	-15.14%	352.12	-20.81%	429.67	22.02%	54.00	375.67
60-64	224.18	193.90	-13.51%	179.48	-19.94%	219.00	22.02%	20.00	199.00
	444.63	388.65	-12.59%	359.72	-19.10%	438.96	22.03%	54.00	384.96
	444.63	434.07	-2.38%	401.76	-9.64%	490.25	22.03%	54.00	436.25
65 +	224.18	227.59	1.52%	210.66	-6.03%	257.05	22.02%	20.00	237.05
	444.63	459.14	3.26%	424.97	-4.42%	518.57	22.03%	54.00	464.57
	444.63	505.77	13.75%	468.12	5.28%	571.23	22.03%	54.00	517.23

SUMMARY OF MONTHLY PREMIUM COSTS
FOR MEDICAL AND PAID PRESCRIPTION COVERAGE
1988-89 TO 1991-92

Age	% Chg	3-1-91	% Chg	3-1-91	3-1-91	% Chg	% Chg	% Chg	
	89-90	\$10 pre	90-91 HMO	\$10 pre	\$10 pre	90-91 HMO	88-91	89 HMO-91	89 HMO-91
Up to 29	Lib Cost	Tot HMO	If Full Pd	Staff CoPay	Lib Cost	Lib Cost	Lib Cost	Lib Cost	Total HMO
	-2.89%	99.99	28.18%	20.00	79.99	2.54%	-64.32%	-0.42%	24.47%
	-5.42%	248.54	33.54%	54.00	194.54	4.52%	-56.25%	-1.14%	26.30%
	2.81%	354.92	22.84%	54.00	300.92	4.15%	-32.32%	7.08%	26.30%
30-39	1.02%	120.26	25.02%	20.00	100.26	4.23%	-55.28%	5.29%	26.30%
	-4.68%	255.36	32.50%	54.00	201.36	4.48%	-54.71%	-0.41%	26.30%
	4.47%	388.46	20.90%	54.00	334.46	4.09%	-24.78%	8.74%	26.30%
40-49	5.15%	149.67	20.11%	20.00	129.67	4.06%	-42.16%	9.42%	26.29%
	-2.57%	277.28	29.63%	54.00	223.28	4.39%	-49.78%	1.70%	26.30%
	5.46%	411.77	19.76%	54.00	357.77	4.05%	-19.54%	9.74%	26.30%
50-59	7.96%	179.70	16.98%	20.00	159.70	3.96%	-28.76%	12.24%	26.30%
	2.83%	355.27	22.82%	54.00	301.27	4.16%	-32.24%	7.10%	26.30%
	6.69%	444.90	18.43%	54.00	390.90	4.05%	-12.08%	11.01%	26.35%
60-64	10.88%	226.66	13.90%	20.00	206.66	3.85%	-7.82%	15.14%	26.29%
	7.02%	254.32	-33.94%	54.00	200.32	-47.96%	-54.95%	-44.31%	-29.30%
	8.58%	507.42	16.31%	54.00	453.42	3.94%	1.98%	12.86%	26.30%
+	12.53%	266.05	12.23%	20.00	246.05	3.80%	9.76%	16.80%	26.29%

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: October 14, 1991
SUBJECT: Staff Co-Payment of Medical Insurance Premium

BACKGROUND

In the Library Director's Report for March 12, 1990, the Library Board was informed that effective March 1, 1990, the Library staff members would be contributing \$20 per month towards their health insurance premium. [See Attachment 1]. As it was implemented the single coverage deduction was \$20 per month and the family deduction was \$54 per month.

The Minutes of the March 12, 1990, meeting do not show that any Board action was taken to adopt or ratify this action. However, the Minutes are incomplete in that they are cut-off in the middle of the paragraph addressing this issue. [See Attachment 2]

While the Library Director acknowledges in his report of March 12, 1990, that he had met with the representatives for the Orange County Employees Association and that they had agreed to the change in the MOU of June 9, 1989, there is no evidence that the Library Board ever passed a resolution accepting the change in the terms of the contract under Article 1-K. (Page 5). [See Attachment 3]

Since March, 1990, including the October 9, 1991, payroll, the staff contribution to the medical premium has been as follows.

FY90	\$1,388
FY91	3,676
FY92 YTD	<u>1,008</u>
	\$6,072

RECOMMENDATION

I recommend that the Library Board make a determination about what percentage of coverage of medical insurance is to be provided as a benefit.

If the Board decides to provide 100% coverage I recommend that the staff members be reimbursed for their contributions since March, 1990.

ity and proficiency greater than that described above, said employee may be given an advancement of three or four salary steps.

In such cases as may occur wherein an employee shall demonstrate ability and proficiency less than that described above, said employee may be given a one-step advancement or no merit advancement.

The Library Director shall consult with an employee on his or her job performance when said employee is evaluated for merit advancement. A copy of each performance evaluation shall be made out with the consultation of the employee's immediate supervisor.

ARTICLE IX

FRINGES

AS DEFINED IN EMPLOYEES MANUAL

- A. Leave of Absence
- B. Educational Benefits
- C. Holidays
- D. Vacations
- E. Medical, Dental, Optical, and Employee Assistance Ins.
- F. Retirement/Social Security
- G. Overtime
- H. Part-Time Employees
- I. Rest Periods
- J. Unemployment Coverage
- K. Travel Reimbursement
- L. Credit Union

THE DISTRICT and THE ASSOCIATION have agreed to the following:

- A. Continued payment of 100% of the health insurance premiums will be carried on as in the past as long as these premiums do not exceed an annual increase of 20% for the three years of this contract. Premium increases in excess of 25% for any year would in turn require negotiation through the representation of OCEA. The Board has already put into effect on March 1, 1989 an improved coinsurance factor of 90% vs. 80% for medical expenses between \$100 and \$500.

