

AGENDA  
REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
7:30 P.M.  
December 9, 1991

~~1.~~ Roll Call: Administrative Assistant

~~2.~~ Adoption of Agenda

Presentation: Library Director  
Recommendation: Adopt by Motion

~~3.~~ Minutes of the November 4, 1991, Regular Meeting

Presentation: Library Director  
Recommendation: Approve by Motion

*M as corrected (2 types)  
2000/2001  
SS - further only then*

~~4.~~ Oral Communication

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

~~5.~~ Election of Officers

Presentation: Library Board President  
Recommendation: Nominate and elect Board Officers for calendar year 1992

*Presidents - 1992  
ask/want*

~~6.~~ Friends of the Placentia Library Report

Presentation: Library Director

*Secretary  
D/E - 3  
2000  
SS + J*

*Good turnout  
94 -*

Literacy Volunteers of America Board Report

Presentation: Library Board President

*Charitable Contribution -  
"LVA Placentia" -*

8. Board President Report - California Library Association conference.

*High Program  
Don't know  
Solobly passed*

Presentation: Library Board President

**CLAIMS (Items 9-11)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 9-11 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

28. Purchase request list for Friends of the Library

Presentation: Library Director  
Recommendation: Review, Amend, and Adopt

29. Development of Plan of Service for FY1992/93 and long range plan.

*No motion*

Presentation: Library Director  
Recommendation: Discuss planning process, plan format and set date for retreat

30. Policy for medical treatment of work-related injury or illness.

*No acts*

Presentation: Assistant Library Director  
Recommendation: Adopt policy and designate service provider

31. Personnel Policies for hiring part-time employees, for bilingual pay and leave of absences.

*Adopt SS / Fredy*

Presentation: Library Director  
Recommendation: Review, Amend, and Adopt

**STAFF REPORTS**

32. Grandparents and Book Grant Report (Schneider)

33. Camp Library Program (Schneider)

34. Family Literacy Grant (Daniels)

35. Santiago Library System (Addotta)

36. Gulf Arab States Exhibit Grant (Ammar)

37. Collection Development Plan for FY1991/92 (Addotta)

38. California Library Association Conference (Minter, Addotta, Ammar, and Schneider)

39. Literacy Volunteers of America Conference (Daniels)

40. Cash Register for Check-Out Desk (Minter)

41. California Room (Addotta)

- (no claims)*  
*Have to consent*
9. Nonstandard Claims in excess of \$300 (Approve) **Ratify**
10. Claims forwarded by the Library Director (Approve in the amount of \$7,513.77)
11. Current Claims and Payroll (Approve)

*Use / Stand*

Current Claims of \$27,768.35 and Payrolls 1 & 2 for a cumulative payroll total of \$57,600.00

**FINANCIAL REPORT (Items 12-15)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 12-15 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

- 12, 14, 15*  
*W/E*
12. Financial Report for October, 1991 (Receive & File)
13. Check Registers (Receive & File)
14. Overdue Collection Report for October, 1991 (Receive & File)
15. Vending Machine Report for November, 1991 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 16-20)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 16-20 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.

16. Circulation Report for October & November, 1991 (Receive & File)
17. Volunteer Report for October & November, 1991 (Receive & File)
18. Personnel Report (Receive, File, and Ratify Appointments)
19. Building Maintenance Report (Receive & File)

- ✓ 20. Election of Pension Fund member representatives to the staff Pension Fund Committee. (Receive and File)

**CONTINUING BUSINESS**

21. Review options for medical insurance coverage for employees age 65 and over.

*Start Wed*  
Presentation: Library Director  
Recommendation: ~~Determine level of benefit~~  
*Receive & file.*

22. Review staff responses to medical insurance survey.

*Start / Em*  
Presentation: Library Director  
Recommendation: Receive and File and give direction for future activity.

23. Award contract for Office Automation Project

*PASSED*  
Presentation: Library Director  
Recommendation: Determine financing and award contract

24. FY1990/91 Fiscal Audit

Presentation: Library Director  
Recommendation: Receive and File

**NEW BUSINESS**

- keep*  
25. Set date for February Board Meeting.

Presentation: Library Director  
Recommendation: Select February 19 or 20, 1992

26. Request from City of Placentia to provide resource materials to two Community Centers.

Presentation: Library Director  
Recommendation: Approve allocation of funds and use of staff time for selecting, purchasing, and processing.

27. Review of proposed Placentia Library District Illness & Injury Prevention Program.

Presentation: Library Director  
Recommendation: Review, Amend, and Adopt

Agenda Preparation

1)

Agenda  
December 9, 1991  
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**ADJOURNMENT**

- 42. Agenda Preparation for January 13, 1991, Regular Meeting
- 43. Adjourn

**CALENDAR**

January 6	Friends of the Library Board Meeting ( <u>Saundra Stark</u> to attend)
January 13	Library Board Meeting
January 29- February 17	Library Director on vacation
February 3, 1992	Friends of the Library Board Meeting ( <u>Ray Evans</u> to attend)
March 7	CALTAG

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the December 9, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 5, 1991.

Karen Samarin

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 Sandra 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 Sandra 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 Sandra 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.

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Fred D. West, Secretary

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director   
DATE: December 9, 1991  
SUBJECT: Friends of the Library Report

In November I distributed a Request for Quotes for the public access computer that is being presented to the Library by the Friends in honor of David Snow.

The Request was distributed to all computer equipment vendors in Placentia that could be identified through the Yellow Pages.

Two quotes were received. They were \$35.88 dollars apart.

The Friends Board asked that the contract be awarded to ALS Service for \$3,400 in light of Mr. Shkoler's past volunteer work with the Library and it's literacy program.

The Friends have already given the Library \$3,000 towards the purchase and will authorize the remaining \$400 at its January Board Meeting.

The Library will be responsible for purchasing the security hardware and revenue devices.



1120 Cypress Point Drive  
Placentia, California 92670  
(714) 996-0128

December 3, 1991

Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92670

Attention: Sal Addotta

RE: QUOTATION FOR PUBLIC ACCESS COMPUTER - Revised

Equipment to be tested for 24 hours prior to delivery. Parts and labor guaranteed for one year. Setup and installed. Prices are subject to sales taxes.

386DX/33 mz., 128k cache  
4 Meg Memory  
130 Meg Hard Drive  
5.25 Floppy Drive  
3.5 Floppy Drive  
Super VGA Monitor  
Super VGA Graphic Card with 1 Meg  
2 Serial, 1 Parallel  
Mouse  
HP Deskjet 500  
Windows  
Wordperfect for Windows  
Lotus for Windows  
Direct Access  
Printshop with 3 libraries  
Dos 5.0

~~\$2276.00 plus tax~~

*\$340 including tax plus surge protection*

Does not include surge suppressor pending clarification of your needs - prices range from \$20 to \$2-300.

Please note the upgraded hard disk, monitor and graphic cards. Special pricing was available NOW on these items. Software prices based on new purchases, not upgrades.

For further information, please call Al Shkoler, 996-0128.

