

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: December 9, 1991
SUBJECT: Placentia Library District Injury and Illness Prevention Program.

BACKGROUND:

In compliance with the California Code the Library's Safety Committee prepared the Placentia Library District Injury and Illness Prevention Program.

The Committee used background materials and sample policies from the California Special Districts Association, the Buena Park Library District and the City of Placentia.

RECOMMENDATION:

The Committee recommends that the Board review and adopt the Placentia Library District Injury and Illness Prevention Program.

West/Evan

TO: Elizabeth D. Minter
FROM: Safety Committee
DATE: December 3, 1991
SUBJECT: Injury and Illness Prevention Program

The final draft of the Placentia Library District Injury and Illness Prevention Program was unanimously approved by the Safety Committee at their meeting today.

Sal Addotta *Sal Addotta*
Mary Byrne *(Absent)*
Jerry Conn *Jerry Conn*
Karen Cushing *Karen Cushing*
Dianne Jackson *Dianne Jackson*
Mary Ellen Jackson *Mary Ellen Jackson*
Kay Schneider *Kay Schneider*
Jeannine Walters *Jeannine Walters*

PLACENTIA LIBRARY DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

APPROVED by Placentia Library Staff Safety Committee
December 3, 1991

ADOPTED by Placentia Library District Board of Trustees
December 9, 1991

TABLE OF CONTENTS

INTRODUCTION 3

 Policy Statement. 3

 Program Coordinator 3

 Safety Committee. 4

 CPR and First Aid 5

IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS 5

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES 7

 General Library 7

 General Maintenance 12

CORRECTING UNSAFE OR UNHEALTHY CONDITIONS 14

EMPLOYEE TRAINING 15

APPENDICES

 a) Safety Committee Meeting Forms

 b) Report Forms for Unsafe Conditions

 c) Accident Investigation Forms

 d) Safety Insepction Checklists and Report Forms

 e) Lifting Do's and Don'ts

STAFF LOG 19

INTRODUCTION

The Placentia Library District has developed this written Injury and Illness Prevention Program in response to the passage of California State Senate Bill #198. The library sees the creation of this program as an opportunity to act decisively in the prevention of occupational injuries and illnesses. Although new, this document simply lays down on paper procedures that have been in place at the Placentia Library District for a number of years.

Employees encountering this document for the first time should be aware that although the Library would appear to be a very safe environment in which to work (and it is certainly much safer than working in, say, a manufacturing plant or foundry), it is not without its hazards. Supervisors are aware of the problem areas and will be watchful that all staff members follow safety guidelines in the performance of their duties.

INJURY AND ILLNESS POLICY

The Placentia Library District is committed to providing a safe and healthful workplace for all of its employees. To fulfill its obligation the District will incorporate an Injury and Illness Prevention Program. The district, its Board and its management pledges to support this program to ensure that it remains a viable method of protecting all employees.

The District Policy will be to promote an active and aggressive loss control program with the reduction and/or control of safety and health risks a priority in all district plans and budgets.

PROGRAM COORDINATOR

The District hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to:

Sal Addotta
Assistant Library Director

This appointment is effective December 3, 1991 and will continue until another person is assigned this responsibility.

The Program Coordinator is responsible for ensuring that the District provides all employees with a safe and healthful workplace and that the District is in compliance with all CAL/OSHA and other applicable Federal, State and local safety and health standards.

In order that the Program Coordinator may fulfill his or her

responsibilities, the District grants appropriate authority to the Coordinator so that all District and program obligations are met.

The District offers its full support to the Program Coordinator and pledges to provide this person with the time and resources necessary to fulfill his or her responsibilities.

SAFETY COMMITTEE

The Safety Committee exists to review and recommend safety policies and procedures. It includes representatives from the administration, as well as each department within the Library.

The Safety Committee will do all things necessary to ensure that at least the following are met:

1. The Committee meets regularly, but not less than quarterly;
2. Minutes or written records are prepared for each meeting showing the safety and health issues discussed, any recommendations agreed upon during the meeting which may improve safety, a list of attendees, and the date, time and length of the meeting. These records shall be made available to all affected employees through the use of postings, newsletters or other appropriate written materials. Records of the meetings will be kept on file for at least 3 years;
3. Minutes or records of Safety Committee meetings will be made available to the California Division of Industrial Safety should they be requested;
4. Review the results of all periodic scheduled workplace inspections;
5. Review all reports of investigations of occupational accidents and causes of any incident resulting in injury, illness or exposure to hazardous substances. Where necessary or appropriate, the Committee will submit suggestions to management for the prevention of future incidents;
6. Review investigations of alleged hazardous conditions brought to the attention of any Committee member.
7. When deemed necessary by the Committee, conduct its own inspection and/or investigation to assist in remedial solutions for hazardous conditions made known to any Committee member;

8. Submit recommendations to assist in the evaluations of employee safety suggestions;
9. Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the district pursuant to Division citations;
10. Employees selected for membership on the Safety Committee shall be informed that they or the Committee will not be held liable for any act or omission in connection with the safety committee.

CPR AND FIRST AID INSTRUCTION

The Safety Committee encourages all employees to be certified in CPR and First Aid. With this in mind, a training session will be made available to all employees.

IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards. The main system for identifying and evaluating workplace hazards will be scheduled periodic inspections of the workplace. The purpose of these inspections will be to identify unsafe conditions and work practices.

Workplace inspections will be scheduled to meet the following minimum requirements:

- a) An initial inspection when the program is first established;
- b) An inspection of affected areas whenever new substances, processes, procedures or equipment are introduced to the workplace and which represent a new occupational safety and/or health hazard; and
- c) An inspection of affected areas whenever the district is made aware of a new or previously unrecognized hazard.

To meet the minimum workplace inspection requirements, periodic inspections will be scheduled as follows:

- a) IN-HOUSE. Periodic workplace inspections are an important part of the overall inspection program. District personnel have a unique perspective to their workplace hazards. Therefore, inspections of the workplace will be conducted by district personnel at least quarterly.

These inspections will be conducted with the following considerations:

1. District personnel conducting inspections will be designated by the program coordinator and/or the Safety Committee.
 2. Inspections will be accomplished using appropriate check-off forms as contained in the appendix of this plan.
 3. Copies of the completed check-off forms will be distributed as follows:
 - * original to the Program Coordinator
 - * copy to the Safety Committee
 4. Personnel designated to perform workplace inspections may be subject to disciplinary procedures for not completing assigned inspections or for deliberately falsifying reporting forms.
- b) OUTSIDE SAFETY EXPERTS. District personnel generally perform quarterly workplace inspections as a secondary function. The District personnel are not safety experts and have a limited amount of time to devote to safety; therefore, when necessary, the District will use outside safety experts to supplement the District's in-house inspection program. If outside safety experts are used, they must meet or adhere to the following:
1. Provide evidence of being a safety expert such as being a professional member of the American Society of Safety Engineers (ASSE), being a registered Professional Engineer (PE), having the Certified Safety Professional (CSP) designation or other recognized achievements.
 2. Provide references showing experience with educational institutions.
 3. Provide proof of Professional Liability Insurance.
 4. Submit reports to the designated district person.
 5. Agree to maintain copies of all submitted reports for at least 3 years as a back-up for all District records.

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES

The following are potentially hazardous situations that a staff member may encounter in the performance of his or her job at the Library. Each situation or task is followed by cautions and methods of limiting the risk of injury. Also listed here are safety guidelines that all employees will follow. General, Library-wide hazards and guidelines are listed first, followed by a department-by-department listing. Staff will be aware of hazards in other departments as well as their own, since Library District employees are often called upon to work with or in departments other than their own.

Staff should not consider this listing to be the complete, "hazard list to end all hazard lists." Although the creators have attempted to be as thorough as possible, some areas may have been unintentionally overlooked. Also, new hazards will undoubtedly arise with the arrival and implementation of new equipment, new situations or other changes. The Injury and Illness Prevention Program will be revised and amended to encompass these changes when needed. All Library District employees will constantly strive to be aware of all potential hazards, whether listed in the Program or not, and handle them or report them to their supervisors, whichever is most appropriate. The exclusion of any hazard or practice from this Program does not relieve staff of the responsibility of using common sense and caution in dealing with that hazard or practice.

GENERAL LIBRARY:

1. Lifting and Carrying Materials, Boxes, etc. - All employees will follow posted guidelines on how to lift materials properly, i.e. with back straight, knees bent, etc. (See Lifting Do's and Don't's in the Appendix). Heavy loads will be transported from place to place using a dolly, a book truck, or other appropriate implement.

Staff will be aware of the way in which they physically go about accomplishing all of their duties. A weak or misaligned arm or leg turned in the wrong direction or forced to move in an unnatural way can lead to calamitous results. Attention paid to which movements feel right to your muscles and joints will pay off in the avoidance of painful injuries.

Similarly, injuries due to repetitive motion (the accumulated effects of repeatedly making the same movements) can often be prevented in the same manner. Some suggestions for reducing the risk from repetitive motion are: adjust activities to avoid repetitive movements over long periods; rest hands and wrist periodically; use exercises to strengthen hand and arm muscles to

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES:
GENERAL LIBRARY (continued)

help avoid poor wrist mechanics; where practical, use the entire hand to grasp objects rather than just the fingers; and adjust your methods to find the best and most comfortable way in which to perform your assigned activities.

2. Book Trucks and Carts - Reckless pushing or pulling of a truck or cart can injure feet, ankles, legs, fingers, etc. Always load a cart evenly on both sides; loading a cart or truck on only one side can cause it to tip over when it is moved. Book trucks will NOT be used for sitting or leaning.

3. Stacking Materials - Never stack any material to a height at which the stack is unstable, and never higher than 5.5 feet under any circumstance. For example, boxes of copier paper can be safely packed up to five feet, but books, due to their shape and construction, should not be stacked much more than 18 inches. Collapsing stacks of falling material can injure heads, feet, arms, etc.

4. Chairs - Chairs, particularly those on wheels, through misuse, can cause injuries. Sitting on the edge, rather than the center, of a rolling chair can cause it to roll out from under the user. Chairs on wheels are not to be used as vehicles and NO staff member will sit in a chair that does not have all its legs firmly set on the ground. Chairs, whether stationary or on wheels, are not to be used as step stools or ladders; when necessary, step stools may be found in the Circulation Department. Broken chairs will not be used and staff will inform their supervisor of broken chairs so that they may be repaired as soon as possible.