ARTICLE X

GRIEVANCE PROCEDURE

- A. Employee grievances shall be handled in the following manner:

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 4, 1991
SUBJECT: Tile Flooring

BACKGROUND:

At its October 14 Regular Board Meeting the Library Board rejected the evaluation by Bader Custom Marble & Tile work that the tile flooring in the Library's lobby needs to be replaced because the subsurface is uneven. Staff was instructed to seek prices for repair.

Trustee Stark recommended that the library contact Better Floors and Restorations. Its staff has made several inspections and removed a tile. They report the same problem as Mr. Bader: the underlying floor preparation is uneven and must be fixed to prevent the breaking of tiles. To fix the floor the current tiles must be removed and replaced.

Better Floors and Restorations proposes to tear up the tiles for approximately half of the total area to repair the base flooring, and to reinstall similar tiles.

RECOMMENDATION:

In light of the requirements of the Americans with Disabilities Act I suggest that the Library formally consult with the City Manager about future indoor flooring plans for both buildings. If tiles must be removed to level the floor it is probably a good time to go to a smooth surface.

BETTER FLOORS & RESTORATIONS

201 W. Santa Fe Ave.
Placentia, CA 92670
Contr. Lic. #384910
(714) 524-8500 (213) 691-1600

JOB ESTIMATE

PHONE _____

DATE

10/31/91

JOB NAME/LOCATION _____

TO Karen Samarin
Placentia Library

JOB DESCRIPTION:

Bid to Replace Tile in Rear portion of
Entry up to front of checkout counter &
7ft beyond - incl stain to match &
Finish Slab

\$11,700.68

9,000.00

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED
JOB COST _____

ESTIMATED
BY _____

Greg Kay

FROM **BADER**

Proposal

Agency Item 12 Deeb Bader

Page No. 3 1

Custom Marble & Tile Work

Sheet No. 1

Date 9/30/91

Tel (714) 538 1641

Lic 588803

Proposal Submitted To	Work To Be Performed At
Name <u>PLACENTIA LIBRARY</u>	Street <u>411 E. CHAPMAN</u>
Street <u>411 E. CHAPMAN</u>	City <u>PLACENTIA</u> State <u>CA</u>
City <u>PLACENTIA CA 92670</u>	Date of Plans _____
State <u>CA</u>	Architect <u>ELEZABETH MENTER "DIRECTOR"</u>
Telephone Number <u>(714)528-1906</u>	

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

Enryr +Hallway Floor			
Material	12x12 PORCONITE "TERRA COTTA "	2346 sq ft	\$ 12316.50
			tax \$ 954.50
DIMOLITION + REPEAR			\$ 2346 00
INSTALLATION			\$ 8211.00
		TOTAL	\$ 23828.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings; I specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$23828.00).

with payments to be made as follows:

~~50% DEPOSIT () 40% UPON COMPLETION 10% UPON FINAL...~~

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by BADER CUSTOM MARBLE ++TILE WORK

Respectfully submitted _____
Baders
Custom Marble & Tile Work
 1165 N. Ginnell
 Orange, CA 92667

Per *Deeb Bader*

Note — This proposal may be withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted _____ Signature _____

Date _____ Signature _____

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *EDM SA*
DATE: October 31, 1991
SUBJECT: California Room Update

Pat Irot and I had a preliminary session to sketch out a plan to evaluate and reassess the room and its purpose.

The focus ^{is} is "California" history which may be too broad for our community.

We talked about what the room could/should contain: cataloged items, non cataloged items, high school yearbooks, city documents, newsletters of various historical groups, pamphlets, photographs, slides, videos, oral histories, church histories, magazines, artifacts, etc.

The first thing which needs to be done is an inventory of all non-cataloged items in the room. After that is done Pat and I will evaluate what we have, what we need and have a recommendation for further action. Pat and other Friends are ready to start as soon as the Library Board gives the go-ahead to this first step to rejuvenate the room.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
DATE: November 4, 1991
SUBJECT: Recommendations from Dixie Shaw

BACKGROUND:

At its Regular Board Meeting on September 9, 1991, the Library Board received three recommendations from Dixie Shaw.

*Refer to
minutes*

- 1) To reestablish a contribution program to the Library called "Birthday Club". This program was offered by the Library sometime in the past. In lieu of birthday presents individuals contribute a book to the Library and the person honored gets publicly recognized by the Library.
- 2) To establish an endowment plan for the Library.
- 3) To have the Library represented on the Chamber of Commerce Education Committee. I have agreed to work with Mrs. Shaw on the Chamber Committee.

RECOMMENDATIONS:

- 1) I recommend that the Birthday Club be adopted as a concept for implementation in FY1992-93, after the desktop publishing system is operational and the Library's use of its cable TV channel is more fully developed.
- 2) I recommend that if the Board agrees to pursue the concept of a Library Foundation or outside endowment that a meeting of interested parties be scheduled for early January. I suggest that several Board members, several Friends Board members, Mrs. Shaw and anyone else who might be interested in a leadership role in such an organization be invited to the meeting.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 4, 1991
SUBJECT: Patron Complaint

11/7 9:30

BACKGROUND:

The attached Patron Complaint was forwarded to me late in the afternoon of November 1.

The Library's Materials Selection Policy provides that such requests in writing will be forwarded to the Library Board at its next meeting.

There are several options for proceeding.

- 1) Reject the request based upon staff recommendations and published reviews.
- 2) Set up a panel of professional librarians to review material in light of the Library's Materials Selections Policy, to conduct a public hearing, and to make recommendations to the Board. This practice is followed by many public libraries automatically whenever denial of a written complaint is by the Library Director is received by the Board of Trustees.
- 3) Have the Board sit as the review panel with same functions as in #2 above. Since the Board is the final authority source of appeal for the complainant, it usually removes itself from the hearing process.

At my request Mrs. Schneider has forwarded a copy of Ms. Riddish's complaint to the American Library Association's Office of Intellectual Freedom.

RECOMMENDATION:

I recommend that the Library Board deny the request to remove "More, More, More, said the Baby" from the Children's Collection.