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

DATE 11/20/91  
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
PACIFIC BELL Payment Center Van Nuys, CA 91388	11/4/91 11/7/91 11/7/91	524-8408 251-5376 251-5377	\$ 77.62 90.55 90.55	\$ 258.72	070-008 070	
WAXIE P.O. Box 81006 San Diego, CA 92138-1006	11/7/91	9524836		519.46	100	
S & M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	11/4/91	5305		1,091.52	140	
STAPLES P.O. Box 182378 Columbus, OH 43218-2378	11/6/91	69513		53.84	180	
BUSS SYSTEM DESIGNS Armstrong Drive R.D. #5 Washington, PA 15301	7/1/91	5065		211.94	180	
LVA 5795 Widewaters Pkwy. Syracuse, NY 13214	11/12/91	028105		412.68	190-008	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 2,548.16 ) 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.

*E. Minter*

Approved By

Countersigned By

Attested and/or Countersigned By

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

DATE 12/09/91  
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
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	11/20/91	012436	\$	\$ 3,097.55	030	
AMERITAS P.O. Box 81889 Lincoln, NE 68501-1889	11/18/91	December		462.04	030	
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	11/21/91	December		172.96	030	
CNA spec. risks - Kansas City P.O. Box 95033 Chicago, IL 60694	11/26/91	October		211.27	032	
PACIFIC BELL Placent Center Van Nuys, CA 91388	11/17/91 11/17/91	528-8236 528-1906	29.31 295.22	324.53	070	
PURITUN WATER 1080 So. Cypress Unit D La Habra, CA 90631	11/26/91	December		24.95	180	
STAPLES P.O. Box 182378 Columbus, OH 43218-2378	11/20/91 11/30/91 11/20/91 11/27/91	56333 57573 56426 20112	69.11 9.34 74.49 6.61			
	12/05/91	58263	43.03 167.95 4.12	374.65	180-008 180-008 180	
LVA 5795 Widewaters Pkwy. Syracuse, NY 13214	8/9/91	025863		94.54	180-008	

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.

ED Miller  
Approved By

Countersigned By

Attested and/or Countersigned By

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 No. 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
CARE RESOURCES 23840 Hawthorne Blvd., #100 Torrance, CA 90505	12/05/91	December	\$	\$ 50.75	190	
SUAD S. AMMAR 411 E. Chapman Ave. Placentia, CA 92670	12/1/91	travel refund	27.25			
	12/1/91	conf. travel	125.12			
		refund		152.37	270	

*Please process check for suad s. Ammar no later than 12-10-91. Thank you.  
 (per Lois Denton)*

**PLEASE PAY IMMEDIATELY!!!**

The claims listed above (totaling \$ 4,965.61 ) 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.

ED Miller  
 Approved By

Countersigned By

Attested and/or Countersigned By

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

Date 12/09/91  
Report No. 1

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
SPECIAL DISTRICTS WORKERS COMP. AUTHORITY 1030 15th St., Ste. 300 Sacramento, CA 95814	11/20/91	3rd Qtr.	\$	\$ 673.00	032	
MANWILL PLUMBING CO. 380 S. Placentia Ave. Ste. 0 Placentia, CA 92670	11/22/91	15812		49.00	130	
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, CA 92705	11/14/91	65691		72.96	130	
DICK'S LOCK & SAFE 602 W. Chapman #E Placentia, CA 92670	11/18/91 11/5/91	68358 68296	39.50 79.10	118.60	140	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	11/25/91	22625	6,086.00 3,232.75	9318.75	280 140	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	11/5/91	20552		117.42	140	
INTEX SERVICES, INC. 3376 Motor Ave. Los Angeles, CA 90034	11/19/91	1101062-C		936.75	140	
AMERICAN LIBRARY ASSOC. 50 E. Huron St. Chicago, IL 60611	11/29/91	memb. renewal		110.00	160	<i>Prudman SDC</i>
THE HIGHSMITH CO. P.O. Box 800 Fort Atkinson, Wis. 53538-0800	11/19/91	2473282-001		85.56	180	

The claims listed above (totaling \$ \_\_\_\_\_) 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 12/09/91  
 Report No. 2

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
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	11/8/91	273184	\$	\$ 43.09	180	
UPSTART Box 889 Hagerstown, MD 21741-0889	11/19/91	268295		138.47	180	
3M RSP4754 (LO) P.O. Box 33388 St. Paul, MN 55133-3388	10/29/91	UM29074		164.04	180	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	11/2/91 11/9/91 11/13/91 10/25/91	16684 12411 12436 15832	35.56 29.09 24.95 33.40		180 180 180-008 180-009	
				123.00		
PHOTOGRAPHS 119 N. Bradford Ave. Placentia, CA 92670	10/17/91	Minter		74.30	180	
MD MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, CA 92806	11/5/91	Bronkar Joseph		81.00	190	
DAVID E. SNOW 19121 Parkland St. Yorba Linda, CA 92686	11/6/91	consultant		225.00	190	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	10/31/91 11/27/91	October November	30.71 30.71		190	
				61.42		
NEW READERS PRESS 1320 Jamesville Ave., Box 131 Syracuse, NY 13210	11/12/91	452338		76.50	190-008	

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 12/09/91  
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
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	11/18/91	LI043258	828.00		190	
	11/18/91	LI043259	5,833.02		240-001	
				6,661.02		
LIBRARY EDUCATIONAL INSTITUTE, INC. R.D.1, Box 219 New Albany, PA 18833	11/19/91	2632		76.75	240-001	
RESOURCE DIRECTORY 1038 N. Tustin, #241 Orange, Ca 92667	11/2/91	3716		24.50	240-001	
STANDARD & POOR'S CORP. 25 Broadway New York, NY 10004	12/1/91	5508885	851.22			
	12/1/91	5511405	1,535.43		240-001	
				2,386.65		
BY ORFT-WHITNEY P. Box 7005 San Francisco, Ca 94120-7005	11/29/91	0908001	167.88			
	11/8/91	0827001	126.75		240-001	
				294.63		
R.R. BOWKER P.O. Box 7247-8604 Philadelphia, PA 19170-8604	10/18/91	825099	133.84			
	10/18/91	822583	133.84		240-001	
				267.68		
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	11/8/91	299349	95.48			
	10/22/91	291328	70.02		240-001	
	10/23/91	300334	75.08			
				240.58		
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	11/15/91	R190419	262.84			
	11/13/91	R190289	16.86		240-001	
	10/18/91	R188356	748.44			
				1,028.14		
ROURKE PUBLISHING P.O. Box 3328 Vero Beach, FL 32964	10/16/91	23640		791.42	240-001	

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 12/09/91  
Report No. 4

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
CAMBRIDGE CAREER P.O. Box 2153 Charleston, WV 25328-2153	11/18/91	77,308.00	\$	\$ 167.40	240-002	
LIGHTYEAR Empire State Buliding 350 Fifth Ave., Ste. 5101 New York, NY 10118	11/18/91	91181105		19.95	240-002	
HOLIDAY FILM CORP. P.O. Box 619 Whittier, CA 90601	11/20/91	24829		63.88	240-002	
SCHOOL-TECH, INC. 745 State Circle Box 1941 Ann Arbor, Michigan 48106	11/20/91	343652		330.57	240-002	
CORONWOOD PRODUCTONS P.O. Box 476 Wakonda, SD 57073	5/28/91	5028		41.95	240-002	
CAREERTRACK PUBLICATIONS 3085 Center Green Dr. MS20-13 Boulder, CO 80301-5408	11/21/91	1176461		176.70	240-005	
BOOKS ON TAPE P.O. Box 7900 Newport Beach, Ca 92658	11/18/91	1144615M		15.03	240-005	
G.K. HALL P.O. box 7777 W8775 Philadelphia, PA 19175	10/31/91	D965194		12.93	240-005	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	11/1/91	18086		5.95	240-005	

