

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: April 10, 1992
SUBJECT: Personnel Report for February, 1992

RESIGNATIONS:

None.

APPOINTMENTS:

Charlene Dumitru, Administrative Assistant, effective
3/23/92.

Arwa El Turk, Library Page (substitute), Circulation
Department, effective 4/02/92.

TERMINATIONS:

None.

OPEN POSITIONS:

None.

Prepared by Charlene Dumitru, Administrative Assistant

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

1. **CARPET/UPHOLSTERY CLEANING**

We are in the process of receiving separate bids for carpet cleaning and upholstery cleaning. See Agenda Item 27 for details on those proposed contracts.

2. **AMERICANS WITH DISABILITIES ACT (ADA)**

In an effort to be in full compliance with this new federal law, we will be, in the next few months, investigating modifications to our building. Under consideration are: reinstall the public telephone for better accessibility, lower the bathroom sinks for the same reason, replace tile pavers in lobby with a non-stick, non-slippery surface, and TDD service for hearing impaired patrons.

3. **ANNUAL FIRE AND SAFETY INSPECTION**

The Orange County Fire Department reinspected the Library on March 9th, at no charge. We were in full compliance.

4. **PERIODICALS STORAGE AREA**

Following a recommendation from the Safety Committee, one of the ceiling fixtures in the periodicals room has been rewired to act as an emergency light in the event of a power failure.

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TO: Library Board of Trustees

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

DATE: April 13, 1992

SUBJECT: Contribution to Literacy Volunteers of America,
Placentia Chapter, Scholarship Fund.

BACKGROUND:

In January, 1992, the Library received a gift of \$150.00 to be used for matching funds from the donor's former employer. These funds were to be used in support of literacy and the check was deposited in the Library's Literacy Checking Account.

The donor requested at that time that \$30.00 of her gift be sent to Literacy Volunteers of America's national office as a contribution. I sent the check for \$30.00 out of the Literacy Checking Account.

In March the Library received a check from the Security Pacific Matching Funds Program for \$150.00 and it was deposited in the Literacy Account.

The donor has subsequently requested that an additional \$20.00 be sent to the LVA national office and that the remaining \$250.00 be given to the LVA Placentia Chapter's Scholarship Fund where it will be used to sponsor at conferences the participation of adult learners from the Library's literacy program.

RECOMMENDATION:

That the funds be transferred as requested.

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INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels, Literacy Coordinator *MD*

DATE: 04/08/92

SUBJECT: Travel Expense Request

Bookworms, our student support group, is the only group of adult learners in southern California invited to send representatives to the Bay Area Adult Learner Conference, which will be held at Laney College in Oakland on Saturday, May 30. I would like to accompany two adult learners from our program to the conference, and use CLC travel funds to cover the cost.

Since it is a one day conference, we could take an early morning flight to Oakland Airport from either Burbank or Long Beach Airport (Ontario doesn't offer an early morning flight at a reasonable cost to Oakland) and return on a late afternoon or early evening flight. There would be no need for hotel costs, and there is no registration fee for the conference, which includes a free lunch. The conference site is near the Oakland Airport, and accessible by BART. If we are able to make reservations soon, the total cost should be approximately \$300-\$350. This is nearly the amount left in my CLC travel funds, but we are nearing the end of the fiscal year and I do not anticipate any other significant travel expenses before June 30, 1992.

I feel that our participation in this conference will strengthen our program. It will give two of our students the opportunity to see what a group of adult learners can accomplish, and should provide inspiration to Bookworms. I would like to accompany them for two reasons: their request and the chance to witness a conference planned by adult learners. I'm proud of the leadership and initiative already demonstrated by our group, and would like to do whatever is possible to support Bookworms.

Thanks for your consideration of my request.

MD
4/9/92

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THE ASSOCIATION PROFESSIONAL LIABILITY INSURANCE PLAN

Albert H. Wohlers & Co., Administrator

04 / 0 9 / 92

Ms. Minter
Placentia Library District
of Orange County
411 East Chapman Avenue
Placentia CA 92670

Re: APLI QUOTATION
POLICY #97N-6001311

Dear Ms. Minter:

Thank you for completing the application for the Association Professional Liability Insurance Plan (APLI) . . . enclosed is your premium quotation.

When evaluating your quotation, remember that APLI is specifically designed to meet the ever-increasing liability insurance needs of non-profit associations . . . specifically your association.

The APLI program has been tailor-made to provide extensive liability insurance protection for your association, for the association's executives, board members, officers and staff employees. After your deductible, APLI pays all legal costs associated with defending a covered lawsuit, which includes 100% indemnification for court judgements and out-of-court settlements . . . up to the policy liability limit.

The policy form has not undergone changes since your last renewal. We recommend that you review the new policy form in detail.

To put your policy in force, please return the quotation form with a check for the annual premium for the plan of your choice. Your policy will become effective on the 1st of the month following receipt of your check.

It is a privilege to serve you! As soon as we receive your check your policy will be issued. Please let us hear from you soon.

Sincerely,

Hollie Harczak

Enc.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: April 13, 1992
SUBJECT: Development of Plan of Service for FY1992-92

BACKGROUND:

At its meeting on March 9, 1992, the Library Board of Trustees authorized the Library Director to proceed with selection of a facilitator and other arrangements for the planning and goal setting sessions to be held on May 15 and 16, 1992.

FACILITATOR:

I have completed arrangements with Barbara Shaw of Barbara Shaw Seminars of Lafayette, CA. A copy of the proposed agenda is attached along with a copy of the contract.

The contract covers the sessions on May 15 and 16 only and does not include any subsequent sessions she may have with the Board of Trustees. Any subsequent sessions would be attended by Ms. Shaw herself and would not include the services of a recorder.

I have sent Ms. Shaw a copy of the Role Prioritization Exercise from the Public Library Association's planning manual and we will be modifying that to use with our group.

SITE:

I attempted to make arrangements with the Sequoia Athletic Club & Racquetball World for the use of their conference facilities but they were very difficult. After many phone calls over a 2 week period I finally got them to tell me Friday afternoon that they will not be able to handle up on the Saturday.

I will attempt to have alternative sites identified by the time of the Board meeting. These arrangements need to cover not only the space but also the catering of meals and breaks for 30 participants for Friday evening and Saturday lunch.

PARTICIPANTS:

Trustee West and I met to discuss the categories of the community representation and recommend the following for the Board's consideration:

1. Active Library user - female adult - Shirley Schlecter - RD
2. Active Library user - male adult - Paul Evans.
3. High school student
4. Business representative - Dan D'Almeida
5. Health care practitioner - Denise Tufes
6. City Manager - ^{Hutchins} ~~Ed~~ ^{Devick} ~~hubs~~
7. Friends of the Library - Pat
8. LVA Placentia Board
9. School Administrator - ^{Ellen} ~~Ellen~~ ^{Colland} ~~Colland~~
10. Teacher - ^{Topic} ~~Topic~~ ^{Elaine} / ^{Mary} ~~Mary~~ ^{Ellen} ~~Ellen~~ ^{Ybarra} ~~Ybarra~~ (H.S.) / ^{Business} ~~Business~~
11. Head Start Administrator (pre-school & disadvantaged families)
12. Healthy Start (Elementary school & disadvantaged families)
13. Jr. High/Sr. High worker with youth at risk - Rick Lopez
14. Clergy - St. Joseph
15. Handicapped - ^{Citizens} ~~Citizens~~ ^{Committee} ~~Committee~~ - ^{Dale} ~~Dale~~ ^{Grades} ~~Grades~~ ^(div. 4) ~~(div. 4)~~ ¹⁵⁷⁹⁻⁰⁴⁷⁴
16. Senior citizen organization - ^{Mary} ~~Mary~~ ^{Amos} ~~Amos ^{field} ~~field~~ ^(Citiz 60s) ~~(Citiz 60s)~~ ^{you} ~~you~~~~

Originally the Board discussed having 10 community representatives. Either the above list needs to be reduced or the number of representatives raised. I advise that at this point if additional categories are added that others should be eliminated.

I have also prepared the categories for the staff representatives as follows:

1. Administrative staff -- either Assistant Director or Principal Librarian
2. Adult services librarian or library assistant
3. Children's services librarian
4. Literacy coordinator or family literacy coordinator
5. Clerk or circulation supervisor

I am suggesting that either Sal or Suad, whoever is not selected as a participant, and I will be in attendance as observers and to assist with arrangements.

With this configuration each of the breakout groups will have 1 trustee, 1 staff representative, and 3 or 4 community representatives.

RECOMMENDATIONS:

1. Approve the contract with Barbara Shaw Seminars, authorize the Library Director to sign the contract on behalf of the Board of Trustees, and authorize the payment of \$500.00 for the deposit.
2. Authorize the Library Director to select a site for the meetings, to sign a contract for the room use and catering charges, and to make whatever downpayment is required.
3. Approve the categories of participants for the community and staff representatives and nominate eligible individuals from the various categories for the community representatives.

PLACENTIA LIBRARY DISTRICT STRATEGIC PLANNING MEETING - MAY 15 & 16, 1992

Friday:

- Welcome, Purpose, and Introductions
 - Overview of the Method of Establishing a Strategic Plan
- Role Prioritization Exercise
- Discuss Purpose and Develop a Mission Statement

Saturday:

- 8:30 List and Review Accomplishments of the Library
 - Discuss current strengths and successes
- Reach Full Consensus on the Mission Statement
- Establish Organizational Goals
 - Small group discussion
 - Full group list and discuss items of priority importance
 - Combine and select 3-4 key goals
- Develop Objectives for the Goals Established by the Group
 - Develop initial ideas and discuss possible strategies
- 11:45 Lunch
- 12:45 Continue Objectives and Action Planning Strategies
 - Continue sub-group work
 - Refine and select objectives for each goal
- Reach Consensus on the 1992-93 Plans
 - Obtain full group agreement on each action item
- Refine Timeline
 - Obtain agreement on all dates
 - Identify all groups/individuals responsible for implementation
- Identify Follow Up Plans
 - Determine *What Needs to be Done Next*
 - Establish plan review procedures
- Review the Results of the Meeting
 - What worked well and what important steps have been established
- 4:00 Close

CONTRACT

DATE: March 31, 1992

TO: Elizabeth Minter
411 East Chapman Avenue
Placentia, Ca. 92670

On May 15 & 16, 1992 BARBARA SHAW SEMINARS will provide a Strategic Planning Meeting for the board, staff, and community members of the Placentia Library District. The amount to be paid to Barbara Shaw Seminars will be \$2250.00. This contract fee includes Agenda Coordination, Meeting Planning, Facilitation of the Role Prioritization Exercise and the 5/15-16 Meeting, and Development of the Meeting Record.