5. Floor-based Hazards, including Cords and Water - In a number of areas of the Library, it is necessary to run a length of computer, electrical or telephone cable along the floor in a location accessible to foot traffic. Every effort has been made to minimize these occurrences. In most cases, cord that must run along floors have been covered with a black "flattener" which prevents the cord from bunching and significantly reduces the risk of tripping. Even with these modifications, staff will exercise care to avoid tripping in these areas.

Staff will be aware of other items that appear from time to time on the floor. Paper clips, rubber bands, slips of paper, pens, pencils, etc. may be dropped by staff or patrons and cause a slip, trip or fall situation. Employees who run across these items in the normal course of their duties will take the time to

pick up the objects and either throw them away or put them in their proper location, whichever is appropriate. Staff members will not leave boxes, trucks or other items in any location where it may conceivably lead a staff member or the public to trip, fall or run into the item.

Another potential floor-based hazard is water. Whether due to rain, plumbing problems, or some other occurrence, a wet floor, particularly wet tile floors (such as those found in the Library's entryway and rest rooms), can be slippery and lead to slipping and falling if care is not taken. Staff will walk on wet surfaces only when necessary and exercise caution when doing so. Staff will alert their supervisor or the duty librarian to these areas when encountered, so that appropriate actions, including mopping, mat replacement or sign posting may be arranged. Resolving the source of the water will also be addressed at this time.

6. Lighting - Burned Out Bulbs - Numerous burned out bulbs in the main floor reading area can cause little or no problem because they are spaced well apart, while just a single burned out bulb in several non-public areas can create a dangerously darkened hazard. Staff will report any such hazards when encountered to their supervisor (or the duty librarian in the supervisor's absence) immediately.

7. Plastic Laminate-covered Countertops (and other Furniture) - Many of the edges and corners of counters, as well as those found on other pieces of furniture, may be sharp. A blow to the arm or leg, or repeated contact with the same part of the body can cause injury. Staff will consciously avoid rough or sharp areas and point out sharp portions of the cabinet or furniture to their supervisor for possible modification.

8. Drawers/File and Media Cabinets - Open drawers can bang knees, shins and elbows, but even more dangerous is having multiple drawers of a file cabinet open at once. A seemingly solid piece of furniture can suddenly become hazardously unstable if too much of its weight is placed in front of its base rather than over it. Never have more than one drawer of any cabinet open at the same time. Also, keep fingers and clothing accessories, i.e. dangling jewelry and ties, out of the way of drawers as they are being closed. Do not leave an open drawer unattended where an unwary passer-by might run into or trip over it.

9. CRT Usage - Staff working continuously in "data entry-style" at CRT's will blink frequently to lubricate eyes and reduce irritation, glance away from the screen regularly, sit up straight, and take periodic working breaks away from the screen, at their supervisor's discretion, hourly or so to lessen both

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES:
GENERAL LIBRARY (continued)

strain and fatigue, back strain, and hand and finger fatigue. Employees will report to their supervisor worn screens that have become so dim that staff must strain to read them.

10. General Electrical - Employees must exercise care in the use of any electrical tool or appliance. Water or dampness must be avoided when using electrical equipment to avoid the hazard of electrical shock. Never bypass or disconnect any safety feature of an electrical tool or appliance. Power cords will be plugged into and removed from wall sockets using the plug head, not the cord itself; cords may be weakened through this and other types of mishandling. Employees encountering any sparking or smoke at a wall outlet or switch will leave the area and inform the duty librarian immediately.

11. Broken Windows - The Library Building contains numerous large and small panes of glass, many of which may cause injury to patrons and/or staff if broken. Most, if not all, of the panes contain tempered glass which is designed not to shatter, but a forceful impact could cause the glass to come apart when broken. Employees will report all broken windows to their supervisor so that the appropriate steps may be taken to both protect the public and staff, and to keep the building secure, including calling for board-up service, roping off the area near the broken window, posting cautionary signage, etc.

12. Fire - The hazards of fire are readily apparent to everyone. There is no reason for open flames to be in use in the library, but especially when flammable liquids, such as gasoline, solvents, certain glues, etc., are present. Fires of any size must be reported immediately to the Fire Department by dialing 911. Staff members will then notify the duty librarian or, preferably, ask another employee to contact the duty librarian. Fire extinguishers are placed strategically around the building and can be used on fires of limited size. Be aware that a small fire may be quickly contained and put out, but also may flare up and engulf many of the fire attractive materials contained in the library, like books, old newspapers and magazines, etc., resulting in a major fire. Under any circumstance, fire officials will be notified as soon as possible. For any of these actions to be effective, they must be done quickly. It is better to needlessly contact the Fire Department about a minor fire than to let a large fire get out of hand due to hesitation. If it becomes necessary to evacuate the building, staff members must work together to insure that the evacuation is accomplished in a calm, orderly manner to avoid injuries to patrons and employees from tripping, falls, heart attacks (from the excitement and stress), etc.

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES:
GENERAL LIBRARY (continued)

13. Emergency Preparedness Manual - An emergency preparedness manual is given to all new employees and is available to all employees upon request. This disaster plan covers earthquake, fire and all other natural disasters.

14. Driving for the Library - When driving for the Library District, using either a personal or library vehicle, staff will conduct themselves in a safe, courteous manner, obeying all applicable state and local laws governing the safe operation of a motor vehicle. As mandated by state law, safety belts will be worn at all times when driving. Common courtesy will be shown to all other member drivers and pedestrians. All restrictions placed on a staff member's driver's license must be followed, i.e. if an employee's license states that corrective lenses must be worn to operate a vehicle, then that employee must wear glasses or contact lenses when driving for the Library. Beyond the safety aspect, staff will remember that when driving for the Library they are acting as representatives of the Library out in the community and so, must conduct themselves accordingly. Vehicles will not be driven while under the influence of alcohol or any drug that would or may impair the employee's ability to operate that vehicle.

15. Drug and Alcohol Use, Prescription Medication - The dangers of alcohol or drug use while on the job should be obvious to all Library District staff members. Employees under the influence of alcohol or illicit drugs can be dangerous just walking through a doorway, let alone operating any kind of tool or machinery. Those under the influence often do not realize or perceive that their faculties are impaired, making them even more dangerous. The danger can involve fellow workers as well as the employees themselves. Employees under the influence of either drugs or alcohol while on the job risk disciplinary action, including dismissal, as well as possible injury or death. Employees who either know or suspect a fellow employee of working under the influence must notify their supervisor, or in his absence, the duty librarian, immediately. Supervisors will investigate and respond accordingly, keeping in mind the safety of the employee in question, other employees, patrons, and themselves.

Not as obvious as the risks of illicit drugs and alcohol are the dangers that can come through the use of prescription medications on the job. Most of us hate being ill and attempt to return to work as soon as possible, often with doctor prescribed medication to treat either the symptoms of the illness or to try to cure it. Often these drugs can affect an employee's job performance,

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES:
GENERAL LIBRARY (continued)

causing drowsiness, jumpiness or agitation, or some other negative physiological effect. Employees experiencing any of these physiological by-products to such a degree as to impair their job performance will contact their supervisor and request to leave work until these effects pass. Although potentially dangerous in any circumstance, employees feeling any of these effects will not, under any circumstances, operate machinery.

16. Patrons - As unlikely as it may seem, there is that occasional situation where a patron, often one who is emotionally ill, troubled or just plain angry, could cause injury to a library employee or patron. The rule of thumb is to keep your distance and speak calmly. A potentially explosive situation can blow sky high when an employee comes out like gangbusters, rather than letting the patron's ire burn itself out naturally.

CIRCULATION DEPARTMENT:

1. Reshelving Library Materials - Staff will keep book trucks from which they are shelving out of the way of patrons. Staff will not take excessively large loads of materials to shelve and will carry only that amount that can be easily managed. A step stool will be used to reach high shelves, not a chair or other unstable item. Books will be shelved securely. Staff will verify that enough of the book is on the shelf so that it will not fall, possibly striking an employee or patron, or intrude into the aisle so far as to cause an impediment or hazard to passers-by. Staff will watch for, and carefully correct, loose or cockeyed shelves or books that have fallen or are in danger of falling. Book trucks will NOT be used for sitting or leaning.

GENERAL MAINTENANCE:

1. Power Tools - This designation can refer to a variety of equipment, from power drills and saws to lawn mowers and blowers. Power equipment must be treated with respect. A carelessly-used power tool can do an incredible amount of damage to the human body and often in a fraction of a second. The same care one would take around a car engine will be exercised around gasoline- or electric-powered tools. If there is any chance of pieces of matter being blown up or thrown out by the machine, safety goggles must be worn. If the unit spews or disturbs air-borne

MT - Full Company.

→ Board leadership

→ Mut. techs.

→ A.D.

Retreats / Plan Sessions:

Retreats : Planning Sessions

IDENTIFIED JOB HAZARDS AND SAFETY GUIDELINES:
GENERAL MAINTENANCE (continued)

particulate matter, a safety mask blocking both nose and mouth must be worn. Gloves and loose clothing will be avoided when using power tools to decrease the chance of these items being caught by the tool and pulled into the machinery. Never bypass or disconnect any safety feature of a power tool or machine.

2. Chemicals, Use and Disposal - Substances such as gasoline, cleaning solvents, paint, etc., can pose hazards if spilled, inhaled, ingested, or mixed with other chemicals. All potentially hazardous chemicals must be kept in their original containers or containers specifically designed for these substances until they are ready to be used. Staff will read and follow all label instructions and warnings. Gloves will be worn when handling any caustic substances. Masks will be worn over nose and mouth when handling substances that emit potentially hazardous fumes. Goggles will be worn whenever there is the potential for caustic substances to be splashed in the eye.

Some substances used to repair, clean or process books and other materials may produce noxious fumes, be caustic to the skin and eyes, or be lethal if ingested. Be aware of any warning on product labels and listed remedies for use when exposure to skin or eyes occurs. Use chemicals in a well ventilated area only. If an employee begins to feel any reaction (nausea, dizziness, etc.) to fumes coming from chemicals in use, cap the substance and carefully move the employee to an area that is out of range of the fumes. Staff will notify their supervisor if the symptoms persist beyond a reasonable time.

All potentially hazardous chemicals will be disposed of properly as directed on the product label.

3. Ladders - Ladders will be used on level ground only. Before stepping up, verify that all locking devices are securely in place. Always have both feet securely on the ladder, except when ascending or descending the ladder. Do not use the top of the ladder as a step.

4. Laminator - The laminator, once turned on, will not be left unattended. Many of the working surfaces of the laminator get very hot. During the lamination process, when the rollers are turning, keep any dangling clothing or accessories away to avoid their being pulled into the laminator.