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 12/09/91  
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
DAVID EL-HINN 5561 Edgemar Ave. Anaheim, CA 92807	12/4/91	travel reimb.	\$	\$ 4.25	270	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, Ca 92670	11/6/91	travel reimb.		87.59	270	
GWEN JOSEPH 413 Clairmont Ave. Placentia, CA 92670	11/13/91	travel reimb.		9.95	270-009	
FRED WEST 419 Loyola Way Placentia, CA 92670	12/5/91	CLA conf. travel reimb.		46.00	270	
KAY SCHNEIDER 3600 Windsong Circ. Yuba Linda, CA 92686	12/4/91	CLA conf. travel reimb.		421.76	270	
MELANIE DANIELS 473 N. Ninth St. Colton, CA 92324	12/4/91	LVA annual conf. travel reimb.		263.28	270	
SAL ADDOTTA 212 N. Lee Ave. Fullerton, CA 92633	12/5/91 12/5/91	CSDA CLA annual confs. travel reimb.	210.90 278.92	489.82	270	
ELIZABETH MINTER 539 Gardenia Placentia, CA 92670	12/5/91	CLA annual conf. travel reimb.		619.67	270	
PEGGY DINSMORE 2108 Rosemont Placentia, Ca 92670		CLA Leg. Day		168.46	270	

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 12/09/91  
 Report No. 6

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	12/9/91	Petty Cash	\$ 56.75	\$	180	
			16.89		180-008	
			11.35		180-009	
			179.41		183	
			145.00		183-008	
			157.58		240-001	
			16.00		270	
			582.98			

27,768.35

The claims listed above (totaling \$ 27,768.35) 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 12/9/91

Payroll Rp. No. ~~2~~ 27

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	12/9/91	Pay #1 12/13/91- 12/26/91	26,800.00			010
Account #07605-80156 Route #121000358		Fica	2,000.00			020
				28,800.00		

Please Wire On 12/27/91!

28,800

The claims listed above (totaling \$28,800) 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

Date 12/9/91

Payroll Rpt. No. /

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 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	12/9/91	Pay #1 #2 12/27/91- 1/9/92	26,800.00		010	
Account #07605-80156 Route #121000358		Fica	2,000.00		020	
				28,800.00		

Please Wire On 1/10/92!

28,800

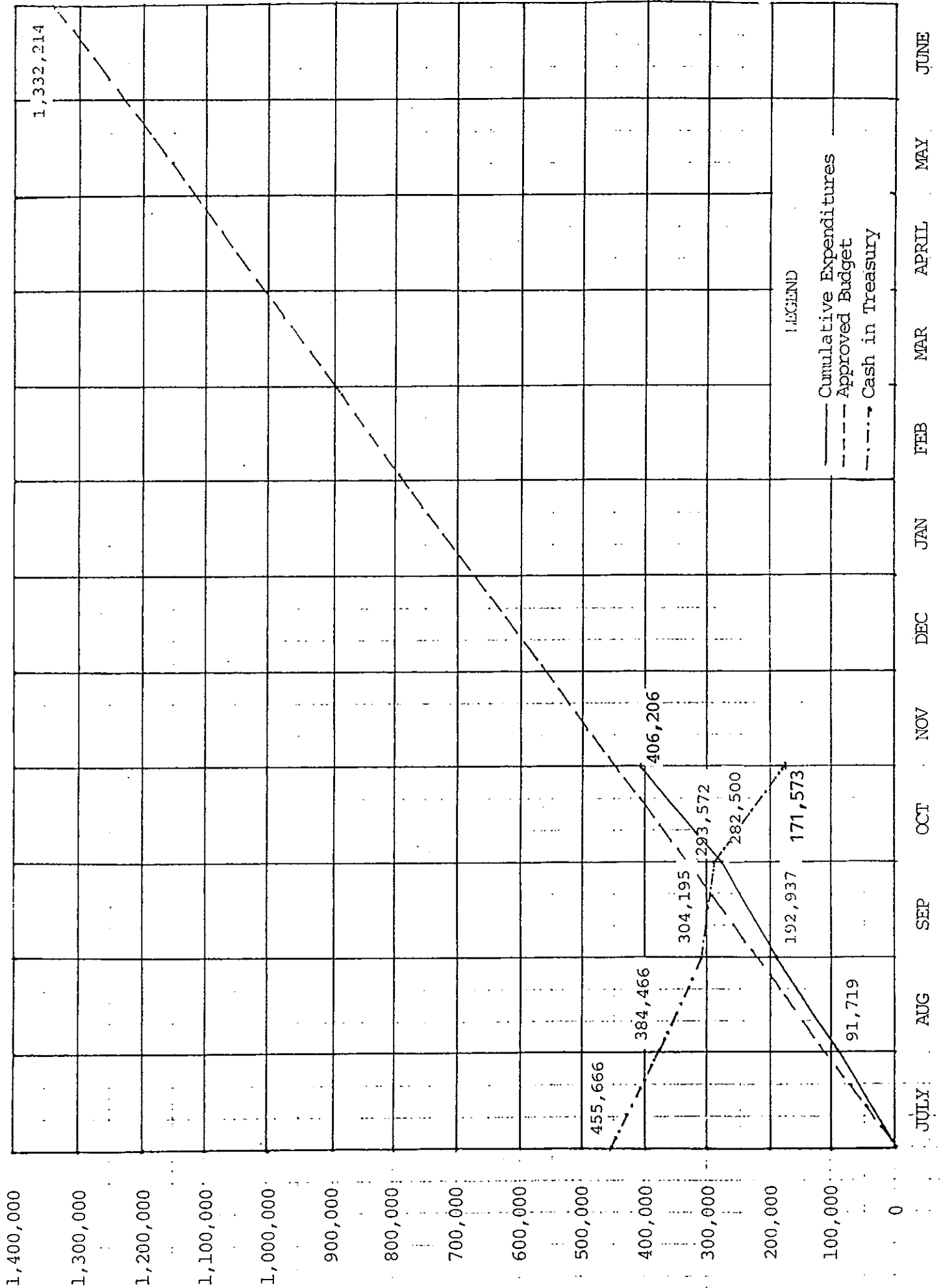
The claims listed above (totaling \$ 28,800) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



LEGEND  
 — Cumulative Expenditures  
 - - - - - Approved Budget  
 - · - · - · Cash in Treasury