Fred / Bob

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: November 1, 1991
SUBJECT: Patron complaint about the book, More, More More said
the Baby, by Vera Williams

A very agitated patron approached me on the evening of October 31, 1991. She asked me if I normally purchased Caldecott winners and honor books. She then asked me about the title in question. We looked for our copy, but were unable to locate it on the shelves. She told me, "This book is dangerous and if it were up to me, it would be banned and never read by anyone again."

I gave her a complaint form and suggested that she might want to fill it out and informed her that it would be given to the library director. She would have liked to engage me in a more lengthy discussion, but I did not feel that much would have been gained from such a conversation.

I have learned today that she has contacted at least three other libraries in Orange County with her complaint.

THIS BOOK RECEIVED A STARRED REVIEW IN THE SCHOOL LIBRARY JOURNAL.

10-31-91

SUGGESTION
OR
COMPLAINT FORM

Agenda Item 15 Attachment 2
PLACENTIA LIBRARY DISTRICT
CHILDREN'S DEPARTMENT

The following situation has been noted: Caldcott

Honor Book for 1991

"More, More, More Said the Baby" is a very dangerous book

I suggest this as a way to help the situation: _____

Remove this book from your
shelves. It shows child abuse

on 3 pages and is very racist,

Shaking, throwing and swinging a child
by the arms

Date 10-31-91

Name Shelby Reddick

Address Orrey Coast College

(714) 432-5052

Abuse
by the
Medical
Association

(over)

The white child is "Little Guy"

The black child is "Little Pumpkin"
i.e. Turn
Vegetable

The Asian child is "Little Bird"
and only
sleeps i.e.
passive
activity!

I teach Child Development and I
Every student in my class
was able to see the inappropriate
behaviors in this book. The
author and committee are apparently
of horrendous parenting habits

©1990 Julie Vivas



aw a yellow dog looking at me. (Williams)

here groceries are being stockpiled, and misses few highlights: the taped glass storm door, supper on the floor in front of the fireplace, a hurricane lamp at bedtime, and excited speculation about what the storm is doing outside the snug house. The brothers here, out seven and ten years old, get a nus when a big elm blows down. For ys it serves as a fantasy prop, becoming a spaceship, a jungle, a caravel—a nice "big enough for secret dreams, all enough for shared adventure." This dream ends in a cord of firewood, another threatened storm brings hope springing eternal. The child-focused perspective gives even ordi-



the excitement of [each] 's conclusion that the ship hits home." —*Booklist

all, Football,addy and Me
By David Friend
Pictures by Rick Brown
Ages 3-8. \$12.95. 0-670-82420-8

Viking
Children's Favorites Since 1933
Hudson Street, New York, NY 10014
A Division of Penguin USA

nary scenes an extra measure of drama, and the fantasy spreads are detailed delights. It's fun to find the cat, Hannibal, who registers subtle degrees of disgust, disgruntlement, and hauteur at the disruption of his domain. We wouldn't wish a real hurricane on children, but this book will give them a taste of the magic of the moment when the lights go out.—Patricia Dooley, University of Washington, Seattle

★WILLIAMS, Sue. *I Went Walking*. illus. by Julie Vivas. unpagged. CIP. Gulliver/HBJ. 1990. RTE \$13.95. ISBN 0-15-200471-8. LC 89-78475.

PreS-Gr 1—A worthy successor to Bill Martin's *Brown Bear, Brown Bear, What Do You See?* (Holt, 1983). With its patterned response to the title, "What did you see?," and the accompanying lead-in picture showing part of a farmyard animal, this book immediately draws children into the story. The lively, unspoken storyline of a shock-headed toddler playing silly games with the animals he meets and gradually shedding his shoes, socks, and jacket fills out the spare text for beginning readers. The accumulating line of animals marching in wild sweeping patterns across the page gives viewers a bouncy, flowing experience from page to page. With only six animals, the story is brief; the watercolors, while predominantly realistic in tone and anatomical detail, have an exaggerated roundness and glow that give a fanciful turn to the naming story. The animals and toddler become progressively more animated, until story's end, which features a two-page, wordless spread reminiscent of Max's "wild rumpus" in Sendak's *Where the Wild Things Are*. The focus on the pages is clearly on the short text and the characters, making for a simple yet active experience for beginning readers and very young listeners.—Ruth K. MacDonald, Purdue University Calumet, Hammond, IN

★WILLIAMS, Vera B. "*More More*," *Said the Baby*. illus. by author. unpagged. CIP. Greenwillow. Oct. 1990. Tr \$12.95. ISBN 0-688-09173-3; PLB \$12.88. ISBN 0-688-09174-1. LC 89-2023.

PreS—The spontaneity and delight of play is captured perfectly in this trio of multigenerational, multiracial "love stories" about three pairs of babies and their grown-ups. Told in a natural, colloquial tone, the simple, engaging text is finely honed with a rhythm that is musical. The style is as buoyant and infectious as the actions described: "Little Guy's daddy has to run like anything just to catch that baby up." Williams carries the same basic framework and language through each story, generating the repetition that is so satisfying to very young listeners, while the stories and characters maintain their own distinctions. Just as she celebrates universality within the text, Williams presents diversity with characteristic flair within her illustrations. Little Guy and his father are white, Little Pumpkin is African-American and her grand-

mother is white, and Little Bird and her mother are both Asian-American. Natural and unforced, Williams' choices are an accurate reflection of American society, but are noteworthy in their representation in books for this age group. Uncluttered, yet filled with movement, the splashy, vibrant paintings in gouache feature vigorous portraits and large, clearly defined objects set against a textured expanse of sweeping brushstrokes. The text appears in rain-bow-hued letters within the illustrations, adding to the appealing design. Although it is a fine vehicle for toddler storytimes, the real strength of this book lies in the intimacy achieved when it is shared one-on-one between babies and adults or older siblings. A joyous expression of verbal and physical affection, these are truly love stories for our times. More, more, more... —Starr LaTronica, North Berkeley Lib., CA

WILSON-KELLY, Becky. *Mother Grumpy's Dog Biscuits*. illus. by author. unpagged. CIP. Holt. 1990. RTE \$12.95. ISBN 0-8050-1287-7. LC 89-24553.

