

FOLDER AND ITEM LIST

<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<b>SERIES I – GENERAL FILES</b>
<b>I-1</b>		<b>General Files, Box 1: A – Library, 1956</b>
	1	Artifacts <ol style="list-style-type: none"> <li>1. Flag, United States</li> <li>2. Certificates: “The Flag of the U.S.A.,” Presentation of the flag flown over the U.S. Capital, August 25, 1981 in recognition of the dedication of the new Escondido Library (2)</li> <li>3. “The golden key to the city” furnished by Churchill &amp; Co. from the Carnegie cornerstone box made by A.H. Bush, 3-24-1910</li> </ol>
	2	Bookmobile <ol style="list-style-type: none"> <li>1. Article: “Bookmobile in Pala,” <i>T.A.</i>, 3-16-1972</li> <li>2. Memo to Board of Trustees from Graham Humphrey re proposed Bookmobile project, 10-14-1976</li> <li>3. Memo to Kenneth Lounsbury, City Manager, from Graham Humphrey re Bookmobile for library, 12-13-1976</li> <li>4. Memo to Board of Trustees from Graham Humphrey re library consultant, Bookmobile, 1-19-1977</li> <li>5. Memo to City Council from Graham Humphrey re Bookmobile, 1-31-1977</li> <li>6. Article: “Library proposal weighed,” <i>Times Advocate</i>, 2-7-1977</li> <li>7. Article: “Bookmobile plan stalled until fall,” <i>T.A.</i>, 2-28-1977</li> </ol>
	3	County Libraries <ol style="list-style-type: none"> <li>1. Article: “The San Diego County Library,” <i>San Diego California Rancher</i>, Dec. 1956</li> <li>2. Article: “7 Cities Operate Own Libraries,” <i>San Diego Tribune</i>, 7-23-1964</li> <li>3. List: “Libraries of San Diego County System,” n. d., n. s.</li> <li>4. Article: “Study Proposes Regional Library System,” <i>San Diego County Independent</i>, 4-21-1965</li> <li>5. Reports: Statistical comparisons from county libraries, 1968-73</li> <li>6. Reports: Statistical comparisons from county libraries, 1972-77</li> <li>7. Reports: Statistics from county libraries, 1975-76, 1974-79</li> <li>8. Reports Statistics from county libraries 1977-78, 1978-79</li> </ol>
	4	Environmental Impact Reports <ol style="list-style-type: none"> <li>1. Letter to Graham Humphrey from Project Manager re Del Norte Plaza, 11-1-1979</li> <li>2. Letter to Project Manager from Graham Humphrey re Del Norte Plaza, 11-6-1979</li> <li>3. Letter to Graham Humphrey from Project Manager re Escondido Auto Park, 6-5-1980</li> <li>4. Letter to Project Manager from Graham Humphrey re Escondido Auto Park, 6-9-1980</li> <li>5. Memo &amp; Project Description to Library from City of Escondido re Escondido Auto Park, 6-19-1980</li> <li>6. Memo to Library from City of Escondido re Interland Prezoning Annexation &amp; Subdivision, 7-8-1980</li> <li>7. Memo to City from Graham Humphrey re Interland Prezoning, 7-24-1980</li> <li>8. Memo to Graham Humphrey from City of Escondido re McKellor-Concordia Planned Development, 10-21-1980</li> <li>9. Memo to City of Escondido from Graham Humphrey re McKellor-Concordia Planned Development, 10-24-1980</li> </ol>

ESCONDIDO PUBLIC LIBRARY COLLECTION  
MS. 91-003