FUND #	FUND DESCRIPTION FOR FY1991-1992	OCT 1990	OCT 1991	YTD FY90-91	YTD 91-92	FY92 BUDGETED
621-000	Prop. taxes - current secured	0.00	0.00	0.00	0.00	0.00
621-001		0.00	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES - CURRENT SECURED	0.00	0.00	0.00	0.00	0.00
622-000	Prop. taxes - current unsecured	0.00	0.00	54,719.88	65,645.15	0.00
623-001	Secured final apportionment	0.00	0.00	11,360.50	10,269.97	0.00
623-002	Secured prior years	0.00	0.00	2,325.60	3,233.10	0.00
623-010		0.00	0.00	0.00	0.00	0.00
	TOTAL PROP. TAXES PRIOR SECURED	0.00	0.00	13,686.10	13,503.07	0.00
624-000	Property taxes-prior-unsecured	0.00	0.00	0.00	0.00	0.00
626-000	Penalties & costs-delinquent taxes	0.00	0.00	0.00	0.00	0.00
626-623		0.00	0.00	895.97	1,151.35	0.00
	TOTAL PENALTIES & COSTS-DELINQUENT TAXES	0.00	0.00	895.97	1,151.35	0.00
628-000	Property taxes-supplemental-current	396.94	1,707.99	9,993.47	24,816.16	0.00
630-000	Property taxes-supplemental-prior	0.00	0.00	2,103.03	3,703.65	0.00
661-000	Interest	0.00	0.00	11,203.13	10,715.31	0.00
661-623		0.00	0.00	0.00	0.00	0.00
	TOTAL INTEREST	0.00	0.00	11,203.13	10,715.31	0.00
669-000	State homeowners property tax relief	0.00	0.00	0.00	0.00	0.00
7-000	State-other	44,999.64	0.00	53,029.90	0.00	0.00
7-007		0.00	0.00	0.00	0.00	0.00
	TOTAL STATE OTHER	44,999.64	0.00	53,029.90	0.00	0.00
787-000	Other revenue	2,667.20	0.00	4,955.89	0.00	0.00
787-001	Outlawed warrant-6 months	256.25	0.00	256.25	0.00	0.00
	TOTAL OTHER REVENUE	2,923.45	0.00	5,212.14	0.00	0.00
	FUND TOTAL FOR FY1991-1992	48,320.03	1,707.99	150,843.62	119,534.69	0.00



PLACENTIA LIBRARY DISTRICT

INTER OFFICE MEMORANDUM

TO: Elizabeth Minter, Library Director  
 FROM: Karen Cushing *KC*  
 DATE: December 3, 1991  
 SUBJECT: Overdue Collection Report for October 1991  
 as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR OCTOBER 1991

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	14	657.29	144	9,475.48	795	45,886.06
LESS: Mail Return*, Dispute, Bankrpt	10	621.97	39	2,408.88	143	8,663.26
NET ASSIGNMENTS	4	35.32	105	7,066.60	652	37,222.80
COLLECTED						
Paid in Full	2	73.15	27	1,896.89	221	10,459.77
Settled in Full	2	29.35	8	279.33	61	3,037.38
Partial Payment	0	0.00	17	788.81	109	5,910.05
Resolved	1	85.00	2	121.70	15	570.58
TOTAL RECOVERED	5	187.50	54	3,086.73	406	19,977.78

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	244	42	154	118	237
	\$15,609	\$2,846	\$6,784	\$7,147	\$13,075

PLACENTIA LIBRARY DISTRICT  
INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director  
 FROM: Karen Samarin, Administrative Assistant *KS*  
 DATE: December 4, 1991  
 SUBJECT: NOVEMBER 1991 VENDING MACHINE STATUS



Beginning Balance 11/1/91		\$ 839.24
	<u>Income</u>	<u>Expend.</u>
Total Deposits (11/1-11/30/91)	\$449.90	
Total Materials & Supplies		\$242.88
Total vend repairs		0
Vend Mach Loan Payback <del>10</del> <sup>11</sup> /14/91		<u>300.00</u>
		\$ 542.88
Ending Balance 11/30/91		<u>\$ 746.26</u>
Ck to be issued on 12/9/91		( 200.00)

December 1991 beginning cash balance

Original Loan amount (11/9/90)	\$9,916.54
Payback balance 11/30/91	\$6,700.00
November payout issued <del>11/1</del> <sup>11/4</sup> /91	<u>(200.00)</u>
<del>November</del> payback balance	\$6,500.00

*December*

Placentia Library District  
CIRCULATION REPORT  
November, 1991

	NOV 91	NOV 90	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	22,868	20,143	119,662	106,558	12.30%
Magazines	606	533	3,216	2,627	22.42%
Pamphlets/Ephemeral	128	115	392	363	7.99%
TOTAL PRINT MATERIALS	23,602	20,791	123,270	109,548	12.53%
Records	153	121	651	756	-13.89%
Audiocassettes	1,042	733	5,550	4,001	38.72%
Compact Discs	374	243	1,797	1,412	27.27%
Videocassettes	565	522	3,208	2,966	8.16%
TOTAL AV MATERIALS	2,134	1,619	11,206	9,135	22.67%
AV EQUIPMENT	9	13	39	43	-9.30%
TOTAL CIRCULATION	25,745	22,423	134,515	118,726	13.30%
# HOURS OPEN	238	241	1,341	1,340	0.07%
CIRCULATION/HOUR	108	93	100	89	13.21%
ATTENDANCE	22,112	17,194	108,775	88,113	23.45%
ATTENDANCE/HOUR	93	71	81	66	23.36%
ACTIVE BORROWERS	3,483	3,252	17,015	15,739	8.11%
REFERENCE QUESTIONS	3,516	3,039	19,331	16,972	13.90%

*Audiobook*

Placentia Library District  
CIRCULATION REPORT  
October, 1991

	OCT 91	OCT 90	YTD FY92	YTD FY91	%CHANGE FY91-FY92
Books	24,310	21,868	96,794	86,415	12.01%
Magazines	671	529	2,610	2,094	24.64%
Pamphlets/Ephemeral	74	95	264	248	6.45%
TOTAL PRINT MATERIALS	25,055	22,492	99,668	88,757	12.29%
Records	161	186	498	635	-21.57%
Audiocassettes	1,050	908	4,508	3,268	37.94%
Compact Discs	326	238	1,423	1,169	21.73%
Videocassettes	494	583	2,643	2,444	8.14%
TOTAL AV MATERIALS	2,031	1,915	9,072	7,516	20.70%
AV EQUIPMENT	7	8	30	30	0.00%
TOTAL CIRCULATION	27,093	24,415	108,770	96,303	12.95%
# HOURS OPEN	289	289	1,103	1,099	0.36%
CIRCULATION/HOUR	94	84	99	88	12.54%
ATTENDANCE	24,918	19,029	86,653	70,919	22.19%
ATTENDANCE/HOUR	86	66	79	65	21.74%
ACTIVE BORROWERS	3,675	3,515	13,532	12,487	8.37%
REFERENCE QUESTIONS	4,370	3,837	15,815	13,933	13.51%

PLACENTIA LIBRARY DISTRICT  
Interoffice Memo

TO: Elizabeth D. Minter, Library Director  
 FROM: Dianne Jackson, Volunteer Coordinator  
 DATE: December 3, 1991  
 SUBJECT: Monthly Volunteer Report

*D.J.*

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	OCTOBER/NOVEMBER	TOTAL
Cain, Ruth	24.00	1088.00
Chen, Sherri	00.00	108.00
Deputy, Paul	74.50	3678.00
George Key School	0.00	672.00
Goldbaum, Mae	19.50	226.25
Mitchell, Danny	6.00	12.75
Paulson, Margaret	26.00	551.25
RDP students - Jena, Duncan	227.50	989.75
Vesely, Pat	15.00	116.50
TEMPORARY VOLUNTEERS		
Chavez, Diane	2.50	2.50
	Total	401.00

LVA VOLUNTEERS

Literacy Volunteers Not available

COMBINED TOTAL 401.00

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

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

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

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 9, 1991  
SUBJECT: Personnel Report for November, 1991

**RESIGNATIONS:**

Judy Sowa, Literacy Clerk I for the Literacy Department  
effective date 11/19/91.