K-Gr 3—Using only the finest ingredients, Mother Grumpy, a feisty bulldog, bakes the best biscuits in the world. Dogs from miles around discover her unique talent for baking and wait in line to buy their favorites from the several varieties she prepares daily. Her business takes a turn for the worse, however, when customers complain about her rudeness; but with suggestions from a friendly customer named Ernie, concerns for her newly-wounded tail, her desire to keep her business running, and the decision to cooperate with Ernie, Mother Grumpy reorganizes her bakery and business booms again. Although they are not outstanding, the zippy, cartoonlike illustrations have just enough detail to expand adequately the humor of the text. Balloon-framed thoughts and comments flesh out roles of the likable dog characters. An appended recipe for bumpy cookies encourages readers to seek parental help when trying their hands at baking.—Gloria E. Nottingham, Richmond Public Library, VA

WYLLIE, Stephen. *Dinner with Fox*. illus. by Korky Paul. unpagged. Dial. 1990. pop-up \$12.95. ISBN 0-8037-0796-7. LC 89-25899.

K-Gr 2—Dinner with Fox is no ordinary culinary experience. The crafty carnivore lures his unsuspecting victims with promises of "a rather special meal" and "a particularly delicious recipe," but neglects to tell them that they will be part of the main course. Thin Red Fox soon becomes Plump Red Fox but meets his comeuppance when a wolf comes for dinner. This pop-up book is cleverly constructed with pots, doors, and ovens that open and close, as well as mailboxes with removable letters. The boldly outlined, cartoonlike illustrations are suitably sinister, chock-full of the bones of past victims and an ominous, ever-present spider. An abundance of details invites

closer scrutiny. means that this lifespan in most good choice for groups.—Ruth Library

YOUNG, Ruth. by Maryann C. CIP. Orchard \$14.95. ISBN \$14.99. ISBN 70936.

PreS-Gr 2—In tificant story, space suit (which a blanket sleeper for a trip to M

★ "A carefu

C

★ "A breath Doyle, 13, r in Rhode Isl mad captain will survive, in a voice th sensuous no ship and the friendship a

★ "Avi... h intriguing, s crafted tale, the high sea: the truth is r. to evil advan dastardly ch a story not e. —Starred

Ages 11-13 Graa TR \$14.95 0-537 RLB \$14.99 0-537

C Our A de

Focus

★Max Makes a Million, by Maira Kalman

Call me Max. Max the dreamer. Max the poet. Max the dog." Every now and then, a character in literature exerts a kind of magnetic field on the reader. The force of his or her personality, speaking in a fully individualized, first-person voice, grabs us like a carnival barker and just won't let go. Holden Caulfield had that effect on a generation; Augie March came close; there have been a few others as well, but their voices aren't necessarily limited to "grown-up" books. Especially now that Max—dreamer, dog, and poet—has had his say. Anyone who remembers *Stay Up Late* [BKL O 1587], in which Maira Kalman supplied suitably wild illustrations to the lyrics of a David Byrne song, knows to expect the unexpected from this delightfully unbuttoned writer and artist. But even familiarity with Kalman's other books can't quite prepare you for the new-wave frenzy of *Max Makes a Million*. It's a simple story—a poet, who happens to be a dog, dreams of selling his poems and moving from New York to Paris—but what matters here is texture, not story. And *Max* is loaded with texture. In a perfect blending of words and pictures, Kalman creates pages that jump with the syncopated rhythms and Day-Glo colors of city life. Max dreams of moving to Paris—"I want to say, before anything, that dreams are very important"—but, in the meantime, he finds plenty to inspire him in New York: "That crazy quivering wondering wild city. A city like an enormous orchestra. A bebop city . . ." The thing that gets Max's heart pounding about New York is that there's just so much stuff—stuff to see, like Mrs. Hoogenschmidt wearing a fish on her head; stuff to hear, like Mr. Van Tiegham playing his drumsticks on garbage cans, lampposts, metal



doors, and building walls; stuff to taste, like lemon drops from Baby Henry's Candy Shop; and, of course, stuff to feel, like love for his best friend and fellow artist, Bruno, who paints invisible paintings.

Kalman is a very different kind of artist than Bruno. Anything but invisible, her wonderfully witty, remarkably detailed paintings, a battleground of competing colors, provide the perfect visual metaphor for the avalanche of sensory delights that awaits Max on the sidewalks of New York. It is narrative voice that makes Max such a forceful character, but it is perfectly integrated artwork that allows the voice to sing.

One can almost hear the opposition marshalling its arguments: Yes, it's textured; yes, it's wonderful in a weird sort of way, but it's not for children. They won't understand it. They won't recognize that when Max talks about going to Paris, the words on the page are in the shape of the Eiffel Tower, or that when he describes New York, his sentences swing to the rhythm of a Thelonious Monk piano solo. So what if they don't recognize any of that. *Max* isn't about cultural literacy; it's about energy. Adults may need books or music to rekindle their energy, but kids have plenty of the real stuff. And they're sure to recognize that Max does, too. The story of Max and his dreams is finally a celebration of eccentricity in all its forms. There are no value judgments here, no morals, no pigeonholes. The world shows its stuff, and Max laps it up, treasuring each element for its own particularity and responding with a satisfied "Ha!" Kids react to life that way naturally, at least until adults teach them about principles. No, this is definitely a book for children—and for adults with enough courage and energy left to look at life the way Max does. Ha!



—Bill Ott

See Kalman on p.339 for imprint information.