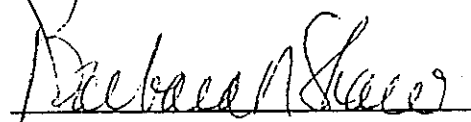
Expenses will include: Airfare, ground transportation, hotel and meal expenses for the facilitator and recorder.

The client will provide:

- meeting location
- meals
- easel and easel pad
- an overhead projector screen
- video-taping equipment
- microphone (hand held)
- Other

A non-refundable, \$500.00 booking fee should accompany the signing of this contract. The remaining portion of the fee will be billed upon completion of the project. Please arrange for the meeting room to be open one hour prior to the starting time.

Elizabeth Minter

 3/31/92
Barbara N. Shaw

Barbara Shaw Seminars

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: April 13, 1992
SUBJECT: Review of shared maintenance costs with the City of Placentia under the Joint Powers Authority

BACKGROUND:

At its meeting on March 9, 1992, the Library Board reviewed the monthly costs of parking lot and site maintenance that are shared on a 50% each basis with the City of Placentia through the Joint Powers Authority.

The Board requested that I provide some additional details about the cause of the sharp increase in costs during the past year.

An analysis of personnel costs is provided that includes both dollars and personnel time billed.

City Manager Bob D'Amato has agreed to attend the Board meeting on April 13th to discuss this and other issues of mutual concern.

RECOMMENDATION:

Receive and file the analysis and determine any future action.

PLACENTIA LIBRARY DISTRICT
City of Placentia Invoices

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUND	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
Mar 22, 1991	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
Jun 1991	Jun 17, 1991						1,099.66	1,099.66
	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL FY1990-91		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	77,362.12
AVG FY1990-91		4,425.13	914.76	950.58				

PERIOD COVERED	DATE INVOICE	S. CA EDISON	TURF	GROUND	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07				6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992								0.00
Apr 1992								0.00
May 1992								0.00
Jun 1992								0.00
TOTAL FY1991-92		38,339.89	7,658.40	12,223.67	210.73	0.00	0.00	58,432.69
AVG FY1991-92		4,792.49	957.30	1,527.96				

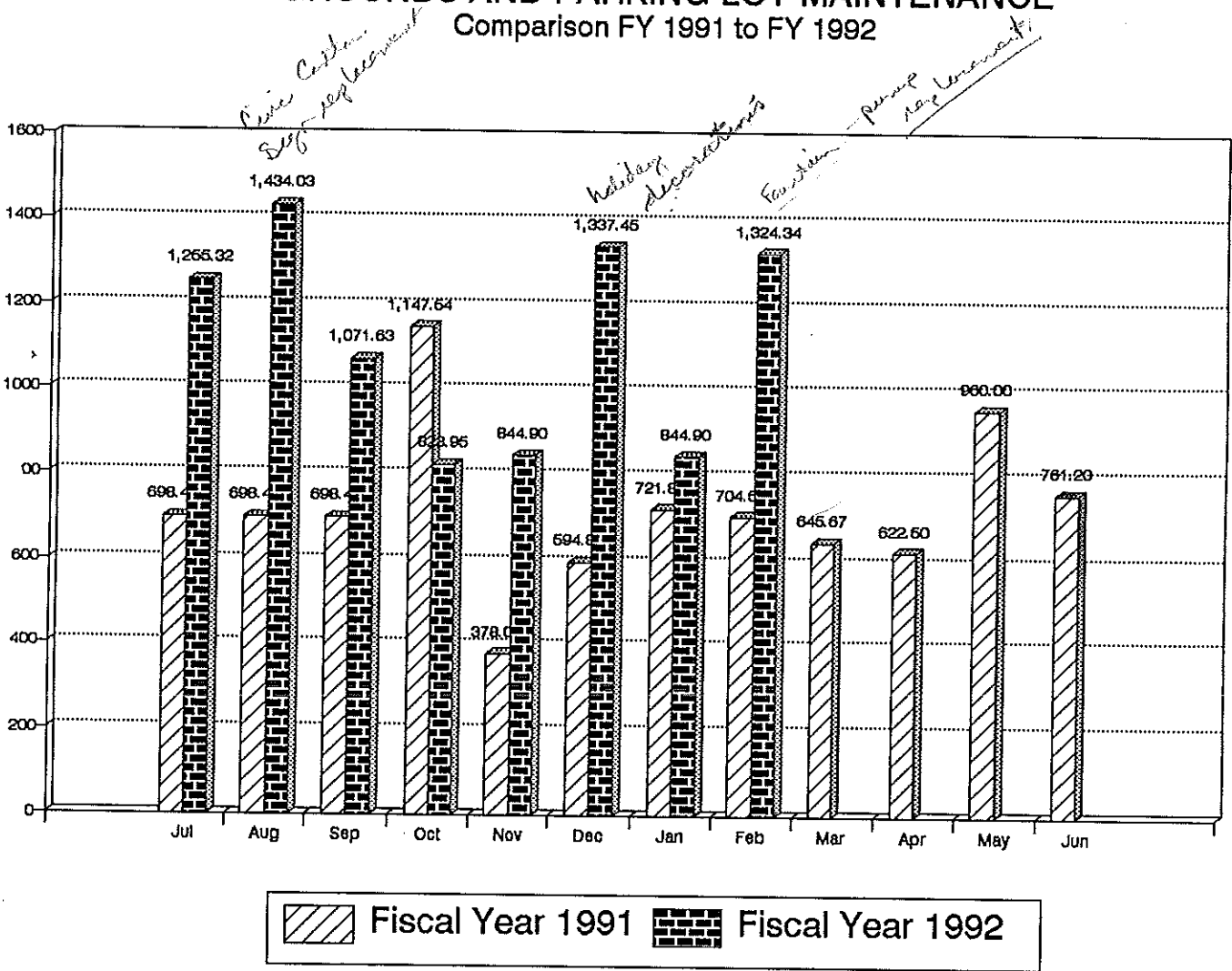
FY1990-1991	TOTAL DOLLARS SPENT			TOTAL50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992				0.00	0.00
Apr 1992				0.00	0.00
May 1992				0.00	0.00
Jun 1992				0.00	0.00
TOTAL	17,873.02	5,661.50	912.81	24,447.33	12,223.67
AVG	2,234.13	808.79	114.10	3,055.92	1,527.96

FY1990-1991	SUPERVISOR	CREWLEAD	DOLLARS BY TYPE OF WORKER			TOTAL
			SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	SUPERVISOR	CREWLEAD	DOLLARS BY TYPE OF WORKER			TOTAL
			SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992						0.00
Apr 1992						0.00
May 1992						0.00
Jun 1992						0.00
TOTAL	2,857.31	4,276.19	368.18	1,684.00	8,687.34	17,873.02
AVG	357.16	534.52	46.02	210.50	1,085.92	2,234.13

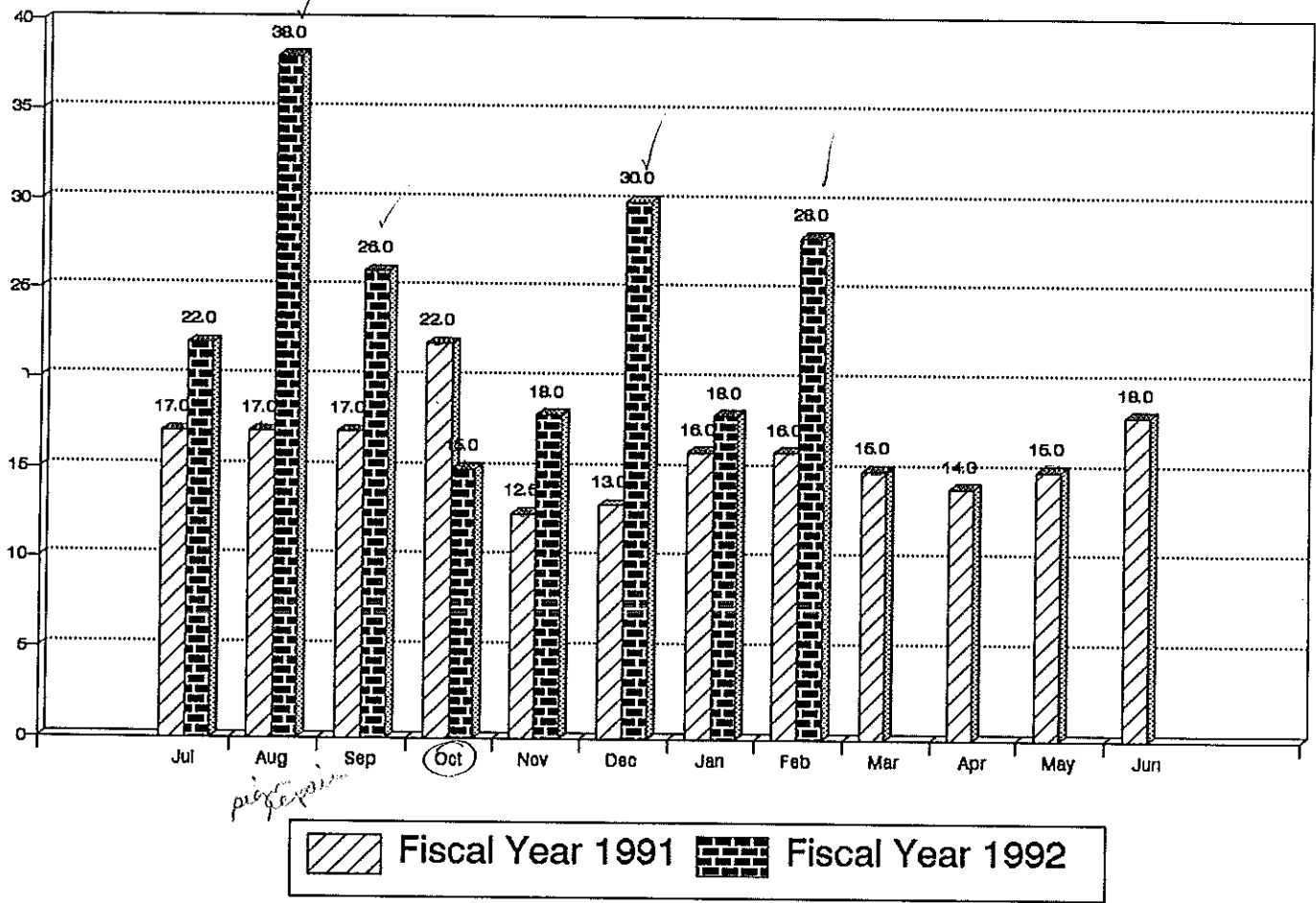
GROUNDS AND PARKING LOT MAINTENANCE Comparison FY 1991 to FY 1992



FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	12.00	34.00
Aug 1990	8.00	12.00	2.00	0.00	12.00	34.00
Sep 1990	8.00	12.00	2.00	0.00	12.00	34.00
Oct 1990	10.00	15.00	2.00	2.00	15.00	44.00
Nov 1990	3.00	10.00	2.00	0.00	10.00	25.00
Dec 1990	6.00	8.00	2.00	0.00	10.00	26.00
Jan 1991	8.00	10.00	2.00	0.00	12.00	32.00
Feb 1991	6.00	10.00	2.00	4.00	10.00	32.00
Mar 1991	8.00	10.00	2.00	0.00	10.00	30.00
Apr 1991	8.00	8.00	2.00	0.00	10.00	28.00
May 1991	8.00	10.00	2.00	0.00	10.00	30.00
Jun 1991	10.00	10.00	2.00	4.00	10.00	36.00
TOTAL	91.00	127.00	24.00	10.00	133.00	385.00
AVG	7.58	10.58	2.00	0.83	11.08	32.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	2.00	0.00	15.00	44.00
Aug 1991	10.00	30.00	2.00	24.00	10.00	76.00
Sep 1991	10.00	15.00	2.00	10.00	15.00	52.00
Oct 1991	8.00	8.00	2.00	2.00	10.00	30.00
Nov 1991	10.00	12.00	2.00	0.00	12.00	15.00
Dec 1991	15.00	20.00	2.00	8.00	15.00	60.00
Jan 1992	10.00	12.00	2.00	0.00	12.00	36.00
Feb 1992	10.00	14.00	2.00	16.00	14.00	56.00
Mar 1992						0.00
Apr 1992						0.00
May 1992						0.00
Jun 1992						0.00
TOTAL	85.00	126.00	16.00	60.00	103.00	369.00
AVG	10.63	15.75	2.00	7.50	12.88	46.13

GROUNDS & PARKING LOG MAINTENANCE HOURS Comparison FY 1991 to FY 1992



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TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director ^{SMW}
Pat Irot, President, Friends of Placentia Library

DATE: April 10, 1992

SUBJECT: California Room Update

BACKGROUND:

History of California Room

In the spring of 1978, the California Room was dedicated and Mr. Harry Rowe, Orange County Librarian, spoke at the ceremony. the space set aside for this historical materials collection was originally a part of the periodicals storage room. the friends of the Library supported the endeavor by providing two-thirds of the approximate \$3,000 cost.

From the time of origin, the collection has included volumes which are valuable and historical. Some titles are duplicated in the reference and circulating collections. Most volumes are cataloged. However, in the ensuing years, community members have voluntarily contributed a variety of materials which were housed but not cataloged. A file system for news clippings was begun. Acquisition and preservation activities became minimal in recent years.

Charge from the Board of Trustees

In September 1991, The Board asked that staff refocus on the California Room and the friends be requested to participate in inventorying all items in the collection. The Board was informed at their October meeting that the Friends group were pleased to assist. After several months, the inventory of all items not cataloged was completed. Several progress reports have been made to the Board by Assistant Library Director Addotta.

Activity is suspended at this time awaiting further direction from the Board.

Progress Report

Members of the friends are pleased to report the following activities which were pursued in order to assist the Board of Trustees in determining the California Room needs.

1. Inventory of all materials not on card catalog.
2. Visits to historical collections at nearby libraries.
3. Presentation to the Placentia Historical Committee to obtain community input.
4. Distribution of questionnaire to Placentia Historical Committee. Summarization of responses to questionnaire.
5. Attendance at workshops on preservation of historical materials.
6. Search of literature regarding local history collections.

RECOMMENDATIONS:

That the California Room be renamed to the Placentia/Local History Room to reflect a more local focus.

That a joint study committee be established with representatives from the Placentia Library and the Placentia Historical Committee for the purpose of making recommendations to the Board for the next steps in improving the local history collection.

Pat Aust.
Historical Society

Friends of the Placentia Library
Community Questionnaire

Information gathered from this questionnaire will assist the Placentia Library Board of Trustees to weigh the value of a local history collection to this community.

Extent of Collection

1. Does the Placentia community need a local source for retrieval of information regarding:
(Prioritize your response using #1 through 5, #1 indicating most important)
14 California
11 Orange County
4 Placentia
5 Placentia & neighboring communities
11 North Orange County

Nature of Collection

2. What materials, artifacts, ephemera should be included? Please list.

The collection should include items which characterize the local population, including notable achievements of our citizens.

3. Should archival materials be included? If so, for which organizations? (Please list)
What limits would be imposed? (Please list)

Archival materials from local organizations should be included.

Maintain Currency of Collection

4. What suggestions do you have to maintain continued growth and currency of the collection? (Contributions from agencies, organizations, outstanding citizens)

The public needs to be made aware of the collection, its scope and its value. Board policies, which address acquisition and care of materials, will build public respect and trust

Access to Collection

5. How can the collection serve the public's needs without putting at jeopardy materials of value?

Access to the collection needs supervision. Provision of inventory list would permit scanning of available materials.

Benefits to Community

6. In what ways can the groups who share historical interest, including the library, provide mutual assistance and support?

Coordination and cooperation between the library and interested groups would be mutually beneficial.

7. What kinds of support could your organization provide this endeavor of the library?

Placentia Historical Committee could assist in the planning and implementation stages.

8. What kinds of support could the library provide your organization?

The library, through the dissemination of information regarding the collection, would supplement the activities of the Placentia Historical Committee.

9. What other comments or suggestions would be helpful to us?

Joint meetings between subcommittees of Library and Placentia Historical Society should occur. Methods of preservation and storage need to be addressed. Staffing needs to be considered.

Your cooperation is appreciated.

Please return completed questionnaire to:

Sal Addotta, Assistant Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

As soon as possible but no later than Friday, April 3, 1992.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: April 13, 1992
SUBJECT: Orange County Augmentation Funds

BACKGROUND:

At its meeting on March 9, 1992, the Library Board instructed the Library Director to proceed with the application for Special District Augmentation Funds for FY1992-1993.

The Director was further instructed that the funds are to be used for the establishment of homework assistance and parenting development centers at sites outside the library facility.

Family Literacy Coordinator Gwen Joseph has prepared a program narrative and budget that estimates approximately \$83,000 to operate both programs at two sites. A copy of her working draft is attached.

RECOMMENDATION:

That the Library Board reaffirm its interest in pursuing the Augmentation Funds and verify that the program described in the attachments meets its expectations for the project.

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SPECIAL DISTRICT AUGMENTATION FUND
HOMEWORK ASSISTANCE PROGRAM PROPOSAL

GOAL: To extend our established literacy programs to include services to children in grades 2-12 and their parents.

1. Establish an after school homework assistance program to operate Monday-Thursday from 2:30-5:30 during the school year.
2. Provide an on site program correlated to the library Summertime Reading Program.
3. Provide literacy services to the parents.
4. Provide regular on-going parent education to include but not be limited to:
 - helping your child be literate
 - functional literacy
 - school literacy
 - library resources
 - other community resources

PROGRAM REQUIREMENTS

1. Establish two program sites utilizing local facilities.
2. Provide a professionally trained staff consisting of:
 - a credentialed library employee as coordinator
 - two education trained site coordinators
 - Placentia Library Literacy Services trained volunteer tutors.
3. Provide basic reference materials for both adults and children at each site with supplemental materials brought in from the library as needed.
4. Provide weekly transportation from the site to the library.
5. Provide two computers at each site with software complimentary to that used in the feeder schools and the library's current literacy programs.
6. Provide basic school supplies for use at the sites.
7. Maintain regular communication between the program, the parents, and the feeder schools.
8. Develop programs at the library to compliment the parent education training.
9. Develop summer time library programs to reinforce the school year homework assistance program.