**APPOINTMENTS:**

None

**OPEN POSITIONS:**

Literacy Clerk I, Literacy Department

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *dm*  
DATE: December 9, 1991  
SUBJECT: Building Maintenance Report

1. HVAC

Special service call was made for the air compressor for the air handling units on December 3. Unit needs to be replaced. Less than \$1,000.

2. PLUMBING

Minimum leak in the staff men's restroom. Repaired with one service call.

3. LIGHTING

The rebate check from Southern California Edison for \$7,985.00 received on November 5.

4. LOCKS

One of the outside door locks in the meeting room was jammed by stress and had to be unlocked by the locksmith and replaced.

5. TILES IN ENTRY WAY

The City Manager agreed to have City Maintenance Staff repair the Library's tiles on a time and materials basis. Most of the tiles have been repaired. The City Manager is planning to join us in a replacement project, probably in the next fiscal year, FY1992-93.

PENDING PROJECTS

1. Clean Storeroom.

2. Appearance and accessibility for the handicapped of the public restrooms.

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *edz*

DATE: December 9, 1991

SUBJECT: Election of Pension Fund member representatives to the Staff Pension Fund Committee

BACKGROUND:

In compliance with the Library Board's "Pension Plan Committee Policy" the Pension Fund members met on November 5, 1991, to elect representatives to the Staff Pension Fund Committee.

Karen Cushing was elected for a two-year term to expire on June 30, 1994, and Cindy McClain was elected for a one-year term to expire on June 30, 1993.

Copies of the letters of acceptance are attached.

RECOMMENDATION:

I recommend that the Board receive and file the letters of acceptance for Karen Cushing and Cindy McClain.



TO: Library Board of Trustees  
FROM: Cindy McClain  
DATE: December 4, 1991  
SUBJECT: Pension Plan Committee Acceptance

I, Cindy McClain, having been duly nominated and accepted by the staff members of the Placentia Library District do hereby agree to serve on the Pension Plan Committee for a one (1) year term ending on July 1, 1993.

Cynthia A. McClain 12/04/91  
Signature

TO: Library Board of Trustees  
FROM: Karen Cushing  
DATE: December 4, 1991  
SUBJECT: Pension Plan Committee Acceptance

I, Karen Cushing, having been duly nominated and accepted by the staff members of the Placentia Library District do hereby agree to serve on the Pension Plan Committee for a two (2) year term ending on July 1, 1994.

Karen Cushing 12-4-91  
Signature

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 9, 1991  
SUBJECT: Options for medical insurance coverage for employees age 65 and over.

BACKGROUND:

At its meeting of October 14, 1991, the Library Board instructed the Library Director to ask Anderson and Anderson to review the current medical plan for employees age 65 and over, and to recommend plans appropriate to the Library in a written report.

Attached is a copy of the report received from Anderson and Anderson.

RECOMMENDATION:

To receive and file the report for Anderson and Anderson and delay action until a decision is made about the regular medical plan for the Library Staff.



November 22, 1991

Elizabeth Mentor  
Placentia Library  
411 Chapman Avenue  
Placentia, CA 92670

RE: HMO Plans

Dear Elizabeth:

Enclosed is the information that you requested regarding HMO plans for your employees over age 65.

There is NO premium on any of these. The HMO gets their reimbursement directly from Medicare.

The one thing that I am concerned about is whether or not there are providers close to the employee's homes.

Please call me with any questions. I don't know alot about these plans but I will get any information that you need. You are welcome to contact them directly also if you prefer.

Best Regards,

A handwritten signature in cursive script that reads 'Carol Benson'.

Carol Benson  
Account Executive/Benefits

enclolsures

Placentia Library HMO Senior Plans		FHP	Secure Horizons	CareAmerica 65 Plus
Physician Services				
office visits	\$7 co-payment	\$5 co-payment	\$5 co-payment	\$5 co-payment
hospital visits	no cost to patient	no cost to patient	no cost to patient	no cost to patient
X-ray	\$7 co-payment	no cost to patient	no cost to patient	no cost to patient
Laboratory Services	no cost to patient	no cost to patient	no cost to patient	no cost to patient
Hospital Services				
room & board	no cost to patient	no cost to patient	no cost to patient	no cost to patient
hospital ancillary charges	no cost to patient	no cost to patient	no cost to patient	no cost to patient
emergency room	\$50 co-payment	\$20 co-payment	no cost to patient	no cost to patient
Surgery				
inpatient	no cost to patient	no cost to patient	no cost to patient	no cost to patient
outpatient	\$7 co-payment	no cost to patient	no cost to patient	no cost to patient
Ambulance	no cost to patient	no cost to patient	no cost to patient	no cost to patient
Pharmacy charges	\$7 co-pay per RX	\$5 co-pay/\$500 annual benefit	\$5 co-pay/\$500 annual benefit	\$5 co-pay/\$500 annual benefit
	over-the-counter drugs	not covered	not covered	not covered
	20% discount			
Inpatient	no cost to patient	no cost to patient	no cost to patient	no cost to patient
	190 day lifetime maximum	190 day lifetime maximum	190 day lifetime maximum	190 day lifetime maximum
Outpatient	\$7 co-payment per visit	\$10 co-payment per visit	\$10 co-payment per visit	\$5 co-payment per visit
Durable Medical Equipment	no cost to patient	no cost to patient	no cost to patient	no cost to patient
Home Health Care	no cost to patient	no cost to patient	no cost to patient	no cost to patient
Skilled Nursing Facility	no cost to patient	no cost to patient	no cost to patient	not cost to patient
Preventive Care	100 days per benefit period	100 days per benefit period	100 days per benefit period	see brochure for limitation
Vision Care	\$7 co-payment	\$5 co-payment	\$5 co-payment	\$5 co-payment
	\$7 co-payment for eye exam	\$5 co-payment	\$5 co-payment	\$5 co-payment
	\$20 co-payment/frames & glasses	\$20 co-payment/frames & glasses	\$20 co-payment/frames & glasses	\$10 co-payment/frames & glasses
Hearing Aids	member receives 30% discount	not covered	not covered	not covered

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *dy*  
DATE: December 9, 1991  
SUBJECT: Results of Employee Survey of Group Health Plans

BACKGROUND:

At its meeting on November 4, 1991, the Library Board requested that the staff eligible to receive Library medical benefits be surveyed to see if they are using the benefits and to measure their level of satisfaction.

Upon receipt of a sample survey from Carol Benson, Anderson & Anderson, the Library Director and Trustees Evans and Osborn prepared the Library survey instrument.

Sixteen staff members returned the survey.

- 11 subscribe to the plan, 3 of whom include dependents.
- 5 do not subscribe to the plan.

The reasons given for not subscribing to the medical plan, in order of frequency were:

- 5 - Cost of Co-Payment
- 3 - Covered by spouse under another group plan
- 2 - Inability to select physician
- 1 - Eligible for Medicare

The reasons given by subscribers for not subscribing for dependents, in order of frequency was:

- 6 - No dependents
- 2 - Cost of Co-Payment
- 1 - Dependent covered by another plan
- 1 - Needs more information about costs

Seven respondents are not satisfied with the CareAmerica HMO Plan and four are satisfied.