Ages 5-8. Earrings—all the better if they dangle, shine, and jangle—fascinate not only grown-up girls but little ones too, as those of us who snuck into Mama's jewelry box recall. But alas! The day inevitably arrived when Mama's clip-ons no longer satisfy our need for glamour, and the fight for pierced earrings is on: "I want them. I need them. I love them. I've got to have them. Beautiful earrings for pierced ears . . ." repeats this story's unnamed heroine. "At your age, pierced ears are premature . . . inappropriate . . . [and] look a little tacky," respond her steadfast parents. While the outcome of this dilemma is unclear and the concept overextended, Viorst's chronicle of obsessive childhood longing features writing that is both funny and rhythmic. And Malone's expressive portraits (including the child as punk princess) are nicely varied and well designed. —Julie Corsaro

Williams, Vera B. "More More More." Said the Baby: 3 Love Stories. Oct. 1990. 32p. illus. in willow, \$12.95 (0-688-09173-3); lib. ed., \$8 (0-688-09174-1).

0-688-09173-3—Fiction: Parent and child—Fiction [CIP] 89-2023

Ages 2-4. Baby love streams through the pages of a gleeful picture book that revels in the spontaneous teasing affection that doting

parents and grandparents lavish on their little ones. Meet Little Guy, whose daddy has to run like anything to catch him up, toss him in the air, give his belly button a kiss, and then laugh as Little Guy says, "More. More. More." There's also Little Pumpkin, whose grandma catches her up for a nose rub, a swing all around, and some tickly toe-kissing, again to a chorus of "More. More. More." Williams' descriptions are sparsely worded but disarmingly direct and poetic. Her pictures are simply composed but full of lavish color play: pinks, purples, and blues are the rule, with healthy doses of yellow or green for satisfying contrast. Fun-filled and warm, this celebrates the joy that babies generate among those who love them. —Denise Wilms

PAPERBACK ORIGINALS

The growing trend for more books to be published as original paperbacks has motivated a quarterly roundup of recommended titles. Evaluated by Linda Callaghan, children's librarian at Deerfield Public Library (Illinois),

these reviews encompass single titles and first entries in new series appropriate for browsing racks in school and public libraries.

Nonfiction

McGibbon, Robin. *New Kids on the Block: The Whole Story.* 1990. 120p. illus. Avon, paper, \$6.95 (0-380-76344-3).

Gr. 5-9. Readers eager for more information about these idols of the preteen set are treated to the fruits of McGibbon's interviews with friends, neighbors, and teachers from the communities where the band members grew up. There is no lack of material on the New Kids, but McGibbon's interviews with Peter Fitzgerald and Jamie Kelly, original members of the group, yield personal insights on the music business and details on the group's formation not found in previous books. Neither the British flavor of McGibbon's style nor the fact that he qualifies terms for readers (e.g., American football) is disruptive to the text's lively flow. A special bonus to fans is the photo section, which includes many amusing, but grainy, amateur color photographs provided by friends of the New Kids.

POLICY #1-82 OF THE PLACENTIA LIBRARY DISTRICT

Approved: January, 1983

LIBRARY MATERIAL SELECTION

Library materials include but are not limited to books, magazines, papers, records, audio tapes, video tapes, film, audio visual hardware, pictures and microforms.

Since the library operates on a fixed annual budget and a limited materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. It must keep in mind first and foremost the needs of the general reader who is its principal patron and supporter. Its collection must be designed essentially for use and adaptation to new and changing conditions, and carefully selected materials with wide appeal to all.

The selection of library material is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

The criteria below are to be used as guidelines by the staff as appropriate.

1. The overall purpose of the material is the chief criterion of selection.
2. Reputation and significance of the author
3. Timeliness or permanence of the material
4. Importance of subject matter to the collection
5. Authoritativeness
6. Reputation and standards of publisher.
7. Readability and popular appeal
8. Quality of writing
9. Recommendation of title in selection aids.
10. Format of book
11. Physical condition of material

A book or non-book material is not necessarily rejected on the basis of objectionable sections or pages, but may be rejected on the grounds of obscenity prevailing in the material as a whole. This is due to these facts:

1. There are few books which do not have sentences, paragraphs, or pages to which some group or individual can find objection.

#1-82
Continued

2. It has been established in legal cases that the book must be judged as a whole and not on the basis of selections from it. The legal principle of the law of censorship established in Federal and State courts is that the question of obscenity must be determined by an appraisal of the predominant effect of a book read as a whole, and of its legitimate scientific or educational purpose.

INTERPRETATION OF POLICY

Questions concerning the scope and policies of an individual collection may be discussed with the Library Director. If there are complaints or comments on specific materials, one may fill out a complaint form and the matter will be discussed with the Board of Trustees at their next meeting.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: October 31, 1991
SUBJECT: Grandparents Grant - Status Report

1. The first report to the State Library was sent this week. The purpose of this report was to inform their financial office that the money was encumbered and we had met our deadline and would not be returning any funds to them.
2. Community response to this program has been positive. The publicity picture of Paul Deputy reading to a child in the library taken by the Placentia reporter has not been published yet. We are looking forward to seeing it. Our thanks to one of our favorite volunteers, Mr. Deputy, for being our "grandparent" for the picture.


PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: October 31, 1991
SUBJECT: Children's Book Week/Camp Library

Nov 22nd

1. The posters and flyers advertising our program have been serving their purpose. At last count we had 50 adults and children registered for our over night fun in celebration of Children's Book Week.
2. Children's Book Week will be noted in the Children's department through posters, a bulletin board display and bookmarks.

Placentia Library District

To: Elizabeth Minter, Library Director
From: Suad S. Ammar, Principal Librarian 
Date: October 30, 1991
Subject: Status Report

I was asked by Elizabeth Minter, Library Director to act as the staff liason between the library and the Advisory Committee on the Disabled.

As such I attended the Committee's meeting on Thursday, October 24th at 6:00 p.m. held at the City Hall meeting room.

Listening to the sub-committees' reports on Needs Assessment was interesting and informative. Of importance to us was of course Dale Goodman's report on the Civic Center and Administrative Buildings, particularly the section on the library.

Dale and her sub-committee had visited the library and inspected the areas that are of specific interest to the disabled. Dale then met with me and asked about our services to the disabled i.e. services to the deaf and to the blind and inquired about the availability of special equipment needed for these services like decoders, Braille audio-cassette players etc.. a copy of Dale's report and recommendations is attached. Of significance however, was her special mention of our staff's outstanding level of service and friendliness.