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<ol style="list-style-type: none"> <li>10. Letter &amp; Project Description to Graham Humphrey from Project Manager re Concord Townhomes and Reidy Creek Draft EIRs, 12-5-1980</li> <li>11. Letter to Project Manager from Graham Humphrey re Concord Townhomes, 12-12-1980</li> <li>12. Notice to Graham Humphrey from City of Escondido re Proposed General Plan Amendment, 12-17-1980</li> <li>13. Notice to Graham Humphrey from City of Escondido re EastValley/Henry-Socin Properties, 12-18-1980</li> <li>14. Notice to Graham Humphrey from City of Escondido re EIR 812, 1-5-1981</li> <li>15. Notice to Graham Humphrey from City of Escondido re Westates Investments Rezone, 1-5-1981</li> <li>16. Notice to Graham Humphrey from City of Escondido re General Plan Amendment, 1-6-1981</li> <li>17. Notice to Graham Humphrey from City of Escondido re Hale Sewer Plant, 1-9-1981</li> <li>18. Letter to Laura Mitchell from City of Escondido re Del Norte Plaza, 2-20-1992</li> <li>19. Memo to Affected Agencies et al from City Planning Department re environmental review for citywide facilities plan, 1-5-1994</li> </ol>
<b>I-1 cont.</b>	5	<p>Escondido History</p> <ol style="list-style-type: none"> <li>1. Property tax records with name, property block, and amount, 1930, 1931, 1932 [handwritten, incomplete]</li> <li>2. Architectural drawings: "Alterations and Additions to the Mutual Water Company Building," Lillian Rice</li> <li>3. Information packet sent to Reginald W. Dickinson from the Escondido Chamber of Commerce, 3-26-1958</li> <li>4. Article: "Al Bandy Still Calls Himself a Blacksmith," <i>Daily Times Advocate</i>, 7-1-1963</li> <li>5. Article: "History of area reprinted," <i>D.T.A.</i>, 2-23-1966</li> <li>6. Article: "72-box fire alarm system in operation," <i>T.A.</i>, 5-18-1967</li> <li>7. Article: "History research project," <i>T.A.</i>, 9-5-1969</li> <li>8. Map: "Recreation Map of Lake Wohlford, Escondido Mutual Water Co. Renewal of License, 7-1-1971</li> <li>9. Article: "Escondido as it appeared about 1910," <i>D.T.A.</i>, 9-2-1971</li> <li>10. Article: "The Ferrara Winery," <i>Locale</i>, Fall, 1977</li> <li>11. Article: "Escondido from the air, 1936, 1982," <i>T.A.</i> 4-4-1982</li> <li>12. Article: "Jenny Wimmer, She Helped Discover Gold in California," <i>True West</i>, July 1984</li> <li>13. Article: "Escondido in Years Gone By," <i>The Reporter</i>, 8-22-1984</li> <li>14. Article: "History buffs will get to tour old Escondido main street," <i>T.A.</i>, 5-16-1985</li> <li>15. Newspaper supplement: "Preservation Week," <i>T.A.</i>, 5-12-1985</li> <li>16. Article: "Escondido library celebrates 90 years," <i>T.A.</i>, 6-1-1988</li> <li>17. Report: City of Escondido Demographics, 6-3-1998</li> <li>18. Pamphlet: "Just the Facts," Office of Economic Development, 1998</li> <li>19. Escondido Historical Society Information sheets: "The Barn on Heritage Walk," "Escondido's Depot," "First Methodist Episcopal Church," "Escondido's First Library," "Pomeroy-Hoffman House," "Grape Day park," "The Blacksmith's Shop"</li> <li>20. Ms: "Escondido's First Major League Baseball Player"</li> </ol>

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		21. Excerpt: "Gavy Cravath," <i>The Politics of Glory</i> by Bill James
<b>I-1 cont.</b>	6	<p>Friends of the Library</p> <ol style="list-style-type: none"> <li>1. Ms: "History: The Friends of the Escondido Public Library," c. 1983</li> <li>2. Agenda: Steering Committee for Friends of the Escondido Library, 4-10-1970</li> <li>3. Notice: Steering Committee meeting, 4-24-1970</li> <li>4. Articles of Incorporation, draft</li> <li>5. Proposed Constitution &amp; By-laws</li> <li>6. Constitution and By-laws, draft</li> <li>7. Membership list, 1981</li> <li>8. Membership list, 1981-82</li> <li>9. Constitution &amp; By-laws, 1985</li> <li>10. Constitution &amp; By-laws, 1986</li> <li>11. Constitution &amp; By-laws, 1988</li> <li>12. Article: "Friends of the Library," <i>T.A.