Ten indicated a preference for an indemnity plan and four are not interested.

Of those interested in an indemnity plan five are not interested in paying more than \$20 per month for coverage, 2 are willing to pay and additional \$15 per month, 2 are willing to pay an additional

\$25 per month, and 1 is willing to pay an additional \$50 per month.

A copy of the summary of the responses to each question is attached.

President Dinsmore asked me to check with several other library districts about their medical benefits for staff:

**Buena Park:** Pays full single coverage of any medical plan offered by PERS plus \$50 per month towards the family coverage. They also pay full dental for their employees and dependents. This costs the District up to \$400 per month per employee.

**Altadena:** Pays full coverage for employees and dependents, medical and dental.

**Palos Verdes:** Pays up to \$250 for coverage of employees and dependents on medical coverage, with employee paying coverage if a more expensive plan is selected. Dental is paid by the District in addition to the medical.

**City of Placentia:** Pays full costs for employee and employee with one dependent. Employees with 2 or more dependents pay \$30 per month. Their program is self-funded with choice of 3 HMO's: Signa, FHP and Pacificare (most popular). Dental is provided in addition.

**Library:** The Library pays:

<u>Age</u>	<u>Type</u>	<u>Premium</u>	<u>Library Pays</u>	<u>Co-Pay</u>	<u>%Co-Pay of Total</u>
upto 29	Single	114.24	94.24	20.00	18%
30-39	Single	134.51	114.51	20.00	15%
30-39	Family	429.78	375.78	54.00	13%
40-49	Single	163.92	143.92	20.00	12%
40-49	Family	453.09	399.09	54.00	12%
50-59	Single	193.95	173.95	20.00	10%
60-64	Single	240.91	220.00	20.00	8%
65+	Single	280.30	260.30	20.00	7%

Page 3

RECOMMENDATION:

Receive and file and give direction for future activity.



Survey Received 16 Responses

EMPLOYEE SURVEY  
GROUP HEALTH PLANS

We are reviewing the renewal of our group health plans, and are considering several options for which we would like your input. Please answer the following questions and return to your supervisor by Monday, December 1, 1991.

1) Are you currently covered by the CareAmerica HMO Plan?

Yes (11) (Please go to Question #2)

No (5)

If No, why not: Please check all appropriate answers.

(3) Covered by spouse under another group plan.

(0) Covered by private insurance plan

(5) Cost of co-payment

(2) Inability to select physician

(1) Eligible for Medicare

(0) Other: \_\_\_\_\_

\_\_\_\_\_  
(Please go to Question #4)

Employee Survey  
Page 2

2) Do you have your dependents covered by the CareAmerica HMO?

Yes (3)

No (9)

If No, why not: Please check all appropriate answers.

(6) No dependents

(1) Dependent(s) covered by another plan

(2) Cost of co-payment

(1) Other: Need to find out cost.

---

Do you have one dependent covered? (1)

Do you have your family covered? (2)

3) If you are covered by the CareAmerica HMO Plan, are you satisfied with it?

Yes (4)

No (7)

If no, why not?

1) Not wide enough selection of physicians and too many restrictions.

2) Limited list of doctors.

3) I want to go to my own doctor.

4) I like to be able to choose my own doctor.

5) All the other plans have covered chiropractic, Care America will not. I need periodical neck therapy.

6) No coverage for mental health & inability to continue with regular physician and unfair to commuters, causing need to use excess sick leave for medical appointments.

7) The plan is fine but unfortunately the doctors overbook and it's hard to see them under a two hour wait.

Employee Survey  
Page 3

4) Please identify any other HMO provider you would like us to consider:

1) None - I haven't been satisfied with Kaiser, FHP, or Health Net - the quality of care is restricted.

2) None.

5) If we negotiated for an indemnity health plan (a plan where you could use any doctor rather than only those on the list), would you be interested?

Yes (10)

No (4)

5a) If you are interested, how much additional over the \$20 per month that you are co-paying now would you be willing to pay per month for this indemnity plan (for your own coverage)?

1) -0- (5)

2) \$ 15.00 (2)

3) \$ 25.00 (2)

4) \$ 50.00 (1)

5) \$100.00 \_\_\_\_\_

6) If you have dependent coverage, how much more above the \$57 per month you are currently paying would you be willing to pay for your dependents?

1) -0- (3)

2) \$ 50.00 \_\_\_\_\_

3) \$100.00 \_\_\_\_\_

4) \$150.00 \_\_\_\_\_

7) Is there anything you would like to say about the medical insurance coverage currently being provided by the Library?

1) Very satisfactory

Employee Survey  
Page 4

- 2) I strongly prefer an indemnity plan so that I could have a broader selection of providers.
- 3) Like anything else it's expensive, but I do like the HMO in that I know going in how much I have to pay.
- 4) Wish we didn't have to pay to \$20 per month.
- 5) I like the Yorba Linda Medical Group which is not on CareAmerica's list.
- 6) I rarely use it but \$5 per prescription is great; I would like a wider choice of doctors, however.
- 7) After some initial dissatisfaction, I became comfortable with the plan routine, etc; especially after I switched my primary doctor. Knowing that fees are standard prompts speedy treatment and lowering of overall costs. Emergency Room treatment at Brea Community Hospital has been great.
- 8) Not satisfied.
- 9) No.

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: December 9, 1991  
SUBJECT: Contract for Office Automation Project

BACKGROUND:

At its meeting on September 9, 1991, the Library Board authorized the Library Director to solicit bids for a three workstation office automation and desktop publishing project.

A "Notice Inviting Bids" was published in the Placentia News Times on November 14, 1991. The proof of publication is Attachment I.

Bid documents were also mailed to all computer equipment vendors with Placentia addresses in the Yellow Pages.

Bids were opened at 2:00 P.M. on Tuesday, December 3, 1991. Six bids were received as identified in Attachment 2

The bids were analyzed for errors and a conference was held with the low bidder to review the bid and the terms of the contract.

References from the low bidder were checked and found to be more than satisfactory.

While I have been planning to propose a workstation for the Children's Department for the FY1992-93 budget it might be feasible to consider adding it to the current contract. The additional cost would be \$3,150.

RECOMMENDATION:

- 1) Receive and file the proof of publication of the Notice Inviting Bids. *used / file*
- 2) Award contract in the amount of \$15,782.08 (<sup>*Excess / Work*</sup> ~~(\$18,931.61~~ if including Children's) to B & C Computer Engineering Company, 1005 South Ortega Way, Placentia.
- 3) { Authorize the President and Secretary of the Board to sign the Agreement.
- 4) { Authorize the Library Director to issue a Notice to Proceed to B & C Computer Engineering Company.

*Em / Gdm*

Agenda Item 23  
Attachment 1

**AFFIDAVIT OF PUBLICATION**

Space below for Filing Stamp Only.

STATE OF CALIFORNIA,

COUNTY OF ORANGE

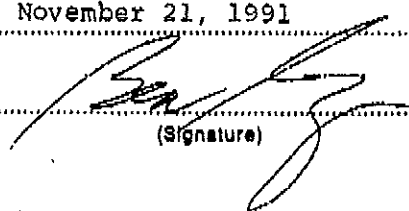
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of twenty one years, and not a party to or interested in the above entitled matter. I am the principal clerk of the Placentia News Times, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-2665 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

November 14, 21, 1991

do under penalty of perjury that the foregoing is true and correct.