5. Paper Cutter - The safety latch must be secured when the paper cutter is not in use. Keep fingers clear of cutting surfaces. Do not place materials on top of the cutter, as they may dislodge the safety latch or cover up the cutter so it cannot be seen.

CORRECTING UNSAFE OR UNHEALTHY CONDITIONS

Employees encountering unsafe or unhealthy situations that can be quickly and safely corrected are encouraged to do so themselves. For example, moving the cart that has been left in the way of patrons or picking up books that have fallen off a shelf. Staff will report all larger or more serious matters to their supervisor or by filling out a safety form (found on the bulletin board in the staff lounge) and giving it to any member of the Safety Committee. Reporting also may be done anonymously by putting the report in any Safety Committee member's mail box. If the supervisor is not in the building or is otherwise unavailable, report the situation to the duty librarian. The duty librarian will then assess the situation and choose one of the following alternatives based on immediacy, severity or unhealthfulness of the condition:

1. Ask their employee to leave a note for their supervisor or the Safety Committee fully describing the problem, so that it may be addressed in the near future, or
2. Find someone who can correct the problem right away, or
3. Ask the employee to correct the problem right away, or
4. Correct the condition themselves.

Any unsafe situations reported will be reviewed by the Safety Committee to insure that the condition has been resolved and that a hazard no longer exists, or that appropriate steps have been put in motion to correct the problem. The Program Coordinator will be responsible for the follow up to insure that the unsafe condition has been corrected.

EMPLOYEE TRAINING

The district will implement and maintain an Occupational Safety and Health Training program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regards to hazards specific or unique to each employee's job.

The Program Coordinator shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

To ensure that all employees receive adequate training, the training program will include the following elements:

- a) All employees will receive training and instruction when the Injury and Illness Prevention Program is first established
- b) All new employees will receive appropriate training prior to assignment to jobs having hazards covered under the training program
- c) All employees given new job assignments will receive training applicable to new exposures for which training has not been previously provided
- d) All employees exposed to hazards due to the introduction of new substances, processes, procedures or equipment to the workplace will receive training and instruction applicable to the new hazards
- e) Employees will receive refresher training whenever the district Program Coordinator or Safety Committee is made aware of new or previously unrecognized hazards and/or when the district feels it is appropriate

Training and instruction will be provided in any format or media approved by the Program Coordinator and Safety Committee and which is readily understandable to all employees. Training formats and/or media may include but are not limited to:

- *Seminars
- *Workshops
- *Manuals
- *Booklets
- *Videos, film or other visual media
- *Meetings

EMPLOYEE TRAINING (continued)

The Program Coordinator will ensure that all training and instruction provided under the Injury and Illness Prevention Program is documented. Employees attending or receiving training mandated by this program will be required to sign an attendance sheet. Supervisors and employees who refuse or fail to attend or participate in District-sponsored training will be subject to disciplinary procedures under existing District policy.

To ensure that the employees receive complete training and instruction, general safety and health training will include but not necessarily be limited to the following:

- a) General safe work practices
- b) Access to exposure and medical records
- c) Emergency action Plan
- d) Fire Prevention Plan
- e) Portable fire extinguishers
- f) Employee/Building Occupant alarm systems
- g) Stress reduction training

SAFETY RESPONSIBILITIES

PROGRAM COORDINATOR

The Program Coordinator is responsible for implementing and maintaining all aspects of the library's Injury and Illness Prevention Program including:

1. Coordinate all risk control activities.
2. Act as liaison between administration and employees on safety issues.
3. Ensure employees are aware of these safety regulations and comply with them. This also applies to the Emergency Preparedness Plan.
4. Ensure that safe practices and conditions are established.
5. Review all supervisor's reports of accidents, and see that recommendations are acted upon.

SAFETY RESPONSIBILITIES
PROGRAM COORDINATOR (continued)

6. Verify and post emergency phone numbers for police, fire and medical treatment.
7. Maintain bulletin boards in clearly visible areas with required safety information such as Worker's Compensation, reporting of accidents and how to get medical help.
8. Develop an emergency evacuation and response plan for fire, earthquake or other disaster.
9. Coordinate first-aid and accident prevention training.
10. Maintain adequate first-aid supplies.
11. Follow-up on the completion of safety recommendations of the Safety Committee, district personnel or other safety consultants.
12. Follow all OSHA recordkeeping and accident reporting requirements.

DEPARTMENT MANAGERS/SUPERVISORS

Department managers and supervisors are considered the key link between the Program Coordinator and District employees. The duties and actions of these managers and supervisors are critical in assuring that the overall Injury and Illness Prevention Program works. Each department manager and supervisor is responsible for employee health and safety in his or her department or section and thereby has the authority to enforce appropriate parts of the Injury and Illness Prevention Program as delegated by the Program Coordinator.

The department managers' and supervisors' duties and responsibilities include:

1. Instruction of employees in general safe work practices and on hazards unique to specific job assignments
2. Supervision of employees to ensure that safety policies, rules and regulations are not violated
3. Supervision to ensure that employees use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions

SAFETY RESPONSIBILITIES
DEPARTMENT MANAGERS/SUPERVISORS (continued)

4. Ensure that unsafe acts or conditions are brought to the attention of the Program Coordinator and/or Safety Committee
5. Attend specialized training programs when offered by the district for supervisors and key employees
6. Complete the accident report form
7. Follow-up accident investigations by providing department employees with a synopsis of the accident and what precautions are necessary to prevent a reoccurrence
8. Conduct periodic inspections of the workplace when directed by the Program Coordinator and complete the appropriate inspection check-off forms

EMPLOYEE RESPONSIBILITIES

The Library is taking action to ensure a safe and healthful work place and to ensure compliance with Federal, State and local safety regulations. To ensure that the Library's program works, each employee should act in a manner which protects his or her health and welfare as well as that of co-workers and the general public.

Each Library employee's safety responsibilities include:

1. Attending and participating in provided training and information programs
2. Following all safety rules and regulations and applying safe work practices to all jobs
3. Reporting of safety hazards to his or her supervisor or the Safety Committee
4. When appropriate, providing recommendations on how to eliminate or reduce a discovered safety hazard

APPENDICES

APPENDIX A
SAFETY COMMITTEE
MEETING FORMS

PLACENTIA LIBRARY DISTRICT SAFETY COMMITTEE MEETING REPORT

ACCIDENTS REVIEWED:

DATE _____

	<u>DATE</u>	<u>INCIDENT</u>	<u>INJURIES</u>
1.	_____	_____	_____
		_____	_____
2.	_____	_____	_____
		_____	_____
3.	_____	_____	_____
		_____	_____

FOLLOW-UP ACTION RECOMMENDED YES NO

IF YES,
DESCRIBE: _____

REVIEW OF PAST RECOMMENDATIONS:

	<u>DATE</u>	<u>RECOMMENDATION</u>	<u>STATUS</u>
1.	_____	_____	_____
		_____	_____
2.	_____	_____	_____
		_____	_____
3.	_____	_____	_____
		_____	_____

PLACENTIA LIBRARY DISTRICT SAFETY COMMITTEE MEETING REPORT (con)

NEW SUBJECTS OR NEW HAZARDS REPORTED: YES NO

IF YES, DESCRIBE: _____

RECOMMENDED ACTION FOR NEWLY REPORTED HAZARDS:

<u>HAZARD</u>	<u>RECOMMENDATION</u>
_____	_____
_____	_____
_____	_____
_____	_____

OTHER COMMENTS: _____

NEXT SAFETY MEETING SCHEDULED FOR: _____

CONTENTS OF REPORT VERIFIED BY: _____
SIGNATURE

TITLE DATE

APPENDIX B

REPORTING FORM FOR
UNSAFE CONDITIONS

PLACENTIA LIBRARY DISTRICT
REPORTING FORM FOR
UNSAFE CONDITIONS

DATE: / /

CONDITION(S) NOTED AT:

WORKPLACE _____

SITE NAME _____

ADDRESS _____

SITE MANAGER _____

WORKPLACE SUPERVISOR _____

DESCRIPTION OF UNSAFE CONDITION(S): _____

SUGGESTIONS FOR POSSIBLE REMEDY: _____

NAME (OPTIONAL) _____

PHONE NUMBER (OPTIONAL) _____

PLACENTIA LIBRARY DISTRICT REPORTING FORM FOR UNSAFE
CONDITIONS (CON)

PROGRAM COORDINATOR AND/OR SAFETY COMMITTEE:

ANALYSIS _____

_____ DATE _____

RECOMMENDATION(S) _____

_____ DATE _____

ACTIONS TAKEN _____

_____ DATE _____

RESPONSE TO SUGGESTOR (IF NAME PROVIDED)
BY WHOM _____ DATE _____

APPENDIX C

ACCIDENT INVESTIGATION

ACCIDENT INVESTIGATION - GENERAL INFORMATION

Timely and thorough accident investigation is an integral part of the overall Injury and Illness Prevention Program. The supervisors first report of an accident is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the accident so that appropriate action can be taken to prevent recurrence. With this in mind, any district employee conducting an accident investigation should utilize the following guidelines:

1. If possible, discuss the accident at the scene
2. Show concern for the employee's injury, no matter how minor it is
3. Explain why the investigation is necessary
4. Allow the injured or involved employee to relate his or her account of the accident without interruption
5. Reiterate a summary of the accident to assure proper and complete understanding of the employee's story
6. Use tact in resolving any discrepancies in the employee's story
7. If appropriate, discuss means of preventing recurrence

PLACENTIA LIBRARY DISTRICT
ACCIDENT REPORT FORM

EMPLOYEES INVOLVED IN THE ACCIDENT:

NAME _____ AGE _____ SEX _____

JOB TITLE _____ LENGTH OF TIME AT JOB _____

NATURE OF INJURY _____ BODY PART AFFECTED _____

MEDICAL TREATMENT RECEIVED _____

CHECK IF OTHER EMPLOYEES ARE LISTED ON THE BACK OF THE FORM

ACCIDENT

DESCRIPTION OF THE ACCIDENT:

ACCIDENT WITNESSES:

NAME _____ NAME _____

TITLE _____ TITLE _____

NAME _____ NAME _____

TITLE _____ TITLE _____

PERSONAL PROTECTIVE EQUIPMENT

REQUIRED FOR JOB: YES NO, IF YES IDENTIFY _____

PROVIDED BY THE DISTRICT YES NO

IN USE BY EMPLOYEE AT TIME OF ACCIDENT YES NO

PLACENTIA LIBRARY DISTRICT ACCIDENT REPORT FORM (CON)

MECHANICAL OR OTHER SAFE GUARDS

REQUIRED FOR THE JOB OR EQUIPMENT INVOLVED: YES NO

GUARDS IN PLACE AT TIME OF ACCIDENT: YES NO

GUARDS IN PROPER WORKING CONDITION AT TIME OF
ACCIDENT: YES NO

EMPLOYEE(S) INVOLVED HAS RECEIVED TRAINING RELATING
TO JOB: YES NO

TRAINING HAS BEEN DOCUMENTED: YES NO

ANALYSIS

PRIMARY UNSAFE CONDITIONS OR ACTS CAUSING THE ACCIDENT:

- UNSAFE CONDITION OF EQUIPMENT _____
- MALFUNCTION OF EQUIPMENT _____
- UNSAFE OPERATION OF EQUIPMENT _____
- UNSAFE CONDITION OF PREMISES _____
- OTHER _____

COMMENTS: _____

CONTRIBUTING CAUSES TO THE ACCIDENT: _____

PLACENTIA LIBRARY DISTRICT ACCIDENT REPORT FORM (CON)

CONTROLS

RECOMMENDATIONS TO PREVENT RECURRENCE: _____

COPIES OF REPORT SENT TO:

REPORT COMPLETED BY	_____	_____
	PRINT NAME	TITLE
	_____	_____
	SIGNATURE	DATE

APPENDIX D

SAFETY INSPECTION
CHECKLISTS & REPORT FORMS

INTRODUCTION

The Library's Injury & Illness Prevention Program requires scheduled, periodic inspections of the workplace.