</i>, 2-25-1970</li> <li>13. Article: "Friends of the Library set election," <i>T.A.</i>, 4-9-1970</li> <li>14. Article: "Library friends will meet," <i>T.A.</i>, 5-14-1970</li> <li>15. Article: "Friends of Library set charter meeting," <i>T.A.</i>, 6-4-1970</li> <li>16. Article: "Art Mart . . .", <i>San Diego Union</i>, 6-7-1970</li> <li>17. Article: "Friends of the Library elect first officers," <i>T.A.</i>, 6-11-1970</li> <li>18. Article: "Friends of the Library to show film," <i>T.A.</i>, 8-7-1970</li> <li>19. Article: "Friends of Library schedule film program," <i>T.A.</i>, 9-14-1970</li> <li>20. Article: "Friends of the Library work as volunteers," <i>T.A.</i>, 8-25-1971</li> <li>21. Article: "Friends donate to library," <i>T.A.</i>, 9-13-1971</li> <li>22. Article: "Panel progress on agenda for Library Friends," <i>T.A.</i>, 3-8-1972</li> <li>23. Article: "Friends of Library plan tea in April," <i>T.A.</i>, 3-28-1972</li> <li>24. Article: "Special tea to be held at library," (Vincent Gladdis) <i>T.A.</i>, 4-1-1972</li> <li>25. Article: "Library sets new program," <i>T.A.</i>, 5-19-1972</li> <li>26. Article: "Musical story to be presented," (Roger Lewis), <i>T.A.</i>, 8-14-1972</li> <li>27. Article: "Year reviewed by Friends of Library," <i>T.A.</i>, 9-21-1972</li> <li>28. Article: "Book fair slated," <i>T.A.</i>, 10-12-1972</li> <li>29. Article: "The Friends," <i>T.A.</i>, 2-26-1973</li> <li>30. Article: "Friends initiate service," <i>T.A.</i>, 3-28-1973</li> <li>31. Article: "Friends of Library tea to have author as guest," (Kyra Lane), <i>T.A.</i>, 4-6-1973</li> <li>32. Article: "Library Friends plan sale," <i>T.A.</i>, 5-3-1973</li> <li>33. Article: "Martina Costo," <i>T.A.</i>, 5-20-1973</li> <li>34. Article: "Sale of books is Friday," <i>T.A.</i>, 8-1-1973</li> <li>35. Article: "Friends to review past year," <i>T.A.</i>, 8-15-1973</li> <li>36. Article: "Group elects, hears reports at meeting," <i>T.A.</i>, 8-23-1973</li> <li>37. Article: "Book review on program," <i>T.A.</i>, 9-25-1973</li> <li>38. Article: "Friends plan holiday tea," (Cecil Munsey), <i>T.A.</i>, 12-7-1973</li> <li>39. Article: "Library Friends meeting," <i>T.A.</i>, 3-6-1974</li> <li>40. Article: "Book sale to benefit city library," <i>T.A.</i>, 5-17-1974</li> <li>41. Article: "Art Clubs donate books," <i>T.A.</i>, 5-29-1974</li> <li>42. Article: "Friends ready for book fair," <i>T.A.</i>, 5-29-1974</li> <li>43. Article: "Friends of Library re-elect president," <i>T.A.</i>, 8-20-1974</li> <li>44. Article: "Library Friends meeting," <i>T.A.</i>, 10-31-1974</li> <li>45. Article: "Book sale set at library," <i>T.A.</i>, 2-13-1975</li> </ol>

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		<p>46. Article: "Friends set first program," <i>T.A.</i>, 3-4-1975</p> <p>47. Article: "Library group sponsors tea," (Theodore Taylor), <i>T.A.</i>, 4-11-1975</p> <p>48. Article: "Books galore," <i>T.A.</i>, 4-24-1975</p> <p>49. Article: "Charter meeting is scheduled," <i>T.A.</i>, 5-29-1975</p> <p>50. Article: "Indians topic of Friends," <i>T.A.</i>, 6-1-1975</p> <p>51. Article: "Library Friends to elect," <i>T.A.</i>, 9-3-1975</p> <p>52. Article: "Library Friends holding book sale," <i>T.A.</i>, 9-5-1975</p> <p>53. Article: "A founder of 'Friends' is honored," <i>T.A.</i>, 9-25-1975</p> <p>54. Article: "Friends of Library installing officers," <i>T.A.</i>, 10-8-1975</p> <p>55. Article: "Library Yule tea planned," <i>T.A.