CITY OF PLACENTIA
ADVISORY COMMITTEE ON THE DISABLED
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT
CIVIC CENTER and ADMINISTRATIVE BUILDINGS

Submitted: October 24, 1991

Inspection Team:

<u>Name:</u>	<u>Status:</u>
Dale Goodman, Committee Vice Chair	Wheelchair (*)
Dana Haas, Committee Member	Ambulatory
Rita Nelson, Senior Citizen	Ambulatory
Lee Sale, Committee Staff Advisor	Ambulatory
Cecile Zinberg, Ph.D, CSFU	Pick-Up Walker

(*) Denotes upper body impairment/weakness

On October 18th the Inspection Team met at the Civic Center to evaluate the accessibility of the complex. Each team member completed the "course" individually to ensure a non-biased assessment. The following is the result:

CITY HALL:

1. Focus Entrance

Assessment .. Doors too heavy, threshold too high

Result Walker-bound member bruised shoulder trying to enter, wheelchair-bound member could not enter without multi-person assistance: someone to hold the door someone else to lift the chair over the threshold.

Impression .. A weaker ambulatory individual would be incapable of entering. While it is true that current budget allows for the installation of automatic doors installed, the ones we encountered were indicative of the size and weight of most doors encountered in the public sector.

2. Focus Footing

Assessment .. Floors are uneven, grooved, slick

Result Walker movement unsteady, wheelchair movement hampered by grooves

Impression .. Even ambulatory individuals need to be wary.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 2

3. Focus **Staff Accessibility**

Assessment .. Counters are too high for chair-bound access and prohibitive for on-site form completion; Meeting rooms and common areas are accessible. No written exist for encounters with the disabled. No "interpreters" are known to be on staff or to be immediately accessible.

Result Staff must attend and assist

Impression .. As long as staff is able to be attentive and sensitive to the situation, there appear to be no negative aspects.

4. Focus **COUNCIL CHAMBERS**

Assessment .. Doors are heavy, pitch of slope is steep, microphones are placed at front and bottom of chamber, one entrance/exit doorway, no empty spaces.

Result Walker-bound individual struggled with door to enter, wheelchair-bound individual could not enter without help. Neither of the disabled individuals could access microphone. Sitting in any row other than the back row was not possible for the walker-bound individual due to the incline. The wheelchair-bound individual found no place to park that was not blocking either the aisle or door.

Impression .. No consideration was given to civic involvement of the disabled at time of construction.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 3

5. Focus LAVATORIES

Assessment .. Doors too heavy, towel dispensers too high for chair-bound individuals; handicapped stalls not large enough

Result Wheelchair-bound individual needed assistance of two (2) others to enter lavatory, and could not use commode with privacy as chair would not fit completely inside stall. Walker-bound individual could not turn around once in stall and could access commode only by walking backwards. Towel dispenser, sink not accessible by chair-bound individual without aid.

Impression .. Lavatory meets minimum legal requirements but is largely inaccessible.

6. Focus TELEPHONE ACCESS

Assessment .. Phones are set low and meet legal requirements.

Result Accessibility

Impression .. Both the letter and the spirit of the law have been satisfied.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 4

7. Focus DRINKING FOUNTAIN

Assessment .. Two fountains are offered, one set at normal height, the other set at standard handicap accessible height. However, the placement of the fountain for the disabled is sandwiched between the wall and the other fountain. The on/off button is stiff and takes normal to unusual strength to activate from a sitting position.

Result Due to fountain placement, and switch mechanism wheelchair-bound individual is prohibited from accessing fountain.

Impression .. The letter of the law has been met, but the fountain is only accessible to children and people of short stature.

POLICE DEPARTMENT

1. Focus Entrance

Assessment .. Doors too heavy, threshold too high

Result Consistent with City Hall result

Impression .. Consistent with City Hall impression

2. Focus Footing

Assessment .. Floors are uneven, grooved, slick

Result Consistent with City Hall result

Impression .. Consistent with City Hall Impression

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 5

3. Focus **Staff Accessibility**

Assessment .. Counters are too high for chair-bound access and prohibitive for on-site form completion or staff interaction; interrogation rooms are marginally accessible without staff assistance, however, given the nature of the setting, this aspect might be inconsequential. Staff has protocol and procedures in place for dealing with disabled prisoners, including access to "interpreters" as needed.

Result Staff must attend and assist

Impression .. As long as staff is able to be attentive and sensitive to the situation, there appear to be no negative aspects for prisoners, but all accommodation for general public would require prior arrangements, i.e. interpreters for the hearing impaired, Braille for the visually impaired.

4. Focus **LAVATORIES**

Assessment .. Doors too heavy, entryways and stalls too narrow in lobby lavatories.

Result Men's Room unable to accommodate wheelchair entrance, walker-bound individual unable to turn around in stall. Women's Room too narrow to accommodate walker.

Impression .. Lavatories do not meet minimum legal requirements.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 6

5. Focus TELEPHONE ACCESS

Assessment .. Phones are set low and meet legal requirements.

Result Accessibility

Impression... Both the letter and the spirit of the law have been satisfied.

6. Focus DRINKING FOUNTAIN

Assessment .. Unit is in appropriate place, but is set too high, button activator too stiff for easy control.

Result Due to fountain design and switch mechanism, wheelchair-bound individual is prohibited from accessing fountain.

Impression .. The water fountain is marginally accessible.

LIBRARY

1. Focus Entrance

Assessment .. Automatic beam activated doors

Result No limiting factors encountered.

Impression .. Fully accessible.

2. Focus Footing

Assessment .. Floors are uneven, grooved, slick in lobby area, but carpeted or flat in main part of facility

Result Both walker- and wheelchair bound individuals both had difficulty until inner section was reached.

Impression .. Facility partially accessible.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 7

3. Focus **Staff Accessibility**

Assessment .. Counters are too high for chair-bound access, computers set at desk level, bookshelves adequately spaced. No written procedures are in place for encounters with the disabled, no "interpreters" are known to be on staff or to be immediately accessible.