SPECIAL DISTRICT AUGMENTATION FUND
HOMEWORK ASSISTANCE BUDGET PROPOSAL

COORDINATOR (20hrs/wk @ 13.67/hr.)	\$14237.70
HALF TIME BENEFITS-COORDINATOR	
2 SITE COORDINATORS (25 hrs/wk @ \$9.94)	25,844.
HALF TIME BENEFITS SITE COORDINATORS	
TUTOR TRAINING (20 Tutors @ \$20/training)	400.
FURNITURE, 2 SITES (60 chairs, 10 tables, 2 filing cabinets, 8 bookshelves)	10,000.
BOOKS, REFERENCE MATERIALS, PROCESSING	3,000.
DISPOSABLE MATERIALS (pencils, paper, rulers,etc.)	1,000.
CLEANING FEES (site preparation and maintainance)	4,000.
TRANSPORTATION	4,800.
PHONES	500.
COMPUTERS (hardware and software 2/site)	7500.
PRINTING COSTS	1500.
INSURANCE ???	5000.
	<hr/>
TOTAL	\$77,781. (plus benefits)

TO: Library Board of Trustees

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

DATE: April 13, 1992

SUBJECT: Payment to Nationwide Insurance Cash Clearing Account
for reimbursement of interest on deferred compensation
accounts for staff

BACKGROUND:

From July through December, 1991, the deferred compensation deductions from staff paychecks were not mailed to the appropriate deferred compensation vendors.

After this problem was rectified and the funds deposited Nationwide agreed to backdate the deposits and to invoice the Library for the interest lost by staff contributors because of the delinquent processing of the payroll deductions by the Library.

The attached article from the Los Angeles Times does not specifically address deferred compensation accounts but the similarity is close enough to be comparable.

Glendale Federal is also supposed to be computing lost interest for one contributor to its deferred compensation program but the Library has not yet received a statement for that account.

RECOMMENDATION:

Approve payment of \$278.11 to Nationwide Insurance Cash Clearing Account for interest lost to staff contributors to the deferred compensation program because the Library did not process the deductions in a timely manner.

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MONEY TALK / CARLA LAZZARESCHI

LAT 3-1-92, D4

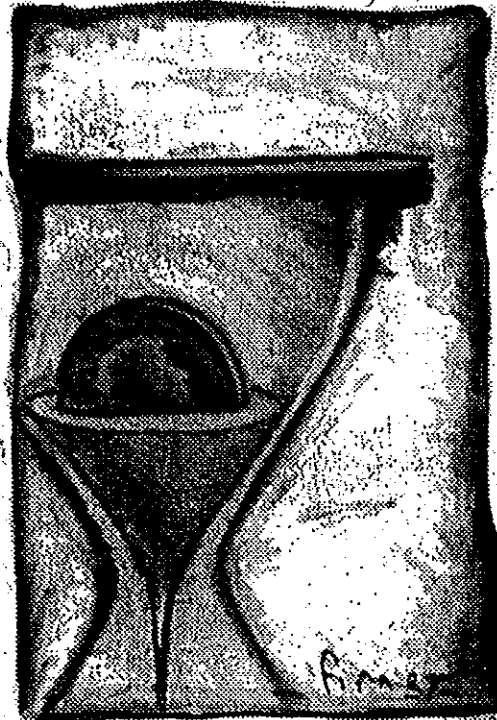
Can Employers Leave 401(k)

Q. I recently received a disbursement check on my 401(k) account and was shocked at what I discovered. There were lag times of seven to 120 days between the time deductions were made from my paycheck to the point at which the contributions were recorded in my account. What is the law? Is there a limit on the time these funds can be kept in limbo? Is there any way I can file a complaint about how my employer is handling these accounts? —D.B.

A. Yes, there is a law regulating how quickly an employer must credit an employee's 401(k) account with contributions withheld from paychecks. And yes, there is a way for you to complain if you think your account has been mishandled.

Section 2510.3-102 of the Department of Labor's regulations requires employers to credit employee contributions to pension plans on the "earliest day" those deductions can be "reasonably segregated from the employer's general assets." The regulation adds that this period must not exceed 90 days from the time the money is withheld from the employee's paycheck. Obviously, the point of the regulation is to ensure that employees are credited as soon as possible with any interest their pension contributions earn and to keep employers from taking unfair advantage by keeping a portion of those interest-earning contributions for themselves.

Workers who suspect that their 401(k) or other pension accounts are being mishandled should complain directly to the Department of Labor's Pension and Welfare Benefits Administration. In Southern California, workers should write to David Ganz, area director of the Pension and Welfare Benefits Ad-



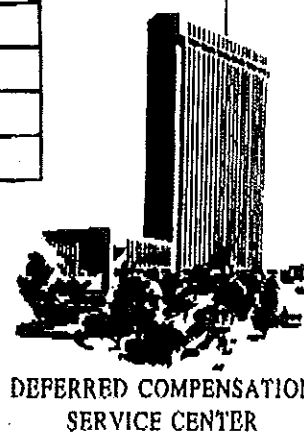
KEVIN FINNEY / For The Times

ministration, 3660 Wilshire Blvd. Suite 718, Los Angeles, Calif. 90010. Ganz stresses that his office is set up to investigate only potential abuses and is not equipped to handle benefit disputes or other pension issues.

Money in Limbo?

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Post-It™ brand fax transmittal memo 7871		# of pages ▶ 2
To E. MINTER	From G. DILLEY	
Co.	Co. FEBSCO	
Dept.	Phone # 614-249-7913	
Fax # 714-528-8236	Fax # 614-249-7051	



April 7, 1992

Elizabeth Minter, Library Director
 Placentia Library District
 411 East Chapman Ave.
 Placentia, Ca. 92670

Dear Elizabeth,

I have completed the transactions to correct the accounts per your letter of February 25, 1992. These corrections were the result of the library's error in submitting various payrolls at one time from pay periods back to July 1991.

As agreed, I am providing an invoice to you that covers the amount of interest loss incurred due to these corrections.

Following is the loss incurred per participant.

Salvatore Addotta - 060-32-4710	\$ 24.29
Barbara Pomykata - 110-14-0945	\$ 13.38
Elizabeth Minter - 181-36-9843	\$ 212.76
Julie Shook - 546-96-2210	\$ 12.02
Suad Ammar - 550-06-4321	\$ 8.97
Cheryl Roberts - 557-96-7456	\$ 6.69
Total	\$ 278.11

Two of the participants included in your list have already withdrawn their account values, so these cannot be corrected, nor are they included in the loss calculation:

Karen Samarin - 545-35-7416 Withdrew 2/12/92
 David Snow - 570-22-1146 Withdrew 8/20/91

Please let me know if I can be of further assistance in this matter.

Sincerely,

Gary R. Dilley, Supervisor
 Western Region Business Processing

cc: Mark Turner

I N V O I C E

April 7, 1992

Placentia Library District
 411 East Chapman Avenue
 Placentia, CA 92670

ATTN: Elizabeth Minter

INTEREST LOSS FOR PAYROLLS JULY - DECEMBER 1991

PARTICIPANT'S NAME

Salvatore Addotta	\$ 24.29
Barbara Pomykata	13.38
Elizabeth Minter	212.76
Julie Shook	12.02
Suad Ammar	8.97
Cheryl Roberts	6.69

TOTAL AMOUNT

\$278.11

PLEASE MAKE CHECK PAYABLE TO:

NATIONWIDE INSURANCE CASH CLEARING ACCOUNT
#4605-640

MAIL TO:

Gary Dilley, Supervisor
 D.C. Administration 8T
 One Nationwide Plaza
 Columbus, OH 43216

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director
DATE: April 10, 1992
SUBJECT: Carpet Cleaning and Upholstery Cleaning Contracts

BACKGROUND

Our current carpeting (squares) was installed in June, 1988. We have gone out to bid. At the same time we asked for separate bids on cleaning our upholstery.

Intex and three Anaheim companies, ABC Carpet Cleanres, Sonshine Building Maintenance, and E & S Building Maintenance were invited to bid. All were given a tour of the building.

All were told we preferred the CAPTURE carpet cleaning method, based on the manufacturer's recommendation. CAPTURE is a white, water-based polymer, and is a dry cleaner. Intex and E & S complied.

Sonshine's bid, which was the lowest, included using the HOST cleaning method. It is a dry cleaner, but it is yellow, has a wood chip base and has a built in solvent. According to the carpet manufacturer, it is abrasive to carpet fiber, the solvent loads up in the fiber and attracts dirt, and yellow coloration in the fiber is possible.

All were given a floor plan showing the desired schedule of cleaning. They all were in compliance.

Intex's bid was the lowest. their bid package was the most detailed and complete. We have been satisfied with their service. they are offering a two-year price guaranteed contract.

Concerning the upholstery bids, we have not had a cleaning contract since we remodeled in 1988.

Although the E & S bid was lower, it was not separate, as requested, and was incomplete. Again, Intex had the more detailed and complete bid package, with a two-year price guarantee. It was presented separately.

RECOMMENDATIONS:

That Intex, Inc. be awarded the carpet cleaning contract, for two years, at \$3,859.40 per year.

That Intex, Inc. be awarded the upholstery cleaning contract for two years, at \$2,040.50 per year.

CARPET CLEANING BIDS				
	INTEX	E & S	SONSHINE	ABC
Annual Cost	\$ 3,859.40	\$4,264.00	\$1,125.00	No bid
Price Guarantee Period	24 Months	12 Months	12 Months	N/A
Cleaning Method	CAPTURE*	CAPTURE*	HOST	Steam Cleaning
Evidence of Insurance/WC/Bonding	Supplied with bid	Not supplied, but are forthcoming	Not supplied	N/A
Qualified Bid	Yes	Yes	No	N/A
Recommended	Yes	No	No	N/A

*Recommended by carpet manufacturer.

UPHOLSTERY CLEANING BIDS				
	INTEX	E & S	SONSHINE	ABC
Annual Cost	\$2,040.50	\$1,272.00	No Bid	No Bid
Price Guarantee Period	24 Months	12 Months	N/A	N/A
Recommended	Yes	No	N/A	N/A

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: April 13, 1992
SUBJECT: Establishment of rules for Oral Communications at meetings of the Library Board of Trustees

BACKGROUND:

California Government Code section 54954.3 provides that every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of the Board.

It goes on to provide that the Board may adopt reasonable regulations to ensure that the intent of the law is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

Such regulations work out most smoothly if they are determined and advertised in advance of their use.