Typically these inspections will be conducted by the Safety Committee or by district personnel designated by the Program Coordinator at least quarterly and by outside specialists on an annual basis. This appendix contains checklists that can be used by personnel to facilitate the in-house inspections. The checklists in this appendix include one for General Safety and several for specific work areas. The General Safety Checklist should be used for each inspection and it should be supplemented as necessary by appropriate specific checklists.

All items must be answered by checking the appropriate box:

S = Satisfactory
U = Unsatisfactory
N/A = Not Applicable

All unsatisfactory items must be explained. The completed checklist(s) should be returned to the Safety Committee.

PLACENTIA LIBRARY DISTRICT
GENERAL SAFETY

INSPECTION CHECKLIST

SITE: _____ DATE: _____
WORK AREA: _____ INSPECTOR: _____

<u>N/A</u>	<u>S</u>	<u>FIRE PROTECTION</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers properly located/ installed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers clearly identified	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers readily accessible	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers fully charged	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers, tagged & current for service & inspections	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire alarms & alarm stations in proper operating condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fire doors not blocked open	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	"No Smoking" areas established as needed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Spirit duplicator fluid properly stored	<input type="checkbox"/>	_____

<u>N/A</u>	<u>S</u>	<u>LIFE SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Number of exits are adequate	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exits are unlocked during hours of operation	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exits are not obstructed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exit doors and routes clearly marked	<input type="checkbox"/>	_____

PLACENTIA LIBRARY DISTRICT GENERAL SAFETY INSPECTION LIST (CON)

<u>N/A</u>	<u>S</u>	<u>LIFE SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Exit aisles clear & in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Carpets & rugs secure	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting installed where necessary	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting in proper working condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Exit signs & lights in working order	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Evacuation Plans posted in each building or worksite	<input type="checkbox"/>	_____
<u>N/A</u>	<u>S</u>	<u>ELECTRICAL SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Electrical wiring in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Extension cords not used for permanent wiring	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Circuit breaker panels clearly marked with voltage and "caution" warnings	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Machines & equipment properly grounded	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Breaker panels & control boxes covers closed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Plugs & electrical outlets in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Circuits not overloaded	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Electrical wires not run under carpets	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	No storage in front of Electrical Switch Panels	<input type="checkbox"/>	_____

PLACENTIA LIBRARY DISTRICT GENERAL SAFETY INSPECTION CHECKLIST (CON)

<u>N/A</u>	<u>S</u>	<u>MEDICAL/FIRST AID</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Medical Facilities - phone numbers clearly posted	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	First Aid supplies readily available	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	First Aid supplies kept replenished	<input type="checkbox"/>	_____
<u>N/A</u>	<u>S</u>	<u>HOUSEKEEPING/COMMON HAZARDS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Work area is clean and orderly	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Excess paper & trash removed	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Floors are clean & dry	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Carpets and rugs are secure	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Carpets are free of large tears or holes	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Floors are free from protrusions, holes and loose boards or tiles	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Aisles & passageways clear and in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stairways are clear and in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Handrails are installed on all stairways having more than 3 steps	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Handrails are secure and in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Ramps have non-slip surface	<input type="checkbox"/>	_____

PLACENTIA LIBRARY DISTRICT GENERAL SAFETY INSPECTION CHECKLIST

<u>N/A</u>	<u>S</u>	<u>GROUND</u> S	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Walkways & sidewalks in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Parking lots free of pot holes & large cracks	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Parking lots properly marked for traffic direction, entrance, exits and parking	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Courts & asphalt free of holes or cracks	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Grounds free of debris & broken glass	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Fencing in good repair	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Parking lots and walkways have adequate illumination for night use	<input type="checkbox"/>	_____

<u>N/A</u>	<u>S</u>	<u>MISCELLANEOUS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	Shelves not overloaded	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Storage shelves & bookcases secured	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Paper cutter guards in place	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Required CAL/OSHA Employee Notices posted	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Employee telephone numbers posted	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Procedures posted for reporting emergencies	<input type="checkbox"/>	_____

<u>N/A</u>	<u>S</u>	<u>OTHER ITEMS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

PLACENTIA LIBRARY DISTRICT GENERAL SAFETY INSPECTION CHECKLIST (CON)

<u>N/A</u>	<u>S</u>	<u>OTHER ITEMS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

COMMENTS

PLACENTIA LIBRARY DISTRICT
OFFICE SAFETY CHECKLIST

SITE: _____ DATE: _____

WORK AREA: _____ INSPECTOR: _____

<u>N/A</u>	<u>S</u>		<u>U</u>	<u>LOCATION/COMMENT</u>
<input type="checkbox"/>	<input type="checkbox"/>	Book shelves are not overloaded	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Heavy storage shelves secured	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	File cabinets adjacent to means of egress are secured	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	File cabinet drawers do not open into high traffic areas	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Large, heavy file cabinets are secured to prevent tip over when the top drawers are opened	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Free space left in file drawers to allow ease of removing or replacing files	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	File drawers are kept closed WHEN NOT IN USE	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Only one file drawer open at one time	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Adequate trash containers are available and emptied regularly	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Traffic areas are clear of all wiring	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	All electrical equipment and appliances are properly grounded	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Paper cutter blade guards are installed	<input type="checkbox"/>	_____

PLACENTIA LIBRARY DISTRICT OFFICE SAFETY CHECKLIST (CON)

<u>N/A</u>	<u>S</u>		<u>U</u>	<u>LOCATION/COMMENT</u>
<input type="checkbox"/>	<input type="checkbox"/>	Paper cutter blades are kept down	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Paper cutter blade springs in good condition	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Duplicating fluid cans are kept covered	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Quantity of duplicating fluid does not exceed 4 gallons	<input type="checkbox"/>	_____

<u>N/A</u>	<u>S</u>	<u>OTHER ITEMS</u>	<u>U</u>	<u>LOCATION/COMMENT</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

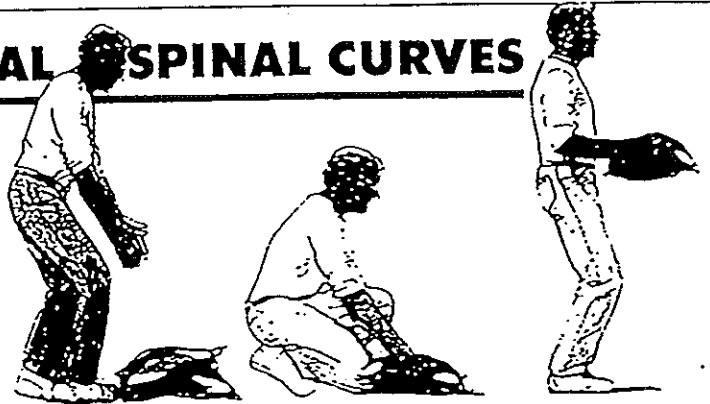
COMMENTS

A P P E N D I X E

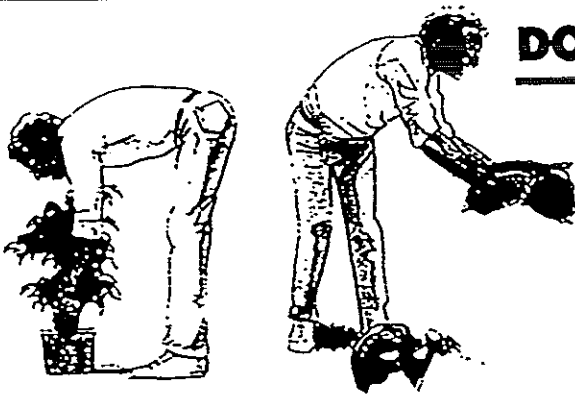
Lifting Do's and Don'ts

DO'S: MAINTAIN NATURAL SPINAL CURVES

Lifting. Get close to the load and grasp firmly. Use your stomach muscles to support your spine so it can support the load. Maintain your three natural spinal curves as you use your leg muscles to lift the load. Set the load down smoothly.



DON'TS: AVOID POOR POSTURE



Lifting. Don't bend over with your legs straight or twist while you are lifting. Very important, too, is to avoid trying to lift objects above the height of your shoulders. Improper lifting can lead to facet syndrome and disc problems.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: December 9, 1991
SUBJECT: Purchase request list for Friends of the Library

BACKGROUND:

At its meeting on November 4, 1991, the Friends of the Library Board of Directors asked the Library Director to prepare a "Wish List" of items that would enhance Library services.

Each Department Head was asked on November 12th to prepare a list of items that would be useful in her/his area. Lists were submitted on December 3rd. The individual lists are attached to this memo.

The Department Heads met on December 5th and selected the items that they as a group would like to have considered. (Other items were identified for immediate purchase from the Library's operation budget.)

1. Liquid crystal projection system. \$4,000

This small unit attaches to a VCR and projects the video onto a regular movie screen. It can also be used for rear screen projection. The image ranges from 2 feet to 8 feet square. It is very portable.

It was originally requested by the Children's Department for use in programming but Literacy would be able to use it for tutor training and Administration would like to use it for staff training.

2. TV monitor with built in VCR. \$ 450

This self-contained unit would be used by the Literacy staff for small group training and also for taking programs to exhibits outside the Library. The Children's Department also expressed strong interest in this item.