Result Staff must attend and assist at times. Suad Amar has been designated as Staff Liason to the Handicap Advisory in an effort to help heighten staff awareness.

Impression .. As long as staff is able to be attentive and sensitive to the situation, there appears to be no immediate negative aspects.

4. Focus **LAVATORIES**

Assessment .. Doors too heavy, handicap stalls too narrow, poor door & trash container placement

Result Unable to accommodate wheelchair entrance, walker-bound individual unable to turn around in stall.

Impression ,, Lavatories meet minimum legal requirements, but are largely inaccessible.

5. Focus **TELEPHONE ACCESS**

Assessment .. Phones are at normal height levels

Result Wheelchair-bound individual cannot access.

Impression .. Accessibility criteria has not been met

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 8

6. Focus DRINKING FOUNTAIN

Assessment .. Unit is in appropriate place, but is set too high, button activator too stiff for easy control.

Result Due to fountain design and switch mechanism, wheelchair-bound individual is prohibited from accessing fountain.

Impression .. The water fountain is marginally accessible.

CIVIC COMPLEX EXTERIOR:

1. Focus Footing

Assessment .. Pavement is uneven and grooved and of varying compositions. Ramps are available from the north parking area, sothern exposure is appropriately sloped.

Result Both walker- and wheelchair-bound individuals had no problems until reaching the Complex pavement which made progress difficult and unsteady, the wheelchair had problems with the grooves and gaining traction, the bound individual had problems balancing.

Impression .. Facility marginally accessible to the disabled with mobility impairments.

2. Focus PARKING LOT

Assessment .. Handicap designated parking is limited but is adjacent to access ramp. Spaces are appropriate width and depth. No signs are posted.

Result Total accessibility to the Complex from the north side.

Impression .. Both the letter and the spirit of the law have been met.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 9

HUMAN SERVICES FACILITY:

1. Focus Entrance

Assessment .. Steep, narrow cement ramp to one building, two buildings are at ground level, fourth building has stairs to entrance. Doors are not unduly heavy. Sidewalks leading to ramps are wide, but have posts in the middle. There is no signage indicating purpose of each building, i.e. Head Start program, food disbursement, administration, etc.

Result Walker- and wheelchair-bound individuals could access the two (2) ground level buildings with ease; the building with a steep ramp presented difficulty to the walker-bound individual and the wheelchair-bound individual was not able to manage the incline without assistance

Impression .. Severely limited access to overall facility.

2. Focus Footing

Assessment .. Level pavement throughout accessible areas.

Result Accessibility on limited basis.

Impression .. Due to age of buildings, possibilities for disabled access has been maximized without undergoing major renovations.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 10

3. Focus **Staff Accessibility**

Assessment .. Staff was not able to be accessed by the disabled due to the physical limitations of the facility.

Result Severely limited accessibility by the public; total inaccessibility for any disabled individual involved in the Head Start program, either child or adult. Additionally, employment of an orthopedically disabled individual would be impossible.

Impression .. Building needs to undergo major renovations to bring it up to minimum standards.

4. Focus **Lavatories**

Assessment .. Narrow, steep ramp leads to facilities which are in a separate building. The entrance doorways are too narrow to be accessed while using any type of mobility appliance. No handicap stalls are provided. Facilities are kept locked, requiring a key secured by administration personnel.

Result Inaccessibility for all disabled who can not successfully ambulate independently and without assisting devices, i.e. cane

Impression .. Structure is old and would take major renovations to be brought up to minimum standards.

5. Focus **Telephones**

Assessment .. None apparent

Result Phone calls would have to be made through administrative offices

Impression .. Inaccessible to any individual who is unable to access administrative offices.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 11

6. Focus **Water Fountains**

Assessment .. None noted

Result None accessible

Impression .. Additions might be considered for long term goal.

7. Focus **Parking Lot**

Assessment .. Two (2) separate lots service this complex. There is one (1) handicap stall provided appropriately signed. Curb cuts allow for access from side-walk areas where they exist, but complex has grass to the buildings without pavement for the entire corner area of Melrose/La Jolla intersection. On one side of the driveways the sidewalk ends in a curb-cut to the parking lot, and directly across the driveway, the curb-cut leads to grass.

Result Anyone accessing this complex from either the south or west is required to use either the street or the lawn.

Impression .. Due to its land use, the facility is rendered marginally accessible from south and west and forces the orthopedically disabled to choose between the lesser of the two dangerous options: walking/riding on the heavily trafficked street or trying to cross an uneven grassway.

CIVIC CENTER and ADMINISTRATIVE BUILDINGS
NEEDS ASSESSMENT: SUB-COMMITTEE REPORT ... Page 12

SUMMATION

It important to note that this study was limited by several factors. The only disabilities represented by team members were orthopedic in nature. The wheelchair-bound individual was limited in upper body strength, but was neither a paraplegic nor quadraplegic. The walker-bound individual used a "pick-up" walker indicating upper body strength that would be lacking in a walker-bound individual using a "rolling" walker. Further, the roller walker would present a different set of challenges than was exhibited by our team member.

Notably lacking on our team were representatives exhibiting frailty although ambulatory, upper body weakness with lower body strength (as arthritics might present); also not represented was anyone using a cane or on crutches, and most notably absent were persons with visual, hearing and speech impairments.

Also of significance, the study focused on general public access and did not delve into employable staff needs, except in obvious instances, i.e. the Human Services building. It is unknown at this point whether most of the buildings surveyed could accommodate an employee with any of the aforementioned disabilities. This is not to suggest that they could not, but an explanation that this aspect of the "Needs Assessment Study" has not, as yet, been examined.