RECOMMENDATION: *See public comment on agenda item 29*

That oral communications be limited to 5 minutes per person per agenda item ~~and that the maximum time for public comments on each agenda item be limited to 30 minutes.~~

That the Administrative Assistant be responsible for assisting the presiding officer with monitoring the length of each presentation and give a warning at the end of 4 minutes and at the end of 5 minutes.

Need to get a timer.

Went/Stack

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: April 13, 1992
SUBJECT: Request for extended hours for distribution of Federal and State Income Tax forms April 13-15, 1992

BACKGROUND: *link 500.11*

Palos Verdes Library District has reported great success with a public relations program they began several years ago. It involves staying open late on the last several nights before income tax deadline so that patrons can pick up tax forms.

Distribution of the regular forms isn't a problem. They could be left in boxes outside the front door.

The problem is the odd forms that are available only in the books of reproducible forms. If they were left out for unsupervised public use they would simply be stolen.

The staff is proposing staying open to 11:00 PM on April 13-14 (Monday and Tuesday) and opening early on April 13-15 (Monday through Wednesday). Several staff have volunteered to change their schedules to work these hours for the three days. Several volunteers will also be used so that there are at least two people in the building at all times.

The proposal is to keep the meeting room area open with a photocopier available. The staff will operate the copier and collect the money. This process will also help to keep the reproducible forms in better shape.

RECOMMENDATION:

That the Board approve the use of extended hours from April 13-15, 1992, for the distribution of income tax forms at the Library.

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: April 13, 1992
SUBJECT: Participation in the Placentia Yorba Linda Unified School District Healthy Start Grant Proposal

BACKGROUND:

At the State Library's Family Literacy Conference in San Diego in March State Librarian Gary Strong announced that many local Family Literacy Programs will soon have the opportunity to expand their scope of services to include elementary school age children through a Federal program entitled Healthy Start.

The Library's staff was very pleased to find out that the Placentia Yorba Linda Unified School District was already working on a Healthy Start Grant proposal and by the time we returned from the Conference they had contacted us to ask for the Library's participation.

Family Literacy Coordinator Gwen Joseph has been meeting with the Grant planning committee and prepared a statement on areas where the agencies could work cooperatively.

Gwen and I met with the Grant writing staff on April 8.

As part of its Application documentation the Grant writing staff requested a letter of understanding from me. This letter is included as Attachment A. Because they needed the letter by April 10 we went ahead and sent it with the understanding that if the Library Board wishes it to be withdrawn or modified that could be done on April 14.

RECOMMENDATION:

To approve the participation of the Library's Family Literacy program in the Healthy Start Grant proposal of the Placentia Yorba Linda Unified School District.

This page is blank.

TO: Elizabeth Minter, Library Director

FROM: ^{WJ} Gwen Joseph, Families for Literacy Coordinator

DATE: April 8, 1992

SUBJECT: Participation in the Placentia Yorba Linda Unified School District Healthy Start grant proposal.

The Placentia Yorba Linda Unified School District through Kraemer Junior High School's KARES program is writing a proposal for funding a community network program to service the low income/Hispanic population. We have been invited to participate in this program in a cooperative format equally providing and receiving services. Targeted schools are: Valencia High School, Kraemer Junior High School and Ruby Drive Elementary School.

If fully funded, the proposal would provide on site services from Child Protective Services, Health Services (a nurse and clerk), and a Community Liaison Officer. St. Jude's Hospital would provide regular on site mobile medical clinics, and Orange County Adult Education and Migrant Education will offer parent education classes. Several business in California have offered materials and resources such as computer assistance and educational materials.

The following is a list of services the library proposes to provide to the grant program, the services we would receive, the staff and their effected time commitment.

SERVICES TO BE PROVIDED BY THE LIBRARY

1. Provide Placentia Library Literacy Services tutor training following the Literacy Volunteers of America program outline for parents, volunteers, and students as requested by the Healthy Start Grant Coordinator.
2. Provide a Families for Literacy program at Kraemer Jr. High for qualifying program families.
3. Provide special after school homework assistance for students coming to the library from the Healthy Start Grant Program.
4. Establish and maintain direct communication regarding, and access to, the year round library programs for parents and children.
5. Develop summertime activities and "open" times for students in the Healthy Start day camp program.

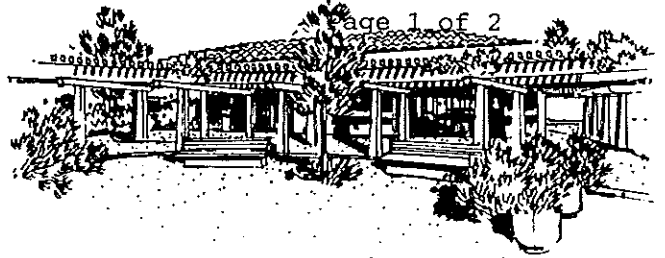
SERVICES TO BE RECEIVED BY THE LIBRARY

1. Cover or collect the fees for tutor training classes conducted at the request of the Healthy Start Grant Coordinator.
2. Provide a second site location for the Families for Literacy program.
3. Provide a list of adults and families registered with the grant program who could benefit from the library's literacy programs.
4. Provide childcare for tutoring and Family Literacy classes conducted at Kraemer Junior High School.
5. Provide transportation from the library to their home area for qualifying program students receiving after school homework assistance at the library.
6. Provide information to all program participants about current library programs.
7. Involvement in a community networked program including city, county and school district personnel.

STAFF TIME PROVIDED BY LIBRARY

1. Library Literacy Coordinator: supervision or presentation of tutor training workshops, and in-take and matching time for new adult literacy students.
2. Tutor Trainer: preparation and presentation time as required tutor training sessions.
3. Family Literacy Coordinator: preparation, presentation, and supervision time.
4. Family Literacy Site Assistant: preparation and class time.
5. Children's and Young Adult Librarians: assistance with the after school homework program, preparation and presentation time for summertime and school year special programs.
6. Time as requested from: the Library Director, and the Principal Librarian.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

April 7, 1992

Randi Trontz, Principal
Kraemer Junior High School
645 North Angelina Drive
Placentia, CA 92670

Dear Mrs. Trontz:

The Placentia Public Library will provide the following services as a part of the Healthy Start Grant.

1. Train community volunteers, parents, high school and junior high school students as tutors through the established Placentia Library Literacy Services Tutor Training Program. Tutor training materials to be paid for by the grant.

STAFF: Placentia Library Literacy Coordinator, Family Literacy Coordinator, and Tutor Trainers.

TARGET POPULATION: Community volunteers, parents, and students with trainable tutoring skills.

2. Provide a Families for Literacy program at Kraemer Junior High School for qualifying families. Room facilities and childcare to be provided by Kraemer through the Healthy Start grant.

STAFF: Family Literacy Coordinator, a site coordinator and trained literacy volunteer tutors provided by the library.

TARGET POPULATION: Parents and caregivers of children under the age of six.

3. Provide facilities and staff for after school homework assistance to participating students coming to the library. Healthy Start to provide transportation for the students from the library to their home area at the appropriate time.

STAFF: Family Literacy Coordinator, a site coordinator, and trained literacy volunteer tutors provided by the library.

TARGET POPULATION: Participating students in the Healthy Start program.

Randi Trontz
Kraemer Jr. High School

April 8, 1992
Page two.

4. Establish and maintain direct communication on library programs with participating schools and their families.

STAFF: Families for Literacy Coordinator, Children's Librarian, Young Adult Librarian, and volunteer tutors.

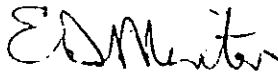
TARGET POPULATION: All staff, parents, students, and volunteers involved in the healthy start grant program.

5. Develop summertime activities as requested for the day camp program.

STAFF: Children's Librarian, Young Adult Librarian.

TARGET POPULATION: All children participating in the summer program.

Sincerely,



Elizabeth Minter,
Library Director

EDM:cd

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: April 13, 1992

SUBJECT: Approval of transfer of purchase of cataloging services from Anaheim Public Library to Brodart

BACKGROUND:

The Library has been purchasing its books, cataloging and physical processing services through the Anaheim Public Library for a number of years. This service is no longer available because Anaheim has decided to have its processing done commercially.

Anaheim has contracted with Brodart corporation to provide these services. Brodart is the only vendor that will have the capacity to load records directly into the Library's online catalog. This was decided by the Anaheim Library since they control all decisions about the operation of the online system that is used by them, Yorba Linda and Placentia.

The approval of the purchasing agreement with Brodart does not include designation of them as a sole source for either purchasing of books or processing services. However, they are certainly one of the vendors that will be used and because of their exclusive relationship with the Library's electronic database I am recommending that Brodart be the first company for which we complete the forms and complete the quality testing.

RECOMMENDATION:

That we designate Brodart Books Division as a source for cataloging and physical processing at the rates outlined in the letter of April 8, 1992, from Michael Wilder, Brodart Manager of Automated Technical Services.

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TO: Elizabeth D. Minter
FROM: Kay Schneider *KS*
DATE: April 8, 1992
SUBJECT: Brodart Acquisitions systems

I have tried to organize the notes from my meeting with our Brodart representative, Laurie Gray. I was impressed with her presentation and she will hopefully be sending us a written proposal yet this week.

We, of course, have lots of decisions to make. According to Laurie, we must first determine if indeed we want to interface with Brodart. This will cost us nothing since we have already purchased interface capabilities from Dynix and will surely be wanting to order some things from Brodart even if we decide not to fully utilize their other services. The second step will be to commit to Brodart for cataloging and processing. After we have made this decision there will be cataloging and processing specifications to be completed and coordinated with their cataloging department.