Executed at Mission Viejo, Orange County California, on

November 21, 1991



(Signature)

Proof of Publication of  
NOTICE INVITING BIDS FOR OFFICE AUTOMATION  
EQUIPMENT AND SOFTWARE

**PLACENTIA LIBRARY DISTRICT**  
Placentia, CA  
**NOTICE INVITING BIDS**  
**FOR**  
**OFFICE AUTOMATION EQUIPMENT AND**  
**SOFTWARE**

Sealed proposals will be received at the office of the Administrative Assistant of the Placentia Library District, 411 East Chapman Avenue, Placentia, California, until 2:00 P.M., Tuesday, December 3, 1991, for the furnishing of all labor, materials, tools, and equipment for:

**OFFICE AUTOMATION EQUIPMENT AND SOFTWARE** as described in the specifications.

Each bid and proposal must be submitted on the proposal and bid forms furnished by the City of Placentia Library District.

The proposals will be publicly opened and read in the Conference Room of the Placentia Library District on the date and at the time mentioned above.

Specifications and proposal and bid forms may be obtained at the Office of the Administrative Assistant in the Library. It shall be understood expressly that the specifications and contract documents are and shall remain the property of the Placentia Library District.

All work shall be completed within forty-five (45) days after the date of the Notice to Proceed from the Placentia Library District.

Before a contract is entered into with the successful bidder, the bidder shall present evidence that he/she has current public liability and property damage insurance to the limits shown in the contract documents. The Placentia Library District shall not be responsible for premiums or assessments on this policy. The successful bidder shall also present evidence that he has workers' compensation insurance.

The Placentia Library District reserves the right to reject any or all bids, to waive any irregularities in a bid and to award a contract as may best serve the interests of the District.

**BY ORDER OF THE PLACENTIA LIBRARY DISTRICT**

Elizabeth D. Minter  
Library Director  
(714) 528-1028

Published: Placentia News Times  
November 14, 21, 1991

823-245

**Placentia News Times**  
(A Publication of South Orange County News)  
23811 Via Fabricante  
Mission Viejo, California, 92691  
(714) 768-3631

OFFICE AUTOMATION PROJECT

ANALYSIS OF BIDS RECEIVED  
DECEMBER 4, 1991

	B & C Computer	ALS Services	Area Electronics	Universal Comp.	Computer Solution	Future Computers
2 386DX, 40 MHz, 3.5 FD, 128K Cache, 100MB H.D., 4MB Ram	2,034.00	2,416.00	2,380.00	2,920.00	3,400.00	3,240.00
1 486DX, 33 MHz, 3.5 FD, 286K Cache, 200MB H.D., 8MB Ram	1,707.00	2,033.00	1,920.00	2,160.00	2,600.00	2,550.00
1 VGA or SVGA with 1MB	78.00	94.00	99.00	149.00	0.00	75.00
2 VGA or SVGA card with 512K	120.00	158.00	150.00	250.00	0.00	130.00
3 1.2MB 5.25 FDD Kit	162.00	213.00	165.00	225.00	0.00	150.00
2 14" or larger VGA color monitor	490.00	584.00	500.00	650.00	630.00	500.00
1 19" or larger high resolution SVGA color monitor	1,695.00	1,995.00	1,820.00	1,700.00	2,600.00	1,900.00
1 Laserjet III with 4MB upgrade, toner, and post script type	1,760.00	1,730.00	2,390.00	2,400.00	2,950.00	1,980.00
2 Deskjet 500	820.00	790.00	900.00	700.00	1,040.00	1,600.00
3 Cable, 6', standard parallel	15.00	0.00	10.50	24.00	35.00	30.00
3 Mouse, serial, hardware only	165.00	75.00	54.00	135.00	75.00	30.00
1 Scanjet Plus	810.00	1,089.00	1,185.00	775.00	1,300.00	1,000.00
1 PC Interface kit for Scanjet Plus	320.00	0.00	0.00	0.00	575.00	100.00
3 Microsoft Windows, most recent	255.00	267.00	308.94	285.00	195.00	300.00
3 Wordperfect for Windows, most recent	765.00	867.00	797.79	855.00	945.00	1,400.00
1 Correll Draw, version 2	365.00	387.00	399.98	410.00	475.00	1,200.00

	B & C Computer	ALS Services	Area Electronics	Universal Comp.	Computer Solution	Future Computers
1 Paradox for Windows	510.00	478.00	515.99	540.00	650.00	600.00
3 Lotus for Windows, most recent	1,260.00	1,167.00	1,215.00	1,200.00	1,500.00	3,600.00
1 Lotus Agenda, most recent	272.00	275.00	308.50	280.00	350.00	500.00
3 Direct Access, most recent	186.00	177.00	255.00	225.00	225.00	900.00
1 PC Paintbrush for Windows, most recent	127.00	295.00	155.00	310.00	75.00	600.00
3 Installation of workstations	165.00	300.00	100.00	960.00	500.00	300.00
3 Maintenance for 12 months	600.00	0.00	0.00	2,250.00	1,200.00	0.00
TOTAL	14,681.00	15,390.00	15,629.70	19,403.00	21,320.00	22,685.00
	1,101.08	1,154.25	1,172.23	1,455.22	1,599.00	1,701.38
	15,782.08	16,544.25	16,801.93	20,858.22	22,919.00	24,386.38
	Bid: \$14,271		Bid: \$15,590.70	Bid: \$19,378.00		



## ANALYSIS OF COST BY WORKSTATION

Agenda Item 23

Attachment 3

Page 1 of 2

	Desktop/Ammar	Hinte	Adotta	TOTAL
2 386DX, 40 MHz, 3.5 FD, 128K Cache, 100MB H.D., 4MB Ram	0.00	1,017.00	1,017.00	2,034.00
1 486DX, 33 MHz, 3.5 FD, 286K Cache, 200MB H.D., 8MB Ram	1,707.00	0.00	0.00	1,707.00
1 VGA or SVGA with 1MB	78.00	0.00	0.00	78.00
2 VGA or SVGA card with 512K	0.00	60.00	60.00	120.00
3 1.2MB 5.25 FDD Kit	54.00	54.00	54.00	162.00
2 14" or larger VGA color monitor	0.00	245.00	245.00	490.00
1 19" or larger high resolu- tion SVGA color monitor	1,695.00	0.00	0.00	1,695.00
1 Laserjet III with 4MB up- grade, toner, and post script type	1,760.00	0.00	0.00	1,760.00
2 Deskjet 500	0.00	410.00	410.00	820.00
3 Cable, 6', standard parallel	5.00	5.00	5.00	15.00
3 Mouse, serial, hardware only	55.00	55.00	55.00	165.00
1 Scanjet Plus	810.00	0.00	0.00	810.00
1 PC Interface kit for Scanjet Plus	320.00	0.00	0.00	320.00
TOTAL EQUIPMENT	6,484.00	1,846.00	1,846.00	10,176.00