RECOMMENDATIONS

Our "quick fix" recommendations that could inexpensively and immediately be implemented would be:

1. Use of carpet runners to minimize footing problems;
2. Removal of wall-mounted trash receptacles in washrooms
3. Lowering of phones in library;
4. Placement of clipboards at counters to facilitate form completion; in all buildings;
5. Removal of three (3) fixed seats in Council Chambers in back row to accommodate two (2) wheelchairs;
6. Placement of a microphone at back of Council Chambers;
7. Signage posting in Civic Center parking lot;
8. Post signs in all buildings noting appropriate methods of obtaining assistance and/or "interpreters";
9. Establish written protocol and procedures for all staff personnel to comfortably deal with the disabled minimizing confusion and possible embarrassment.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: November 4, 1991
SUBJECT: Replacement of Cash Register

The Library's cash register for the Check-In Desk was installed on October 29. The total cost was \$533.36, \$116.64 under the original estimate.

A second, smaller machine has been ordered for the Check-Out Desk so that fines, reserve fees and audio visual fees may be collected there. The cost of the second machine should be less than \$350.

PLACENTIA LIBRARY DISTRICT

LIBRARY BOARD

Library Director (1.00)

Assistant Library Director (1.00)

Administrative Assistant (1.00)

Clerk I (.25)

Technical Processing
Clerk II (1.00)

Circulation
Library Assistant (1.00)

Childrens
Librarian I (1.00)

Adult Services
Principal Librarian (1.00)

Clerk II (1.00)

Clerk I (.50)

Clerk I (3.53)

Library Assistant (1.00)

Adult Page (1.10)

Student Page (2.12)

Volunteers

Clerk II (.50)

Reference

Librarian I (2.00)

Librarian Assistant (2.70)

Clerk I (1.00)

Audio Visual

Clerk II (.63)

Clerk I (.63)

Literacy

Literacy Coordinator (1.00)

Clerk I (.50)

*Cheryl K. Hill
Mrs. B. Brown
Kathleen M. Hill*

*Cathy + John Strick
Dorale*

Approved by motion on September 9, 1991.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

PENSION PLAN COMMITTEE POLICY

The Placentia Library District Pension Fund is governed by the Adoption Agreement for the Dunn & Bradstreet Retirement Plan Services Standardized Money Purchase Plan and Trust as adopted by the Library Board of Trustees at its Regular Meeting on June 19, 1991.

The Library Board of Trustees is empowered to appoint and remove the Pension Fund's Trustee and Administrator to ensure that the Pension Fund is being operated for the exclusive benefit of the Participants and their Beneficiaries in accordance with the terms of the Pension Fund, the Code and the Act.

The Library Board of Trustees hereby establishes a Pension Plan Committee consisting of the Library Director and two (2) other members of the Pension Fund to serve as the Pension Fund Administrator.

The two (2) members of the Pension Plan Committee are to be elected by and from the Pension Fund Membership for two year terms, one term beginning July 1 of odd numbered years, and the other term beginning July 1 of even numbered years. The election each year is to take place at an Annual Meeting of the Members of the Pension Fund to be held the first Tuesday of June at 2:00 P.M. in the Library Conference Room.

The responsibilities of the Pension Plan Committee are as follows:

1. To select an Investment Manager to consult with and/or manage all or a designated portion of the assets of the Pension Fund.
2. Members elected to serve on the Pension Plan Committee must submit to the Library Board of Trustees a written acceptance of the position. If a member needs to resign a written resignation must be submitted to the Pension Plan Committee.
3. If an elected Pension Plan Committee Member resigns an election shall be held within 14 days to fill the unexpired term.

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4. If the Library Director is unable to serve on the Pension Plan Committee the Library Board of Trustees will at its next Regular Meeting appoint a temporary representative from the Library's Management Staff.
5. The Library Director or other Library Board appointee shall serve as Chairperson of the Pension Plan Committee.
6. The Pension Plan Committee will select a secretary to keep minutes of action taken at each Pension Plan Committee Meeting.
7. The Pension Plan Committee is charged with the duties of the general administration of the Pension Fund, including but not limited to the following:
 - a. the discretion to determine all questions relating to the eligibility of Employees to participate or remain a Participant hereunder and to receive benefits under the Pension Fund;
 - b. to direct the Trustee to compute and certify the amount and the kind of benefits to which any participant shall be entitled hereunder;
 - c. to authorize and direct the Trustee to implement all nondiscretionary or otherwise directed disbursements from the Pension Trust Fund;
 - d. to maintain all necessary records for the administration of the Pension Fund;
 - e. to interpret the provisions of the Pension Fund and to make and publish such rules for regulation of the Pension Fund as are consistent with the terms hereof;
 - f. to direct the Trustee to compute and certify to the Pension Plan Committee and the Employer, from time to time, the sums of money necessary or desirable to be contributed to the Pension Trust Fund;
 - g. to consult with the Trustee and notify the employer regarding the short and long-term liquidity needs of the Pension Fund in order that the Trustee can implement any investment in a manner designed to accomplish specific objectives;

Page 3

- i. to prepare and distribute to Employees a procedure for notifying Participants and Beneficiaries of their rights to elect Joint and Survivor annuities and Pre-Retirement Survivor Annuities if required by the Code and Regulations thereunder;
- j. to assist any Participant regarding his rights, benefits, or elections available under the Pension Fund.

The Pension Plan Committee shall keep a record of all actions taken and shall keep all books of account, records, and other data that may be necessary for proper administration of the Pension Fund and shall be responsible for supplying all information and reports to the Internal Revenue Service, Department of Labor, Participants, Beneficiaries and others as required by law.

The Pension Plan Committee, or the Trustee with the consent of the Pension Plan Committee, may appoint counsel, specialists, advisers, and other persons as the Pension Plan Committee or the Trustee deems necessary or desirable in connection with the administration of this Pension Fund.

All expenses of administration may be paid out of the Trust Fund unless paid by the Employer. Such expenses shall include any expenses incident to the functioning of the Pension Plan Committee, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Pension Fund.

Except where there has been an allocation and delegation of administrative authority pursuant to Section 2.5 of the Pension Fund Document, the Pension Plan Committee shall act by a majority of its number, but may authorize one or more of them to sign all papers on its behalf.

Adopted by the Library Board of Trustees, October 14, 1991.