3. Die-cut letter and decoration set. \$1,200

Several staff members have seen this system demonstrated at Library conferences. It produces cut out letters and a variety of designs for bulletin board displays, posters and other places where cut out letters are appropriate.

Page 2

The cut out designs can also be used for holiday or special theme name tags.

The machine uses regular construction paper or other light or medium weight paper.

All Library departments expressed a strong interest in being able to use this machine to improve the quality and speed of preparation of Library displays.

4. Plain paper microfilm/microfiche reader printer. \$8,000

The Library is purchasing an increasing number of reference and periodical resources in microform and needs an additional reader/printer to meet patron service demands.

A plain paper machine will provide copies of similar quality to the photocopiers.

5. Slide projector for circulation to the public. \$ 400

The Library receives requests for a slide projector to loan to the public through the Audio-Visual Department. Many public libraries provide this service.

RECOMMENDATION:

Review, amend and approve the list for forwarding to the Friends of the Library Board of Directors for its meeting on January 6, 1992.

Friends of the Library Wish List

Adult Services Department + Literacy

1. Microfilm-microfiche Reader Printer (Item 4)
Price range: \$7,000-\$8,000
2. Large screen Television Monitor (Replaced by Item 1 - Legend
Crystal projects)
Price range: \$1,299-\$3,200
3. Portable VCR and Monitor Unit (Item 2)
Price range: \$400-800
4. Slide Projector (Kodak) (Item 5)
Price range: \$379.00-652.00

CHILDREN'S DEPARTMENT
WISH LIST

- | | | |
|----|---|------------|
| 1. | Liquid crystal projection system | \$4 500.00 |
| 2. | Lettering machine for name tags and letters | 400.00 |
| 3. | Apple II E computers and software for children's use in Children's Department | 800.00 |
| 4. | Dictionary stand and atlas stand | 200.00 ea. |
| 5. | Paperback picture book rack | 100.00 |
| 6. | Floor model raised relief globe | 200.00 |
| 7. | Framed art prints appropriate to children such as Beatrix Potter prints | |
| 8. | Holiday decorations for the Children's room | 200.00 |

Item 1

1. LIQUID CRYSTAL PROJECTION SYSTEM - This small unit attaches to a VCR and broadcasts the video onto a regular movie screen. The image ranges from a 2 ft. square to an 8 ft. square. This unit is very portable and has both front and rear projection capabilities. It would add a new dimension to children's programming.

Item 3

2. LETTERING MACHINE - This machine stamps out shapes to be used for story hour name tags and letters for bulletin boards and displays. The letters and shapes look great and would save lots of time.
3. APPLE II E COMPUTERS PLUS EDUCATIONAL SOFTWARE - These computers would be made available to children to use in the Children's department. Many of our young patrons do not have computers in their homes and I have seen how enthusiastic they are to have an opportunity to use them in the library. *(will pursue as a gift)*
4. DICTIONARY STAND AND ATLAS STAND - Our atlases and dictionaries are presently shelved in the reference area and are not always readily visible to the large numbers of children who use them for homework. These stands would be placed at the ends of the reference section which would make them more available and visible while also making better use of our reference section.
5. PAPERBACK PICTURE BOOK RACK - These popular materials are presently displayed in cardboard boxes. They are well used but not easily browsed by parents or children. I have frequently observed children sitting on top of the table in order to see the selection. A display rack would be attractive and an asset for patron selection. *(Purchased through operational budget)*
6. FLOOR MODEL RAISED RELIEF GLOBE - An essential reference and educational tool for children.
7. FRAMED ART PRINTS - Appropriate for the Children's department eg. Beatrix Potter prints.
8. HOLIDAY DECORATIONS. *(Purchased through Friends annual allowance)*

WISH LIST FOR FRIENDS OF PLACENTIA LIBRARY

Submitted by P. Burkich/Circulation

November 1991

1. 2" Roman Style numerals and letters (*stan # 3 - die cut letters*)
2. All holiday decorations for counter tops (*Provided through Friends Annual allowance*)
3. Library theme posters (*Purchase through operational budget*)
4. New informational stand at check out counter
5. Larger informational board at check in desk
6. New chair (or reupholster chair at check out desk) (*Purchase through operational budget*)
7. Artificial Christmas tree
8. New small paper cutter for workroom area (*Purchase through operational budget*)
9. 3 new book carts (*Purchase through operational budget*)
10. Pencil sharpener for check out desk (*Purchase through operational budget*)

To: Elizabeth Minter, Library Director
 From: Dianne Jackson, Volunteer Coordinator
 Date: Dec 3, 1991
 Subject: Wish list

PRESENTATION SYSTEMS



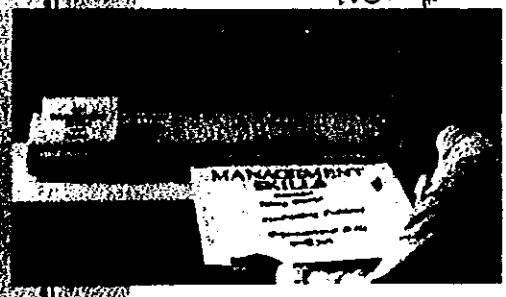
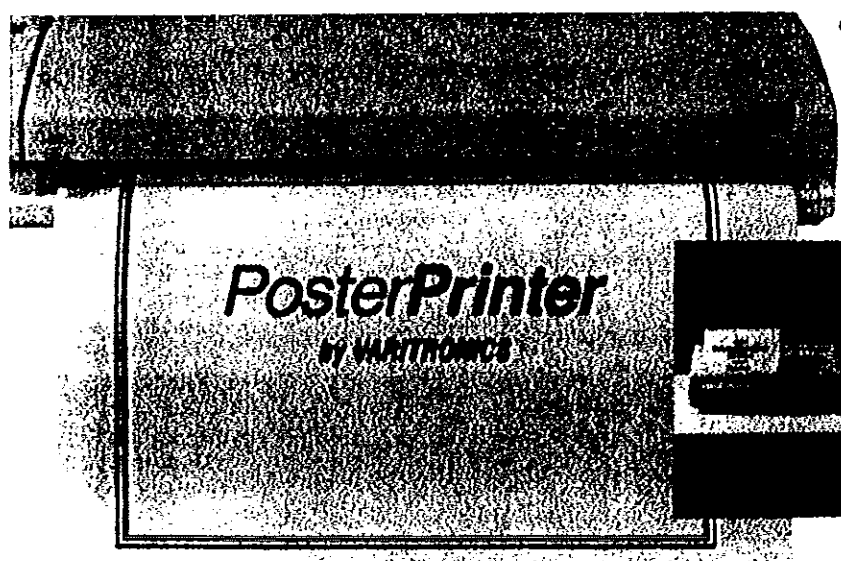
VARITRONICS POSTERPRINTER

(Use this service through Kinks as needed)

The PosterPrinter is a truly original way to make an enlargement. It's the only machine of its kind - the first fast, simple, portable and affordable way to turn up the visual volume of your words and pictures.

It's **easy!** You simply insert your original and press a button. The PosterPrinter does the rest... without ink, without toner, without messy ribbons. In just 70 seconds, the PosterPrinter turns your 8 1/2 X 11 inch page into a giant 23 by 33 inch poster that lets you:

- Keep meetings moving with an agenda or schedule that can't be ignored.
- Control your next presentation with a flip chart that keeps all eyes on you.
- Reinforce important points visually and eliminate your dependence on notes.
- Make data mean something with giant charts or graphs.
- Get the word out for important events. *list price \$2695*



Poster Printer Plus list price \$2995
PosterPrinter Product Line

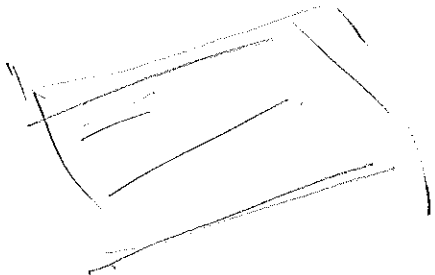
Insert a letter-sized or legal-sized original - text, graphics, or both - and the PosterPrinter turns the original into a 23" x 33" poster. The PosterPrinter Plus does everything the original PosterPrinter does, but it also lets you turn a letter-sized original into an even larger 45" x 35" poster. The enhanced long document feeder on the PosterPrinter Plus makes it easy to create banners of any length in one simple step. *Also laminates the poster if desired.*

Part No.

Varitronics PosterPrinter	3408-00
Varitronics PosterPrinter Plus	5866-00

SUPPLIES

Standard Paper Rolls	Part Number
Black on White	3403-00
Blue on White	3403-01
Red on White	3403-02
Orange on White	3403-03
Black on Blue	3404-00
Black on Yellow	3405-00
Transfer Plus Paper Rolls	6082-00
Black on White	6082-01
Blue on White	6082-02
Red on White	6082-03
Green on White	6082-04



*Long & Powell
Annex's days (Sund)*

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adv*
DATE: December 9, 1991
SUBJECT: Development of Plan of Service for FY1992/92 and long range plan.

*Users
Plan - users*

BACKGROUND:

At its meeting on October 14, 1991, the Library Board requested a discussion of having a retreat with a facilitator to develop a plan of service.

Board members received a copy of the Public Library Association's "Planning and Role Setting for Public Libraries".

There are many issues that I would like to address at such a meeting:

1. Administrative organization/structure
2. Physical facility
3. Incorporating literacy into "regular" library service.
4. Marketing and providing Library service - identify target populations.
5. Service to non-English speaking residents.
6. Level of staffing in Childrens.
7. Use of technology for replacing "traditional" periodical and reference services.
8. Staff recruitment and retention strategies.

I would like to set the process up so that the staff could participate either with the Trustees or before the Board session so that staff ideas could be used to enrich Board deliberation.

Several types of facilitators could be used. I would recommend someone knowledgeable about public libraries and preferably someone who has both group leadership skills and public library planning experience.

This is more than a one weekend process.