INTRODUCTORY DISCUSSION WITH LAURIE GRAY
APRIL 8, 1992

EXAMPLE OF THE KIND OF TIME LINE WE ARE LOOKING AT:

If we made a committment to interface with
Brodart by-----April 6

and made a committment for cataloging and
processing by-----April 16

Brodart would be up and ready to actually
begin our cataloging and processing on-----May 4

Our first books would begin to arrive during
the week of-----May 11

IF WE BEGAN TO ORDER FROM BRODART IMMEDIATELY - WE WOULD NEED:

1. We need to make a committment to Brodart to interface with them and make an agreement to have them handle our cataloging and processing.
2. If we felt that we needed to begin ordering before the Dynix system is up and operating, Laurie would either come to pick up our orders or we could Fax them to her. However, nothing could be done with these books until we had finalized our cataloging profile and processing specifications. She felt that in actual time we would only be saving a couple of weeks on back orders. I had the distinct impression that she felt it would not be very time saving for us to begin ordering with Brodart before our system is up.
3. If we do order before we are up, then we would send in only like orders together in a P.O. eg. one order of j pic, one order of adult ref, one order of adult fic, etc.
4. Would need to look closely at the accounting during this period.

ORDERING THROUGH BRODART

Only 7 days roll over time from ordering a book and receiving that book fully cataloged and processed if that book is found on the first pick. The first pick rate for adult materials is 67% and 75 - 80% on juv. books. We will need to establish a back order cut off time. Probably 120 days would be good for us.

Shipping - We could choose to have delivery of books every day or have them shipped only once a week. We will have the invoices and packing slips. The P.O. numbers are generally the date of the order and the fund to which they are charged. Eg. 040792jpic.

PRICING STRUCTURE - They will be charging Placentia the same for their services as they have negotiated with Anaheim.

ACQUISITIONS

<u>TYPE OF BOOK</u>	<u>DISCOUNT</u>
Trade	43%
Non-Trade	10 - 43%
Video	30%
Publishers Reinforced	20%
NET (No discount from Pub.)	No discount & no extra charge
University Press	5 - 15%

NO FREIGHT CHARGES FROM BRODART.

CATALOGING

Added copy - When a title can be cataloged from our own data base(which will be entered at Brodart) or from LC-----\$3.50

First time cataloged - If a title cannot be cataloged from our own data base or from LC, then first time charges will be-----\$7.00
plus regular processing charges-----\$3.50

MOD (Must Order Direct)* - When we have ordered from a source other than Brodart and had them sent to Brodart for cat. & Processing. (Bill me-Ship to) Now there will be no charge from Brodart to check these books in and keep track of them. Only the regular pricing as above depending on first time or original cat.

Spanish books cataloged - In all categories add -----\$1.00

*This policy may change if we order alot(?) of books from sources other than Brodart.

Cataloging and Processing

Brodart has a staff of 50 catalogers and has just added a Spanish cataloger to the staff in preparation for Anaheim's needs. Our system will be the first that Brodart has handled on an ongoing basis. Until now they have cataloged and processed books for many systems as an extension of existing Technical Services departments, and usually for big, one time orders when systems are ordering far in excess of their normal flow. They have actually been working with Pat Ernest for a year and a half and feel that they have reached a point where most of the bugs have been worked out. There will probably be little glitches along the way, but they are fully committed to this project and see it as a trend for libraries in the future as an answer to dwindling staff and space for Technical Services departments.

Placentia would be working closely with the staff at Brodart in Penn. The head cataloger is Annabel Fogle and she would probably be making a trip out here to be sure she and the staff here are in agreement in how our cataloging and processing will be done. We need to provide them with a cataloging profile and Laurie will walk us through processing choices. Annabel will give us a "trial" run of books to see if they are indeed what we were expecting. Michael Wilder is the Brodart person in charge of many of the Technical aspects of the process and he is another of their staff people that we will be working closely with.

ACCOUNTING FUNCTIONS (Very General)

We will be able to set up as many codes or accounts as we choose with Brodart. EG.

ADULT NON-FIC.	JUV. BOOKS
1.100 -200 10K	1.J Pic 10k
2.300 -400 10K	2.J Easy 10k

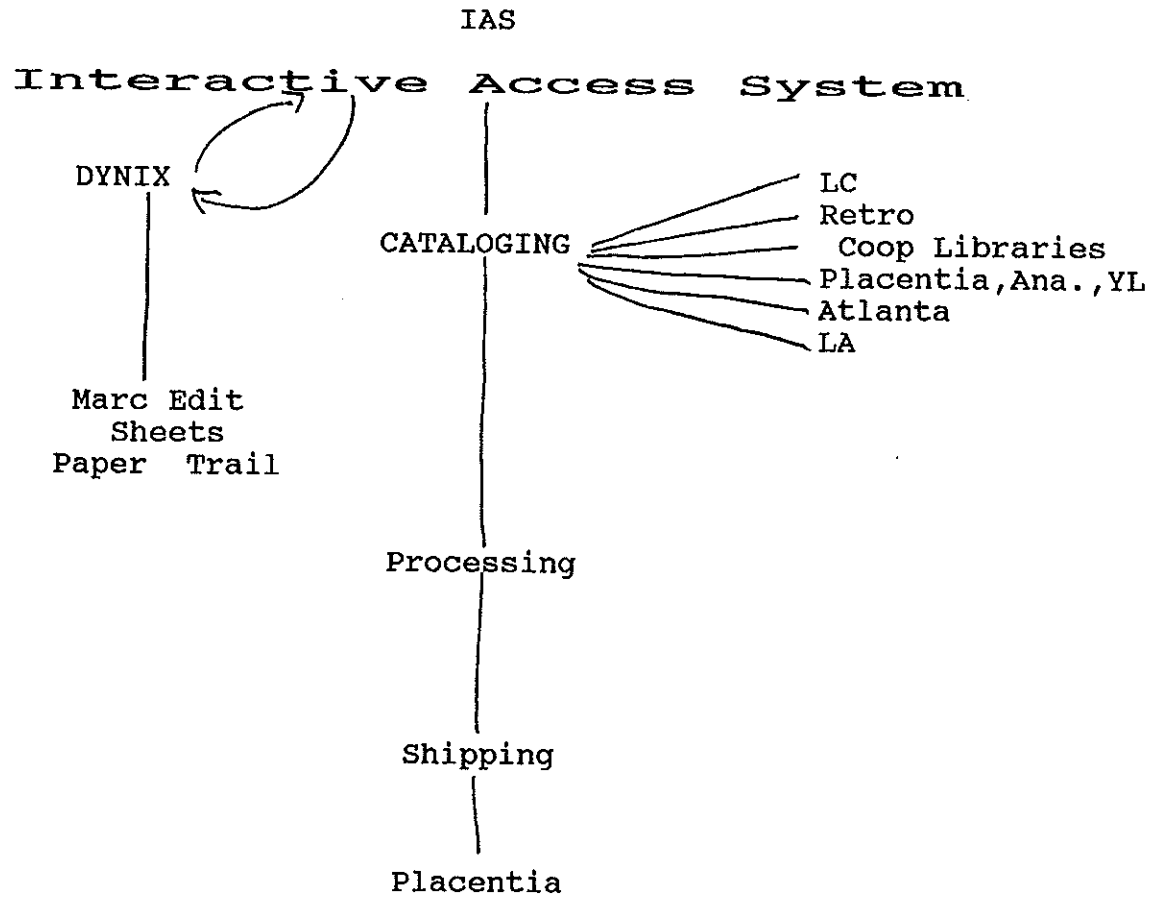
They can let us know at any given time how much we have actually spent, how much we have encumbered and how much we have left in each of the funds. These various funds will, of course, need to be coordinated with the Dynix system and discussed with our Dynix rep.

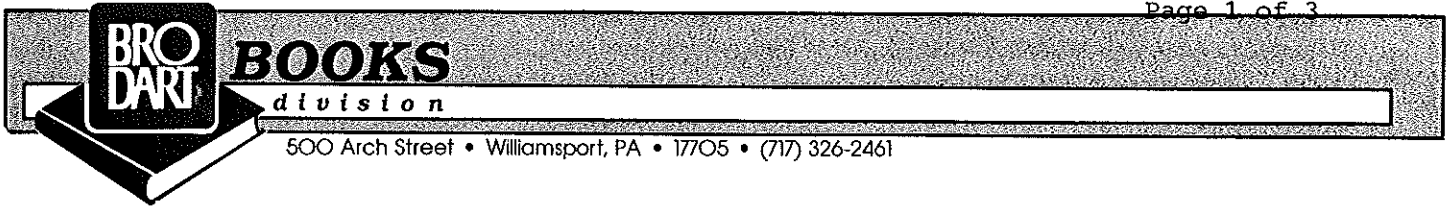
Bills will come with itemized cat. & processing charges. Can make DNE (Do not Exceed) limits.

Laurie Gray will:

1. Be available to answer any questions.
2. Be available to talk to the staff to explain the system and answer any of their questions should we want her to do this.
3. Will be sending us a proposal based upon our conversation this week.
4. Will be giving us copies of cataloging specifications submitted by Anaheim.
5. Is willing to handle orders to Brodart immediately upon our commitment to interface with them - either by FAX or picking up our orders herself. It did seem that her recommendation was to wait until we were up and had worked out profile and specifications for their Technical Services department.

STRUCTURE OF THE SYSTEM





April 8, 1992

Elizabeth D. Minter
Placentia Public Library
411 E. Chapman Ave.
Placentia, CA 92670

Dear Ms. Minter:

Lori Gray, Brodart's Sales Representative, has advised me of your interest in Brodart's proposal to supply shelf-ready materials to the Anaheim Public Library (APL). I have included a brief review of this service; it should give you a general idea of what we have proposed.

Annabel Fogal, Brodart's Manager of Cataloging Services, has reviewed Anaheim's cataloging and processing requirements. We have completed the first test order and shipped the books. Books were physically processed following Anaheim's specifications and we supplied a MARC worksheet for each title.

Anaheim has signed a contract to use Brodart's cataloging utility, IAS. They will soon forward to Brodart a copy of their existing MARC database that will be used to create a file for Anaheim on IAS.

As soon as Anaheim has completed training, they will begin sending orders to Brodart using the DYNIX acquisition system.