	Desktop/Ammar	Minter	Addotta	TOTAL
3 Microsoft Windows, most recent	85.00	85.00	85.00	255.00
3 Wordperfect for Windows, most recent	255.00	255.00	255.00	765.00
1 Correll Draw, version 2	365.00	0.00	0.00	365.00
1 Paradox for Windows	0.00	0.00	510.00	510.00
3 Lotus for Windows, most recent	420.00	420.00	420.00	1,260.00
1 Lotus Agenda, most recent	0.00	272.00	0.00	272.00
3 Direct Access, most recent	62.00	62.00	62.00	186.00
1 PC Paintbrush for Windows, most recent	127.00	0.00	0.00	127.00
3 Installation of workstations	55.00	55.00	55.00	165.00
3 Maintenance for 12 months	200.00	200.00	200.00	600.00
<b>TOTAL SOFTWARE</b>	<b>1,569.00</b>	<b>1,349.00</b>	<b>1,587.00</b>	<b>4,505.00</b>
<b>TOTAL EQUIPMENT &amp; SOFTWARE</b>	<b>8,053.00</b>	<b>3,195.00</b>	<b>3,433.00</b>	<b>14,681.00</b>
<b>7.75% SALES TAX</b>	<b>603.98</b>	<b>239.63</b>	<b>257.47</b>	<b>1,101.08</b>
<b>TOTAL COST</b>	<b>8,656.98</b>	<b>3,434.63</b>	<b>3,690.47</b>	<b>15,782.08</b>

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *dm*  
DATE: December 9, 1991  
SUBJECT: FY1990/91 Fiscal Audit

BACKGROUND:

At its meeting on November 4, 1991, the Library Board of Trustees received the FY1990/91 Fiscal Audit from Anderson, Lynn, Bezich, Munson and Cronick Accountancy Corporation of Fullerton, California.

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 County of Orange general ledger.

Inadequate tracking of grant expenditures.

Establishing a general ledger and accounting system for all District funds handled outside the County of Orange general ledger will require the assistance of accounting professionals. Ideally something could be set up on either existing or custom computer software. Several such programs were demonstrated in the exhibits at the California Special Districts Association Annual Conference in Sacramento.

RECOMMENDATION:

- 1) To receive and file the FY1990/91 Fiscal Audit.
- 2) To authorize the Library Director to solicit proposals from local certified public accounting firms to establish a general ledger and accounting system for all District funds handled outside the County of Orange general ledger.

*Pro / Fund*

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 9, 1991  
SUBJECT: Set date for February Board Meeting

*8:58 PM*

BACKGROUND:

The regular meeting date in February, 1992, is Monday, February 10th.

The Library Director will be traveling overseas from Thursday, January 30 through Monday, February 17. Her first day back at work will be Tuesday, February 18th.

Options include meeting on February 10th without the Library Director or postponing the meeting until her return.

Even if the Board Meeting is postponed the Assistant Library Director and Administrative Assistant will need to prepare the Agenda and all the background materials because they would need to be distributed before the Library Director returns.

RECOMMENDATION:

I recommend that the Board set its February, 1992 meeting date for either Wednesday, February 19th or Thursday, February 20th.

*Mar 17<sup>th</sup>*

*met on the 10<sup>th</sup>*

*SS / PLS*

*Santa Fe*

Agenda Item 26

Page 1 of 2

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: December 9, 1991

*Anthony*  
*Study Center*

SUBJECT: Request from City of Placentia to provide Library materials for parent and homework centers at La Jolla Community Center.

*Approved*

BACKGROUND:

On November 4, 1991, I met with City of Placentia Human Services Director Betty Escobosa to discuss the possibility/feasibility of having the Library provide support materials at 2 locations in Placentia for use by the Human Services's staff in providing homework and parenting assistance.

At some time the Library had collections in several community centers but they haven't been active for several years.

In response to Ms. Escobosa's request I suggested that the Library could provide collections of appropriate paperback materials that would be circulated and controlled by the Human Services staff at each site. The Library would select and process the materials (reinforcement of spines and property stamps) and the City would provide shelving and staff to assist the students with their homework and use of the collection.

I suggested a start-up cost of \$1,000 per collection. We discussed the need to have some of the materials, especially for the parent collections, in Spanish. Ms. Escobosa agreed to assist with the selection of appropriate Spanish language titles.

I estimate the annual upkeep cost to be \$500 per collection.

I also suggested that it would be helpful to have a set of World Book Encyclopedias at each site. These cost approximately \$700 per set.

Ms. Escobosa and I also discussed having the Human Services staff at the homework centers bring the students to the Library on the Placentia Trolley so that the Children's and Young Adult Librarians can provide library instruction.

Page 2

On November 15, 1991, I met with City Manager Robert D'Amato to discuss the project. He would like the Library Board to approve it in concept and then explore the possibility of seeking grant funding to handle the personnel costs. Mr. D'Amato would like the Library to serve as project coordinator rather than the City's Human Services Staff. These details need to be more fully developed.

Perhaps the leaders of the communities served by these resource centers could convince the Orange County Supervisor to appropriate sufficient Special District Augmentation Funds to cover the costs of staffing and supplying these outreach projects into the Hispanic communities

**RECOMMENDATION:**

Approve the project in concept and authorize the Library Director to continue discussion with the City Manager and his staff for implementation at the soonest possible date.

**Mayor**

**ARTHUR G. NEWTON**

**City Administrator**

**ROBERT D'AMATO**



**Councilmembers**

**CAROL DOWNEY**

**NORMAN Z. ECKENRODE**

**MARIA MORENO**

**JOHN O. TYNES**

RECEIVED

NOV 21 1991

401 East Chapman Avenue - Placentia, California 92670

November 15, 1991

Mrs. Elizabeth Minter, Director  
Placentia District Library  
411 E. Chapman Avenue  
Placentia, CA 92670

Dear Elizabeth:

Recently members of our community have expressed a need to make educational resource materials available at our Atwood and La Jolla Community Centers. The materials would be used by students to assist them with homework assignments and to enhance their academic performance.

I am requesting that the Library District make a commitment to place these materials in our community centers, schedule personnel to maintain the materials, and assist students with reference questions. This would serve as an outreach program for the Library into low income neighborhoods and offer better levels of service to the people.

Our staff would like to work with you to address the needs of our community.

Sincerely,

Robert D'Amato  
City Administrator

RD:ac

The People are the City

for  
ARTHUR G. NEWTON

City Administrator  
ROBERT D'AMATO



Councilmembers  
CAROL DOWNEY  
NORMAN Z. ECKENRODE  
MARIA MORENO  
JOHN O. TYNES

401 East Chapman Avenue - Placentia, California 92670  
November 8, 1991

RECEIVED  
NOV 12 1991

Elizabeth Minter, Director  
Placentia District Library  
411 E. Chapman Ave.,  
Placentia, CA. 92670

Dear Elizabeth:

It was a pleasure meeting with you on Monday November 8, 1991 to discuss joint library projects at some of our community centers.

Just to summarize our conversation, we talked about the following issues:

A need for resource materials at our community centers.


- You indicated that it is quite possible to provide paperback resources at Gomez and Whitten Centers.
- There will be a need for city staff to supervise and monitor a check-out system for materials assigned to the centers.
- Adjustable shelving for books would be needed.
- Possibility of limited amount of funds to allocate to each center for purchase of materials.

(2) Library Board approval needed before we can proceed with any of the above.

(3) Formal request needed from city to library board.

In a separate letter to your library board our City Manager will address the need for resource materials at our community centers. If the request is approved we can meet and work out the final details as needed.

I appreciate your enthusiasm and support in working toward a very beneficial program for the community.

Sincerely,  
  
Betty Escobosa,  
Director of Human Services

BE/lh