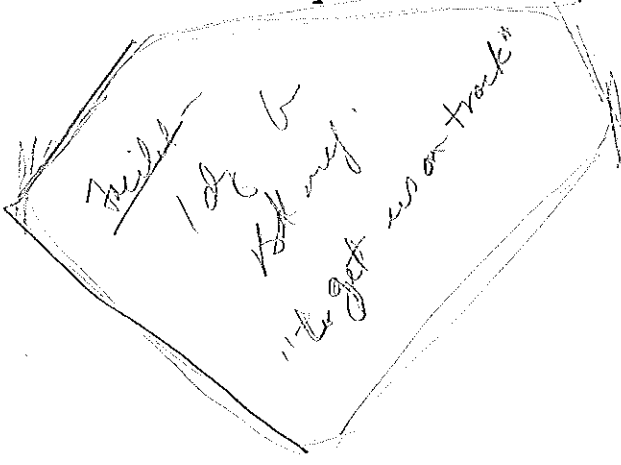
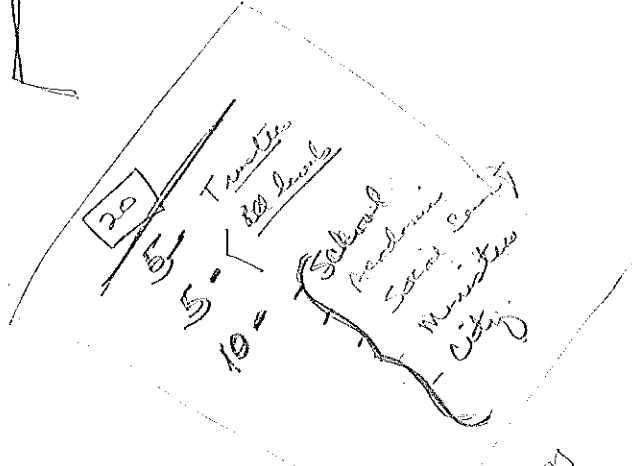
RECOMMENDATION:

1. Discuss planning process.

Do you want to work with a broader Planning Committee? What should its membership be? What kind of budget will it have? These projects take a tremendous amount of staff time - what can be set aside to free up the staff time required?

2. Establish parameters for retreat: one days; two days; location; who's to participate; tentative date.
3. Establish parameters for facilitator: qualifications; budget.

30



7/27/88
Sack

Admission Charge

TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: December 9, 1991

SUBJECT: Medical Treatment of Work-Related Injuries

BACKGROUND

In an attempt to provide better service to employees who are injured at work and in an attempt to control the high cost of work-related injuries our workers' compensation carrier, Keenan and Associates recommends changing our procedures for the treatment of those injuries.

The Library is permitted by statute to control medical treatment of work-related injuries for the first thirty (30) days from when the injury was reported. Also, it is allowed to designate a medical facility at which employees will be treated.

Employees have the right to be treated immediately by a personal physician, only if the Library has been notified in writing prior to the date of injury.

To identify an appropriate facility to be the Library's designated medical facility for the treatment of work-related injuries, I have completed an evaluation of Placentia-Linda Hospital and Express Medical Group of Placentia (Express Med.). Factors looked at were costs, type of facility, type and control of treatment, etc.

The hospital would cost more because differing RVS rate structures make their charges higher than a clinic's. Express Med. offers a doctor's office setting with a private practice doctor who specializes in occupational health medicine, which provides more individual care and control of treatment. This will lower overall costs.

Dr. Robert Maurer has been at Express Med for 6 years and has a philosophy of "getting well within 3 visits." The City of Placentia has used Express Med since May 1, 1991 and is pleased with their service.

RECOMMENDATION

1. I recommend the Library adopt a policy statement regarding having a designated medical facility for treatment of work-related injuries. See attachment 1.

2. I further recommend that Express Medical Group, 1501 North Placentia Avenue, Placentia be designated the Library's medical facility for treatment of work-related injuries and that staff be directed to proceed with the necessary arrangements with Express Med, announcements to staff, etc. with a starting date of no later than January 1, 1992.

PLACENTIA LIBRARY DISTRICT

Policy Statement

Treatment of Work-Related Injuries

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

The Library is permitted by statute to control medical treatment of work-related injuries for the first thirty (30) days from when the injury was reported and has now designated a treatment center(s) for the convenience of the employees.

Employees will be treated by: (name and address). Immediate care will be provided. If injuries occur at times other than normal office hours, the emergency rooms at Placentia Linda Hospital will be used. DOCTORS AT THESE FACILITIES SPECIALIZE IN THE TREATMENT OF INDUSTRIAL INJURIES.

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

IMPORTANT: UNLESS AN EMPLOYEE HAS ON FILE A REQUEST TO BE TREATED BY THEIR OWN PHYSICIAN, PAYMENT WILL NOT BE MADE OTHER THAN TO (LIST DESIGNATED FACILITY).

TO: ALL EMPLOYEES
FROM: ELIZABETH D. MINTER, LIBRARY DIRECTOR
DATE: DECEMBER 9, 1991
SUBJECT: TREATMENT OF WORK-RELATED INJURIES

The Library has been in the process of evaluating medical facilities for treatment of employees injured on the job. This process is now complete. Effective December 10, 1991, the Library's designated medical clinic will be:

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

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

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

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

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

regarding procedures and/or unusual situations should be referred
TREATMENT FOR ON-THE-JOB INJURIES, 12-10-91 PAGE 2

to the Administrative Office.

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

PLACENTIA LIBRARY DISTRICT

INDUSTRIAL INJURY PHYSICIAN DESIGNATION FORM

TO: Placentia Library District

From: _____
(EMPLOYEE NAME) (POSITION)

SUBJECT: PERSONAL PHYSICIAN DESIGNATION FORM

DATE: _____

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

Physician's Name

Physician's Address

Physician's Phone Number

EMPLOYEE SIGNATURE

WAIVER

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

EMPLOYEE SIGNATURE

TO: Library Board of Trustees

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

DATE: December 9, 1991

SUBJECT: Personnel Policies for hiring, for bilingual pay, and for leaves of absences for part time employees.

BACKGROUND:

During the past month several personnel issues have developed for which there is no clear policy statement.

First is the need to address the issue of open/public recruitment for all positions. Such a policy helps to promote compliance with equal employment opportunities guidelines and fair employment procedures.

Second is the issue of recruiting and keeping qualified bilingual staff. The 1990 Federal Census Statistics report that 24.7% of the residents of Placentia are Hispanic, yet not one of the Library's regular full time or part time staff can write Spanish, and only one can speak Spanish. This makes effective outreach to the Hispanic Community virtually impossible.

There are several potential solutions to the bilingual services problem:

1. Designate specific staff positions as bilingual.

For example, require that two clerks and one Library Assistant or Librarian be bilingual. This approach is very rigid and would require separate classifications and places on the Organization Chart for each position.

2. Allow for the hiring in all positions of "Bilingual Spanish, Preferred" and/or "Bilingual Spanish, Strongly Preferred", and pay a bilingual bonus or salary differential.

This means that the exam and requirements for each classification remains the same but that employees having the verbal and written skills can be paid for using those skills on the job. The points for the language skills are added after the other comparative skills are ranked.

Page 2

In such cases there are no guarantees of filling any particular position with the language skill needed, but it does help the process by giving a boost to bilingual candidates with skills comparable to monolingual candidates.

The Library needs bilingual Spanish skills on its staff not only for public service desks but also for preparation of promotional and informational materials and selection of Spanish language titles for the collection.

Third is the issue of extended leave without pay for part time employees. During the past year the Library has allowed a part time clerk to take a five-month leave with the promise that she could get her position back when she returns. A page was temporarily promoted into that position. Now the clerk is returning and the temporary clerk will again become a page. I have been told informally that several other part time staff are planning to ask for the same considerations.

While it is a good idea to let part time staff take leave without pay for vacation and other personnel needs, it is not appropriate to hold these positions open for more than four weeks. The Library can adopt a policy allowing reinstatement of a previous staff member who left in good standing, to her/his previous classification as that classification becomes available.

RECOMMENDATION:

To review, amend and adopt personnel policies for:

1. Appointment and Examination
2. Bilingual Pay
3. Leaves of Absences for Part Time Employees.

APPOINTMENT & EXAMINATION POLICY

Appointments to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotion^s shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

Probationary period. All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position in the class from which she/he was promoted unless she/he is discharged from the Library service as provided in the rules and policies.

Disciplinary action. The Library Director, subject to ratification from the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

Right to grieve. Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or polices.

Appointment & Examination Policy
Page 2

Abolition of position. Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff, total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

Discrimination. No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, or religious belief.

Fair Employment. No question in any test, or in any application form, or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.,

Medical Exam. All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile insurance coverage.

*Adopted December 9, 1991
Placed by Dist Board of Pub*

24779

BILINGUAL PAY

Certain employees who have the ability to write and speak in a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual Pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred". In such cases after the regular examination process is completed and the relative scores are available those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

Adopted December 9, 1991
Present by District Board of Trustees

LEAVES OF ABSENCES FOR PART TIME EMPLOYEES

Part time employees may take up to four (4) weeks leave without pay in any given employment year. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Adopted December 1, 1991
presented to the District Board of Trustees

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO


TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: December 4, 1991
SUBJECT: Grandparents and Books

Several librarians who were recipients of the G.A.B. grants met informally with Bessie Egan, Children's Consultant for the State Library, during CLA. The consensus was that during the holiday period our senior volunteers would be too busy to think of new volunteer experiences and we all had the program on hold until January.

The picture of Paul Deputy in the Placentia paper advertising G.A.B. was great and we expect our name recognition will be increasing.

Our narrative report is due to Bessie on December 16, 1991 and our first training session on January 27, 1992.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider 
DATE: December 4, 1991
SUBJECT: Camp Library

The fifth annual Camp Library was a great evening filled with crafts, origami, games, a scavenger hunt, stories, food, songs, movies, and lots of fun. Forty-eight children and thirty-one adults enjoyed our all night celebration of Children's Book Week.

Many thanks to Barbara Pomykata, Mary Byrne and Jerry Conn for all the extra hours of help in making it a "memorable" evening.

Dear Mrs. Kay,

We had such a great time
at Camp library!! Thank you for
all of the work you and the
staff put into making it such
a special night. Our 'bugs' are
sitting on our dressers - we
look at them often and

remember all of the fun
we had. You have really
made the Placentia library
an important part of
our 'growing up' years.
Thank you!

Love,

KC NJ and Kyle Sawyer

PLACENTIA LIBRARY DISTRICT
INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director

FROM: Gwen Joseph, Family Literacy Coordinator *WJ*

DATE: 11/26/91

SUBJECT: Status Report on Families for Literacy

HEADSTART PROGRAM STATUS

The portion of the grant program targeting Headstart families began on November 7. Headstart arranged for me to use a large room next to their offices at the old McFadden School. Two sessions are run each Thursday, one to correspond with each session of Headstart. The morning session is from 8-11 and the afternoon from 12:30-3:30. These sessions consist of a discussion topic such as: developing oral language, how to find time to read together and how to read with your child, nutrition, raising bilingual children, etc., and a concentrated English tutoring time. The discussion time is currently being conducted in Spanish to encourage a high level of participation and understanding. A bilingual group leader is provided to me by Headstart for the morning session and I am in the process of hiring Sylvia Macaluso to translate for the afternoon session. Each session has three groups of English tutoring: low, middle, and high.