Anaheim will be requesting DYNIX to make several modifications to their existing acquisition software to facilitate the shelf-ready ordering process with Brodart. The modifications will enable the Library to transmit order codes by title so prefix codes can be used as required, and APL would like to be able to receive invoices and selection lists electronically from Brodart.

Brodart will catalog, physically process, and supply MARC and item records for materials Anaheim orders from Brodart and for materials ordered directly from publishers/suppliers and forwarded to Brodart.

Based on our current information, the following is an overview of cataloging and processing procedures we will follow:

Brodart will search APL's database on IAS and IAS's LC MARC database to find a record to match the book in process. When a match is found in APL's database, a spine label will be printed using APL's existing MARC record. Books will be physically processed following the Library's specifications and an item record will be created. If the title is not in APL's existing database, but has been cataloged by LC, Brodart's catalogers will verify the LC MARC record against the title page of the book-in-hand and upgrade, if necessary, the following fields before adding this MARC record to APL's IAS database: 100's, 245's, 260's and the 300's.

Brodart will create a new MARC record for titles not found in Anaheim's IAS database or Brodart's Library of Congress database maintained on IAS.

Brodart will print and apply spine labels. The books will be physically processed and item records will be created. The LC MARC or Brodart created MARC and item records will be added to APL's IAS database. Anaheim will be able to update the Library's DYNIX circulation system electronically on a daily or weekly basis. Bibliographic records created by Brodart can be downloaded to DYNIX when the Library dials into IAS and requests these records.

Processed materials will be shipped to the Library on a weekly basis.

The following is a breakdown of Brodart's cataloging and processing charges:

A) *English language monographs ordered from Brodart or shipped to Brodart by the Library.*

- 1) APL's MARC database management on IAS (using APL's or LC's MARC record from IAS) with item records and customized physical processing including spine label.

Per book \$3.50

- 2) Creating new MARC records for titles previously cataloged by the Anaheim Public Library or the Library of Congress.

Per title \$7.00

B) Spanish language monographs shipped to Brodart.

- 1) APL's MARC database management on IAS (using APL's or LC's MARC database) with item records and customized physical processing including spine label.

Per book \$4.50

- 2) Creating new MARC records for titles previously cataloged by the Anaheim Public Library or the Library of Congress.

Per title \$8.00

Brodart can catalog and process videos and books-on-audio-cassettes ordered from Brodart or forwarded to Brodart. If you are interested, please forward budget information and your processing specifications to Annabel Fogal. After reviewing this information, we will forward a cost proposal for these audio-visual materials.

As we indicated to Anaheim, we would extend this pricing for up to two years and guarantee the Anaheim Public Library that these prices would increase no more than five percent in any given year after that.

We expect to have Anaheim's IAS file set up in May and anticipate receiving orders from DYNIX in July.

We would be happy to forward a copy of Anaheim's cataloging and processing specifications for you to review.

We appreciate your interest in purchasing processed materials from Brodart, and we look forward to working with you. I can be reached at our office in Williamsport, Pennsylvania. Phone 800-233-8467 or FAX 717-326-1479.

Sincerely,



Michael Wilder
Manager
Automated Technical Services

cfg

c: George F. Coe, Vice President
Lori Gray, Sales Representative
Annabel Fogal, Manager of Cataloging Services

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TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *SMA*
DATE: April 13, 1992
SUBJECT: Staff appreciation dinner

BACKGROUND:

After Proposition 13, the Library Board felt the need for a morale booster. It was decided to honor the employees with a recognition function.

The first such function was held in June, 1979 -- a Saturday breakfast at a restaurant in Fullerton (The Library was closed until NOON at that time).

Service pins awarded by the Board president and a few kind words are the only "BUSINESS" transacted. Initially only staff received the pins. In recent years trustees were included.

Since the first Saturday breakfast, all other recognition functions have been Friday evening dinners. The Library hosted the event one year, and we used the Bradford House once, both catered. For a few years after that we visited restaurants. In recent years Library Board member Kathy McKnight offered to host the event at her home. It has been held there ever since, usually on the first Friday in June, schedules allowing.

Library funds have not been used for this purpose for several years.

The Friends of the Library have been contributing towards the cost, many years 100%. Staff has never been asked to pay anything towards their recognition. Some years Trustees have paid out of their own pockets.

Staff, Library Trustees, and Friends Board members are invited (originally only Staff and Trustees were).

This event is always well attended by staff -- even some pages attend.

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TO: Library Board Trustees
FROM: Karen Cushing
DATE: April 10, 1992 *KC*
SUBJECT: "Speak Out" - CSDA Community & Media Relations Seminar

On Friday, March 20, Bob Osborne and I attended the CSDA seminar "Speak Out" at the Le Meridien Hotel in Newport Beach. This seminar included topics such as "Who is the public and why to keep them informed", "Organizing for community relations", as well as covering a recommended program for community and media relations for a Special District. An expert on dealing with the media also spoke, and in the afternoon, they held an informative panel discussion group.

Bob and I both felt it was an informative and worthwhile seminar to attend. We discussed what ideas would be most beneficial to be implemented here at the Placentia Library, and came up with the following list of suggestions:

- 1) Newsletter - the experts suggested a 11x17 format on a quarterly basis.
- 2) Public talks to community groups - this is also an effective method of informing the community about the library.
- 3) Employee Communications - perhaps an informal newsletter for them, plus a bulletin board in the lounge where we can post interesting news, recipes, whatever.
- 4) District Brochure - seems like a must for any library. Something that gives basic information about hours and services. The best time to come out with this is after we have the new system installed. Bob also thought some printed information about the Library Board would be interesting to our patrons and the community.

The speaker also emphasized the importance of allowing enough time to accomplish these things. I will be setting aside ten hours a week to work on such community relations projects. I will initially be concentrating on assignments from the Program Committee and working on the Newsletter.

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Placentia Library District
Inter Office Memo

TO: Elizabeth D. Minter
FROM: Peggy D. Burkich *PDB*
DATE: April 9, 1992
SUBJECTS: PC Backup Circulation System
Yorba Linda Page

Since March 31 the Placentia and Anaheim libraries have been on PC Backup. This system enables the library staff to check-in and check-out books for our patrons while our new computer system "Dynix" is being installed.

The circulation staff is very pleased with the new laser scanners on the two terminals at the check-out desk. Two staff members come in at 8:00 a.m. to keep up with our book drop check-ins. Two other staff members stay one hour after closing Tuesday, Wednesday and Friday nights.

The book flow has been very smooth from check-in to the regular shelves. An adult library page from the Yorba Linda Library has certainly been very valuable in helping us. He works 20 hours a week.

Since Yorba Linda Library is closed, we have had a large increase in Yorba Linda patrons. They have been very favorable to our library and staff. Our reference department has had alot of help from two Yorba Linda librarians five days a week.

Our circulation staff is being introduced to the new Dynix system in training sessions at the Anaheim Library.

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TO: Elizabeth D. Minter

FROM: Program Committee: Suad Ammar, Melanie Daniels, Karen Cushing & Kay Schneider *KS*

DATE: April 6, 1992

SUBJECT: An overview of events in the library for the month of March.

Women's History Month

Program: Melanie Daniels arranged for Barbara McDowell, Director of the Women's Center at CSUF, to speak here at the library. Her topic for the evening was, THE MODERN WOMEN'S MOVEMENT: A DOUBLE EDGED SWORD. It was an excellent program and very well received by the audience. Melanie also prepared a display of books and related materials about women for the entry way display case.

Displays: A poster and a display of books about famous women were in the Children's Department. The display of books was heavily used by both browsers and students working on related reports.

Posters and pictures of famous women in history were displayed in the entry by the Circulation department. They also passed out colorful bookmarks with information about Women's History.

The Girl Scouts placed very nice displays in the Children's Department and in the entry.

Art Education Month

Dixie Shaw placed a display of art and art books in the large display case. Many patrons stopped to view this display and several commented favorably about it. Our thanks to Dixie!



The Modern Women's Movement: A Double-Edged Sword

**Speaker: Barbara McDowell,
Director of the Women's Center at CSUF**

Date and Time: Tuesday, March 3, from 7 to 8pm

**Location: Placentia Library Meeting Room
411 E. Chapman Avenue
(Kraemer & Chapman), Placentia**

Ms. McDowell will give an overview of the modern women's movement and discuss its impact, both the positive and the negative aspects. Following her presentation, she will answer questions from the audience. Men as well as women are invited to join us for an informative and thought provoking lecture.

For more information please call (714) 528-1906.

This program is sponsored by the Placentia Library District.

TO: Elizabeth Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *cd*
DATE: April 10, 1992
SUBJECT: General Ledger for accounts handled outside of the Orange
County Auditor's Office

Training on the ACCPAC Accounting Software was done by Nancy Cronick of Anderson, Lynch, Bezich, Munson and Cronick Accounting Corporation on April 2, 1992.

We are in the process of analyzing cash receipts and disbursements from July 1991 through the present and estimate to have these journal entries made by the May board meeting.

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TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, Literacy Coordinator *MD*

DATE: 04/08/92

SUBJECT: Status Report - Literacy Services

Program Statistics: Quarterly statistics (January, February, March) will be available by the end of April. As of April 7, 52 of our 121 tutors have reported their hours for the month of March: 364 tutoring hours and 113 other volunteer hours. Educational Testing Service has corrected the problems with our CLC-Base software, but since CLC-Base became operational again we discovered that a considerable amount of data was lost when the program crashed. We are beginning the process of restoring the data manually.

March Activities:

Tutor Training - Our March tutor training workshop was canceled due to low enrollment. The NOCCCD listed our April 23 - May 14 tutor workshop in their recent Adult Ed Class Schedule, and we have been getting many inquiries already, so that workshop should be full. Our daytime tutor workshop in Brea began April 6 and has moved back to our library since it is such a small group (4). We chose not to cancel the group since we desperately need tutors and with an LVA volunteer trainer conducting the workshop, there is no drain on PLLS staff time. Our January class reconvened on March 10 to receive certificates and share their experiences. Some of the graduates needed to be assigned new students, but most were doing well and excited about tutoring.