Friday morning is our family activity time. Headstart does not hold classes on Friday mornings enabling both the parent and child (and many times other siblings) to participate together. Our activities to date have included a Green Eggs and Ham breakfast, and a trip to Pizza Hut. In December we will be having a Group Activity Day involving cutting and coloring craft activities, and language development activities, and a family planned Christmas party (including a bilingual Santa Claus!). Currently these activities are run in both English and Spanish.

While the grant targeted only ten Headstart families, to date 26 families are participating in the program.

Three literacy volunteer tutors are currently running English tutoring sessions and I am actively trying to recruit more.

LIBRARY LITERACY PARTICIPATION STATUS

The grant states that adults currently in the Literacy Program who have a child under five will be invited to participate. To that end I spoke to the Tutor Inservice meeting on Tuesday evening November 12, and placed an article on the program in the Volunteers newsletter. To date no families have been identified

to me as interested and eligible. I shall continue to try and recruit families after the holidays. The grant targeted five participating families.

MATERIALS

Two sets of books, Huggles Breakfast and The Birthday Cake, have been purchased and distributed. I have several teacher made books that have been reproduced and will be distributed soon. Each family is "putting together" a plastic box containing scissors, crayons, paper, pencils, and playdough. "Putting together" involves participating in an activity demonstrating the proper use of each item, ie. how to hold scissors properly, how to help a child cut straight lines and circles, etc. would result in adding a pair of safety scissors to the box. These boxes will be used in our Friday sessions but will eventually become the property of the family to use at home.

CONTACTS

I have met with or spoken on the telephone with the following people in trying to gain a better understanding of the program, ideas, materials, and the community's needs.

Headstart Staff

Ruby Drive Elementary School staff

Rio Vista Elementary School staff

Topaz Elementary School staff

Charlotte Keuscher Barkman, California State School Improvement Office

Ruth Martinez, Family Literacy Coordinator, Colton

Mary Miller, Literacy Coordinator, San Bernardino County

Carol Talan, California State Library's Family Literacy Specialist

Buena Park Teachers Supply

California State Book Fairs, Inc.

Diane Denton, Wright Group Publishing Company

RIF, Washington D.C.

PARTICIPATION OF LIBRARY STAFF

Our first program trip to the library will be for our Christmas party on December 13. We will begin with a story time led by Kay and then go on to a craft activity, eating, and Santa Claus. I hope that several other library staff as well as some of the literacy tutors will be able to join us. Beginning in January I plan on incorporating monthly trips to the library. Due the cost of transporting people from Headstart to the library, weekly trips are impossible (Most of these families have no transportation available to them. I am exploring use of the Placentia Trolley to assist in their long term use of the library). During these monthly trips I am hoping to have different library staff explain their jobs and the many services available to families. These informational sessions can be

presented to the parents while the children are involved in a storytime with Kay. My hope is that this will establish a pattern for these families of bringing their children in for a planned library activity and then allowing themselves the opportunity to utilize all of the resources we have to offer.

To further assist in encouraging them, I plan to prepare a list of all resources available to Spanish speaking families (ie, audio and visual materials in Spanish or simple English, availability of foreign language current event and reference material, etc.)

OVERALL EVALUATION

I am very pleased with the response we have received for this program. The parents are highly motivated and a joy to work with. My greatest problem is recruiting more English language tutors.

My greatest regret is that a very large part of the population which desperately need these services cannot be involved. Headstart provides their families with an excellent parent education and participation program. While we are able to compliment that program, many families who cannot qualify for Headstart are receiving no training. I would like to look in to opening this program to the families at the three local elementary schools next year in hopes of assisting the families who have no preschool possibilities available to them.

TO: Elizabeth D. Minter
FROM: Sal Addotta
DATE: December 2, 1991
SUBJECT: Santiago Library System

Sma

The SLS Administrative Council met November 14, 1991 at the new Fountain Valley branch of OCPL.

They approved the 6 month (1/1 to 6/30/92) contract extension for higher-level reference service with Inland Library System. Also agreed to go out to bid for 1992-93 fiscal year service.

Adopted a written policy on lobbyist activities as recommended by a previous auditor. This relates to federal funding and legislative activities.

Adopted the SLS Injury and Illness Prevention Program.

Approved changes to user's and help screens of the "FIND Orange County" software and approved funding for the changes and other related services with People for Irvine Community Health (PICH). The contract runs to 9/30/92.

Approved selection and hiring of Arlene Mahru of Anaheim as I & R Coordinator with the "FIND Orange County" LSCA grant project for the period 12/6/91 to 9/24/92.

As part of the SLS long-range planning process a "Statement of Purpose" will be discussed at the January meeting.

Approved a homeschooler workshop for February 27, 1992 at Santa Ana Public Library. The 1992 Summer Reading Program artwork was presented. Approved "Top Hat and Tales: Putting On the Book!" as the 1993 theme and authorized \$1,000 to hire an artist to create related artwork.

Discussed SLS participation in Metronet next fiscal year. Linda Katsouleas, MCLS Director, will be making a presentation at the January meeting, prior to a vote on a written grant proposal extending Metronet to include SLS. Metronet is a project related to controlled intertype reference referral.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: November 7, 1991
SUBJECT: SLS Childrens Board Meeting

1. Final artwork was approved for the 1992 Summer Reading Program.
2. Plans for the February workshop were finalized. This session called "Learning at Home," is designed to help librarians understand the goals, procedures, and needs of home schoolers.
3. "Top Hat and Tales: Putting on the Book" was approved as the theme for the 1993 Summer Reading Program.
4. Extensive revisions were made to the criteria and time line for the artist search committee. I will again be on this committee and this will require an occasional meeting with other committee members and/or artists.

Placentia Library District

To: Elizabeth Minter, Library Director
From: Suad Ammar, Principal Librarian ✖
Date: December 3, 1991
Subject: Status Report - Gulf Arab States

I have taken advantage of attending CLA and arranged to meet with some of the contact people at the future sites.

I met with Rita Yribar from Monterey Public Library, Lydia Kuhun from Fresno Public Library, Lorraine Ray from Santa Clara Library and Wilbur Daniels from Oxnard Public Library.

I had mailed them packets of promotional materials as well as a sheet each of "Tips for a Successful Program". We went over all the points, and shared concerns and suggestions, one of which was translating the press releases and other promotional materials into Spanish. I am thinking of ways this can be done free or for the least amount of cost.

I also met with my contact at the Oakland Public Library and had a chance to visit the site and "map out" the exhibit there.

Santa Maria is the host site for January. I'll be in Kuwait then, but I have arranged with Judy Dimpsey; The anthropology student from C.S.U.F. who cataloged our display objects and set up our display to drive up and set up the display on January 2.

She is volunteering her time but the grant will pay her travel. The program will be held at a later date in January at which time I'll be available to attend and introduce the program.

On Monday December 2nd the display was set up in Pasadena and the program was a success. The speaker; Dr. Thomas Mitchell was quite engaging, the audience, though fewer than I had hoped for, had a lot of interesting questions. The display occupies eight cases throughout the library. It looks very impressive.

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *SMA*
DATE: December 5, 1991
SUBJECT: Collection Development Plan for FY 1991-92

Budget appropriations for library materials remains the same for 1991-92 as compared to 1990-92. The chart of comparisons shows we were authorized to exceed last year's budgetary figure by \$13, 859. This year we plan to spend less in some areas, adult Reference and Children's Easy books in particular, because those two areas were enriched last year. This year's planned enrichment areas are in adult books on foreign languages and investing and investments. We also plan to spend more on audio books.

0.*

0.*

68.÷
11.=
6.18*†

0.*

0.*

14.5x
12.=
174.00*†

0.A

14,400.00+
14,400.00*†

0.*

0.*

14,400.00+
20,800.00+
19,000.00+
22,000.00+
2,470.x
2,470.*

0.*

0.*

14,400.00+
20,800.00+
19,000.00+
22,000.00+
2,470.00+
1,000.00+
650.00+
6,500.00+
300.00+
3,500.00+
8,000.00+
2,500.00+
2,300.00+
5,000.00+
5,000.00+

750.00+
2,000.00+
1,500.00+
12,000.00+
4,000.00+
1,000.00+
1,000.00+
2,400.00+
5,000.00+
500.00+
8,000.00+
5,000.00+
156,570.00*+

0.*

1,200.00+
3,000.00+
3,000.00+
300.00+
100.00+
175.00+
1,000.00+
200.00+
2,400.00+
2,400.00+
1,500.00+
1,000.00+
2,000.00+
1,500.00+
500.00+
4,000.00+
4,000.00+
800.00+
500.00+
8,000.00+
900.00+
1,000.00+
1,000.00+
2,000.00+
42,475.00◇

156,570.00+
199,045.00*+

0.◇

199,045.00+
130,000.00-
69,045.00◇

LIBRARY MATERIAL BUDGET COMPARISON

	Adult		Juvy		Total	
	1990-91	1991-92	1990-91	1991-92	1990-91	1991-92
MCN	13,720	14,400	0	0	13,720	14,400
PERIODICALS	10,230	10,000	425	425	10,655	10,425
Continuation	10,544	7,530	125	100	10,669	7,630
Reference	25,485	16,800	880	1,000	26,365	17,800
000	2,480	2,470	60	50	2,540	2,520
100	1,780	1,750	65	100	1,845	1,850
200	650	650	125	175	775	825
300	6,785	6,500	1,550	625	8,335	7,125
400	270	300	125	200	395	500
500	3,500	3,500	625	2,400	6,125	5,900
600	5,750	5,750	950	1,000	6,700	6,750
700	2,500	2,500	700	550	3,200	3,050
800	2,300	2,300	560	450	2,860	2,750
900	2,500	2,500	1,375	1,500	3,875	4,000
Biog	2,600	2,500	1,180	950	3,780	3,450
Foreign Languages	0	750	125	750	125	1,250
Spec. Coll. Dev.	0	2,000	6,250	4,000	6,250	6,000
Study Guides	1,500	1,500	0	0	1,500	1,500
FICTION	7,680	7,680	3,000	2,400	10,680	9,800
MYSTERY	2,500	2,500	125	150	2,625	2,650
WESTERN	425	400	0	0	425	400
SF	800	800	15	100	815	900
Romance	0	0	0	0	0	0
Jeasy	0	0	7,840	6,425	7,840	6,425
Literacy	0	0	0	0	0	0
Pop. PBK	100	200	0	600	100	800
Audio Bks	1,965	2,500	0	0	1,965	2,500
Cassette BK Sets	0	0	300	300	300	300
Audio Cassettes	660	500	0	0	660	500
Videos	6,850	6,000	0	0	6,850	6,000
CDs	1,885	2,000	0	0	1,885	2,000
Records	0	0	0	0	0	0
	115,459	106,000	28,400	24,000	143,859	130,000
	actual	budget	actual	budget	actual	budget

18,000
1,200
5,800
22,000
25,000
20,800

22,000
22,000
25,000

10,000

Large Fund: 4,000

154,570

42,475

Total 199,045

169,045

PLACENTIA LIBRARY DISTRICT

To: Elizabeth Minter, Library Director
From: Suad S. Ammar, Principal Librarian
Date: November 26, 1991
Subject: Status Report - Collection Enrichment

The Reference staff were asked to meet and reflect upon their own experiences at the Reference desk and list four areas (each) where they felt the library resources were either inadequate or completely non-existent.