Continuing Education Series for Tutors - Jamie Watson, Literacy Coordinator at the Santa Monica Public Library, presented "Telephone Tales" on March 17. Despite advance publicity through flyers, newsletter, and telephone calls, attendance was low: 8 total. Many of those participating felt the program was worthwhile, and wanted to order personal copies of the material presented (copies are available for checkout by tutors). We will survey tutors before planning next year's series to determine how to increase attendance.

Student Support Group - 12 students attended our second student support group meeting on March 21. It is exciting to see the difference when the group is truly "owned" by the students: most of the phone calls inviting students to the meeting were done by one of the students. She also facilitated the meeting and gave me a report. I stayed for about half the meeting, and witnessed excellent participation from group members. The group selected 2 members and 1 alternate to represent the group at the Bay Area New Reader Conference on May 30 at Laney College in Oakland. They also discussed group tee shirts and a picnic for students and their families. A group of 4 students met April 4 to begin planning for the picnic. They also selected a name for the group: Bookworms.

Tester's Training - 3 tutors completed training in the use of the READ and ESLOA tests on March 23. In conjunction with the training, I revised and printed our testing procedures. The newly trained testers will assist with student assessment.

Staff: Lusi Garcia may be leaving on maternity leave earlier than expected, since her due date was moved up to April 19. Library clerks Dottie Cummings and Liz Tronchida are scheduled to cover during her absence. Kristina Le, our JTPA worker, was cut from 20 to 10 hours in March, and the program will terminate on April 10 due to lack of funds. We anticipate a replacement when the summer program begins June 22. Our office volunteer staff is also in transition: Linda Jensen found a job and Karen Bishop will be unavailable for 3 weeks due to the tutor training workshop. CSUF intern Pat Brantley works Monday and Tuesday evenings doing assessment and helping in the computer center.

LVA-Placentia: LVA-Placentia purchased two additions to our ESL materials library dealing with pronunciation and accent reduction. They are the videotape *Breaking the Accent Barrier* and a set of audiocassettes titled *Sound and Style of American English*. I met with the Executive and Bylaws Committees on March 24 to offer input on their budget planning and bylaws revision. LVA-Placentia is participating in the Human Race on May 9 and is seeking people to make financial pledges for the LVA walker, Leslie Moreau. This will be one of their major fundraisers for the year. LVA-Placentia is considering participation in the Festival of Arts and Cultures in June. A copy of the minutes of the February LVA meeting is attached.

Literacy Network Activity: The Southern California Library Literacy Network (SCLLN) met in La Jolla on March 9. The topic of discussion was serving the developmentally disabled, and the accompanying legal issues. SCLLN's annual planning conference will be held May 17-18 at the Newporter in Newport Beach. LVA-Orange County is publicizing the Roy Bartoo workshop, to be held May 18. I attended the statewide Families for Literacy (FFL) Conference March 15-17 in San Diego, along with our FFL Coordinator, Children's Librarian, and Library Director.

Upcoming Activities: Our Silent Auction will be held April 5-11 in the library. Proceeds will benefit PLLS. I will participate in the CSUF Internship Fair on April 8 to distribute literature about PLLS and FFL and talk to potential student interns. The May-June issue of *Placentia Reads* will be out at the beginning of May. A tutor meeting will be held May 18 at 7pm to discuss next year's Continuing Education Series. Bookworms, our student support group, has not set a date yet for the picnic, but it will probably be in May.

TO: Elizabeth Minter, Library Director
FROM: Gwen Joseph, Family Literacy Coordinator
DATE: March 30, 1992
SUBJECT: Status Report on Families for Literacy

PROGRAM STATUS

Our numbers remained constant for the first month since we began. Our adult learner groups average 4.5 per tutor. While I am actively looking for tutors, I am not actively recruiting more learners. I believe that concentrating on the quality of our service not the quantity is best for the program. To facilitate and make the program consistant for substitute tutors I have instigated the following structure to all groups: homework review, dictation, introduction of new vocabulary, oral reading and response for comprehension, written work, assignment of homework. Two tape recorders and a listening program of English by concept are also available for use. I am still hopeful that a place will be found for the two computers I have available for use in the program.

March 20 we had an afternoon field trip to the La Habra Children's Museum, featuring "Grandma's Attic". The day was very wet but we had 34 (35 was our limit for the tour!) people (parents and children) attend including two fathers! Everyone had a wonderful time. The tour was set up for us by Headstart so our admission was free and the Museum donated \$90.00 towards our transportation costs. The only negative comment from those attending was "I wish we could have stayed longer!"

Friday, March 27 we returned to the library for a children's storytime while Cheryl Hyman "toured" the parents through the routes books take when checked in and checked out. Several of the parents also spent time with Suad reviewing the collection of Spanish adult books and helping to list some subjects and titles they would like to see added.

MATERIALS

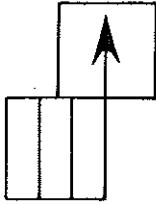
Our books for March were "The Very Hungry Caterpillar" and "Noisy Nora".

STAFF PARTICIPATION

Elizabeth Minter, Kay Schneider, Melanie Daniels, Sylvia Macaluso and myself attended the State Families for Literacy Conference in San Diego March 15-17. A separate evaluation of the conference is forthcoming. A great deal of information on State requirements was clarified and we were asked for input into the future focus of the program. I believe we all returned highly motivated and with a stronger commitment to the program.

Cheryl Hyman and Suad Ammar participated in our March library visit.

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**PLACENTIA
HEAD START**
YVONNE BAILEY, DIRECTOR

March 23, 1992

Ms. Melanie Daniels
Literacy Coordinator
Placentia Library
411 E. Chapman Avenue
Placentia, CA 92670

Dear Ms. Daniels,

We at Placentia Head Start and the Orange County Head Start Inc. Board of Directors would like to join together to say thank you very much.

The Literacy Program is working out so well. Our families enrolled seem to really enjoy the program. There are some parents who have been encouraged and have the confidence to continue with their education.

There are still some people who are not aware of how wonderful the program is, but we hope to get the word out to those who especially will benefit from the lessons.

We appreciate your staff who are so knowledgeable and kind to our parents.

This has been the best program that has ever been introduced to Placentia Head Start and we have you to thank for it.

Thanks again.

Sincerely,

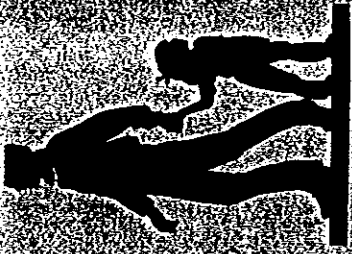
A handwritten signature in cursive script, appearing to read "Linda K. Hart".

Orange County Head Start Inc.
Board of Directors Chairman

A handwritten signature in cursive script, appearing to read "Yvonne Bailey".

Placentia Head Start
Director

Parent Page



Growth and Development Films

Each year, growth and development programs are presented by school nurses to our upper graders. This year, the programs will be presented to fifth grade girls and sixth grade girls and boys. Parents may preview films and materials presented at the Educational Services Center, 4999 Casa Loma Ave., Torba Linda on Thursday, April 29 at 1:00 PM and 6:30 PM.

Free Access To All Videos Is A Parental Concern


Very recently the Placentia Library District Board of Trustees voted unanimously to eliminate the rental fees on any videos, as well as the annual audio-visual registration fees. This sounds like good news to adults until we look a little closer and find that they also voted to allow free access by age of patron to audio-visual materials to patrons with valid library cards. The drawback of this is that all video material, including R rated movies, are now available to any child with a library card, free with no discretion. The Golden PTA finds this disturbing and want our parents to be aware of this development.

Parenting Seminar

The PTA units of Brookhaven, Golden, Sierra Vista and Tuftree and have gotten together to present a parenting seminar on Thursday April 30 at 7:00 PM in the Tuftree Junior High multipurpose room. Featured this evening will be Child Depression, Developmental Norms and Different Learning Styles. The guest speaker will be Joan

Smith, a child therapist. In addition to her

**Placentia Library District
Inter Office Memo**

TO: Elizabeth D. Minter
FROM: Kay Schneider 
DATE: April 8, 1992
SUBJECT: Grandparents and Books

Placentia is still the only one of the three Orange County Libraries who received the GAB grant to be actually doing the program. Both Orange Public and Hunt Branch in Fullerton are planning to begin late in April and I will be meeting with the GAB coordinators of each of these libraries early in May to coordinate our efforts.

During the month of March six of our 12 Grandparents spent 7.5 hours reading to children and 82 children enjoyed listening to some great stories read aloud to them by really wonderful volunteers. We have all observed that many older children do not actually go and join in the group listening to the stories, but find places near by so that they can hear. Also, many adults listen to the stories. Everyone enjoys a good story and our readers are doing an excellent job. They come in and choose flannel board pieces, puppets and really take time to choose the books they want to share with the children. They have all come very well prepared and do an excellent job.

The time is quickly coming when we need to decide how to expand our program. The number of volunteers is increasing and we need to extend the hours on Tuesdays or add another day of the week for our program.

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TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian *SA*
DATE: April 9, 1992
SUBJECT: **Gulf Arab States Display**

Approximately 30,000 people saw the Gulf Arab States Exhibit at the Oakland Public Library during the month of March.

The program had been a success and the newspaper coverage had generated a lot of interest thanks to the enthusiasm and efforts of Kathleen Hirooka, the Community Relations Librarian.

The next destination is the Prundale Branch of the Monterey County Library. The display will be set up on Thursday the 9th, and the program, featuring Dr. Steven Baker from the Monterey Institute of International Studies, will take place on Friday the 10th.

Oxnard Public Library, the host for the month of May has already started distributing flyers and sending out press releases, according to Mr. Wilbur Daniels who has been charged with this responsibility.

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