In the first round twenty eight subject areas were identified. Among these subjects were; critical analysis, biographies, foreign language books, resume books, investment, export import, Ancient history, computer technology & languages, human behavior, counties countries and states etc. etc. etc.

In the second round the staff were given 10 points each and were asked to distribute them among only ten areas which they felt needed immediate attention.

Investment got the most points, followed by foreign language books, computer, technology & languages was third, counties countries and states, fourth, and biography fifth. California Counties, Census, law books, and travel tied for the sixth place with equipment maintenance and repair being last.

The staff then concentrated on the first five subject areas and applied the point method to prioritize them.

Investment/business/export/import lead the list with twenty points. Foreign language books came second, counties, countries and states third, computer fourth technology and languages and biographies last.

Investment became the subject of concentration, it was divided into sub sections i.e. export/import, business etiquette, franchises and franchising, wages and salaries, investment strategies, employment and book keeping.

Each staff member was assigned a sub-section to research and present a list for purchase consideration.

The remaining areas will have to be targeted in future years with efforts, (by the whole group) to be on the look-out for appropriate titles in the course of routine ordering.

It was highly recommended that we purchase multiple copies (as many as) of items in high demand e.g. resume books, Arco books, etc. so these would be always available. It was also recommended that we establish "Standing Orders" on timely subjects like the law books, travel books etc..

The meeting generated a lot of enthusiasm and interest and the staff members are very excited about their special assignments.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: December 9, 1991
SUBJECT: California Library Association Conference Report

I attended the California Library Association Annual Conference in Oakland from November 15 through November 18, 1991.

The preconference I attended was a major disappointment as it did not cover the advertised material. While the subject matter presented was very important I had already attended several intensive workshops on this subject.

I attended the State Librarian's Breakfast and learned that the Library might be able to get some LSCA title I funds for its remodeling project for handicapped accessibility.

I attended more sessions of a stimulating philosophical nature than I have ever encountered at a professional conference. They were wonderful!

I was elected President for 1991-92 of the California Council of City Librarians, which means that I will be responsible for the public library exhibit at the California League of Cities meeting to be held in Long Beach in 1992.

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: December 2, 1991
SUBJECT: CLA Summary

This year's conference was more serious in tone than in recent years, but no less profitable. The budget problems facing the State Library were addressed at the State Librarian's breakfast, a sobering reminder of state-level fiscal constraints.

I attended meetings on legislative lobbying, CLA long-range planning, the 1991 White House Conference, and continuing education for librarians. I expressed interest in 2 new proposed sections of CLA: Management Services (promotes excellence in library management, administration and governance) and Public Library (promotes the development and improvement of public library services and public librarianship).

Our keynote speaker, Lawrence Clark Powell (formerly of UCLA and now retired in Arizona), was a perfect match to the conference theme of "Celebrating California's Librarians." He spoke of librarians and others who had inspired and encouraged him. I thought his talk had a wide appeal - exciting to those who have just embarked on librarianship as a career and confirming to those who are farther along the same path. I felt proud to share the same profession.

I was pleased to be a part of Fred West's introduction to CLA and enjoyed spending personal time together as roommates, etc.

All in all, a worthwhile conference.

Flacencia Library District

To: Elizabeth Minter, Library Director

From: Suad S. Ammar, Principal Librarian ~~AS~~

Date: November 26, 1991

Subject: Status Report - CLA

My overall impression of CLA this year was favorable. The fact that the convention was held at the same place as the hotel made attending all workshops and programs possible and convenient.

The pre-conference workshop "Coping with Change, Uncertainty, Stress and Burnout in the Workplace" was well thought out. The speaker knew his subject very well, the hand outs were helpful and the interactive process very effective.

The breakfast with the State Librarian was as usual an eye-opener to the various issues and legislative activities related to the profession.

Huell Howser shared his relationship with libraries and the fact that his future programs will feature a "check your local library for these books" message encouraging viewers to read and use the library. Very entertaining.

The Audio-Visual workshop were well planned, well attended. The Foreign Video and Audio vendors had a lot to offer both in catalogs and in reaffirming their eagerness to do whatever possible to maintain good working relationships with libraries.

I am now the new CLA-A.V. Chapter chairperson. This is not going to be an easy task this year due to the new restructuring of CLA as well as all the confusion relating to it.

The meal speakers were to various degrees, entertaining, witty, informative, and well worth the time and money. Exhibits O.K.

Networking, exchanging news and ideas, meeting new people and running into old friends are bonuses that make me look forward to CLA every year.

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider
DATE: December 4, 1991
SUBJECT: CLA

CLA was a time to learn from other professionals, to discover what's happening in Children's services in California, to be stimulated by authors and to grow professionally. I would like to thank the Board and Mrs. Minter for the opportunity to attend this very worthwhile professional activity.

I attended many good workshops and several were outstanding. Some of these included:

Yes, You Can!

This marketing workshop was presented by four librarians from medium size libraries who shared techniques for producing higher circulation and bringing in new patrons. Jack Buchanan of Santa Maria was particularly enthusiastic in his success in reaching the Hispanic population in his city.

Lots of great ideas!

California Young Reader's Medal Luncheon

This was an opportunity to hear from an elementary student about why she liked the award winner this year and to be inspired by author Mavis Jukes.

An excellent program!

Selecting for Young Adult Collection

Dr. Linda Goettina who is both a Librarian and practicing Child Psychologist, gave us alot of insight into why YA's read what they read and listen to what they listen to. Her two unique professions combined to give a very insightful discussion of the YA in the library.

CHILDREN AND INFORMATION TECHNOLOGY - KEEPING UP WITH THE 90'S

This was a most interesting update and discussion of meeting the informational needs of children through database searching and the use of CD Rom products for children. Also, some interesting research data on just how children search and use on-line catalogs was presented by the UCLA Graduate School of Library Science.

And lots more! Thanks for the opportunity to participate.

PLACENTIA LIBRARY DISTRICT
INTEROFFICE MEMO

TO: Suad Ammar, Principal Librarian
FROM: Melanie Daniels, ^{MD}Literacy Coordinator
DATE: November 25, 1991

SUBJECT: Status Report on LVA Conference

I attended the following workshops at the LVA Conference in Orlando:

- 1. Job Opportunities and Basic Skills (JOBS) Program Models** - I learned that the JOBS Program is the federal program behind GAIN, California's welfare reform program. The speakers shared how JOBS is being implemented in Wyoming and how local literacy providers are affected. The handout material was extensive and may prove helpful as we expand into workplace literacy and serve GAIN clients.
- 2. Federal Leadership for Literacy: Federal Department of Education/Adult Education** - Joan Seamon of the U.S. Department of Education discussed both the National Literacy Act of 1991 and an evaluation of adult literacy programs currently being conducted by her department. Her presentation answered many of the questions I had about the National Literacy Act. For your information, any written comments on the regulations must be made by December 27, 1991.
- 3. Whole Language for Adult and Intergenerational Total Literacy Development** - Roy Bartoo gave the best explanation and demonstration of whole language that I've yet experienced. He also gave me some concrete ideas for engaging a wide variety of learning styles in our tutor training workshops, as well as sharing some wonderful children's literature that I will recommend to Gwen for use in our family literacy program.
- 4. How to Develop Tutor Training for Topically Focused Small Groups** - This workshop allowed me to share ideas and concerns over the new small group tutoring module with program administrators and tutor trainers from across the country. The handouts included sample job descriptions for small group tutors, recruitment letters for students and tutors, and suggestions for materials.

5. **Family Literacy Models** - The presenters shared models for family literacy programs in four settings: a community college adult education center, a public library, an elementary school, and a church. They discussed recruitment strategies, incentives, core curriculum, and activities. I passed the excellent handout material to Gwen.

6. **LVA in the Public Schools: Peer Tutoring and Family and School Partnerships** - This workshop featured two different models for peer tutoring programs sponsored by LVA affiliates, including one using at-risk teens to tutor elementary school children. There was a lot of discussion among workshop participants about the need for a network or clearinghouse for peer tutoring program providers. The handout material included start up guidelines and tutoring procedures. The topic of this workshop was timely as we may be a pilot site for LVA-CA's proposed family literacy program, which will focus on elementary schools.

Other highlights:

Alex Haley was the keynote speaker. He gave a very inspirational speech, and described libraries as "the barometer of culture in a community," from the range of services they offer to the quality of graffiti on the restroom walls.

The large group sessions were well planned, and included a good mix of motivational personal accounts, award presentations, and business. (I gave you a list of the newly elected board of directors earlier.) In the future, LVA does need to be more sensitive to its multicultural community when selecting entertainment: the show following the awards banquet offended many of the people at my table (including me) with its portrayal of racist and sexist stereotypes.

The exhibits were fair. They were not as extensive as the display at the 1990 Southwest Regional Conference.

Overall, it was a very good conference. Each workshop I attended offered me needed information and ideas, and the opportunity to network with folks from the other California affiliates was especially helpful.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: December 9, 1991
SUBJECT: Cash Register for Check-Out Desk

The cash register for the check out desk is still on order.

Staff has made a successful transition to the new cash register at the check-in desk and report that quite a few patrons have expressed appreciation for the receipt.

TO: Elizabeth D. Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *Sma*
DATE: December 3, 1991
SUBJECT: California Room Update

Several Friends of the Library, under the direction of President Pat Irot, have begun their inventory of all non-cataloged items in the room. They are approximately half done with this initial step of reevaluation.

When this is finished, Pat and I will be able to meet again to determine the next step. We will identify gaps in material, what is appropriate or not for the room, determine other community organizations, leaders to contact for help or advice, and present an updated status report which will indicate our overall plan.