</i>, 11-30-1975</p> <p>56. Article: "Books and magazines to be sold," <i>T.A.</i>, 2-26-1976</p> <p>57. Article: "Author tea set Sunday at library," (Ralph Hancock), <i>T.A.</i>, 4-2-1976</p> <p>58. Article: "Serving library," <i>T.A.</i>, 10-3-1976</p> <p>59. Article: "Friends celebrate holidays," <i>T.A.</i>, 11-19-1976</p> <p>60. Article: "Friends of Library plan author's tea (Marguerite Henry), <i>T.A.</i>, 4-13-1977</p> <p>61. Article: "Book sale," <i>T.A.</i>, 6-3-1977</p> <p>62. Article: "Old favorites," <i>T.A.</i>, 9-23-80</p> <p>63. Article: "Bookish bargains," <i>T.A.</i>, 5-11-1983</p> <p>64. Memo to Escondido Board of Library Trustees from Graham Humphrey re bookstore proposal, 5-23-1983</p> <p>65. Article: "The Friends of the Library annual book fair," <i>T.A.</i>, 5-27-1983</p> <p>66. Memo to Leis Rettig, Pres., Friends of the Library, from Graham Humphrey re proposal presentation, 7-5-1983</p> <p>67. Memo to Jack Anderson from Graham Humphrey re Friends of the Library shop, 8-1-1983</p> <p>68. City Council Agenda Item B5 re Library Shop, 8-10-1983</p> <p>69. Article: "Book collector's fair," <i>T.A.</i>, 8-11-1983</p> <p>70. Article: "Friends of Library plan to open gift shop approved," <i>T.A.</i>, 8-11-1983</p> <p>71. Our Shop Volunteer Rosters: Oct. 1984, 1-21-1988, 10-28-1988</p> <p>72. Newsletters: June, Sept., Dec. 1991; Feb April June, Sept. Dec. 1992; Sept 1994; 1997</p> <p>73. Article: "Annual meeting and election set by Friends of Library," (Clay Wilst), <i>T.A.</i>, n. d.</p>
<b>I-1 cont.</b>	7	<p>Library, 1893</p> <p>1. Article: "Statutes of California," State Office, 1880</p> <p>2. Article: "Applications Wanted," n. d., n. s.</p> <p>3. Article: Miss Mina Ward," <i>San Diego Union</i>, 12-16- 1901</p> <p>4. Picture: "Mina Ward, First Public Librarian"</p> <p>5. Picture: "Boys hold sneak preview," n. d., n. s.</p> <p>6. Application for Death Record for Mina Ward</p> <p>7. 1900 U.S. census record re Mina Ward</p> <p>8. Letter to Ruth Collings from Deputy County Clerk re search for Mina Ward death record [no record] 3-12-2007</p> <p>9. Article: "Future set for historic structure," <i>T.A.</i>, 4-29-1971</p> <p>10. Article: "Foundation readied for old library," <i>T.A.</i>, 5-27-1971</p> <p>11. Article: "Old library gets a face lifting," <i>T.A.</i>, 1971</p> <p>12. Article: "Library dedication," <i>T.A.</i>, Sept. 1971</p>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>13. Article: "Museum Dedication Opens Escondido Event," <i>San Diego Union</i>, 9-10-1971</p> <p>14. Article: "Museum structure remodeled," <i>T.A.</i>, 2-7-1977</p>
I-1 cont.	8	<p>Library, 1910 (Carnegie Library)</p> <ol style="list-style-type: none"> <li>1. Grant Deed, 2-9-1909</li> <li>2. Cornerstone display sign</li> <li>3. List: Library Trustees, 1910 (from cornerstone = f. c.) [Cornerstone laid 3-25-1910]</li> <li>4. Article: "A \$7,500 Carnegie Library assured for Escondido," <i>Daily Times Advocate</i>, 7-17-1908 (f. c.)</li> <li>5. "Catalogue of the Escondido Public Library, 1895" (f. c.)</li> <li>6. "Finding List of the Free Public library, 1904" (f. c.)</li> <li>7. Picture: "Andrew Carnegie," (copy, f. c.)</li> <li>8. Golden Key (f. c.). See <b>Artifacts, I-1.</b></li> <li>9. Article: "Program of Laying Library Cornerstone," n. d., n. s.</li> <li>10. Article: "Library Cornerstone is Laid," <i>San Diego Union</i>, 3-25-1910</li> <li>11. Article: "Carnegie Library, 1910," n. s., n. d.</li> <li>12. Article: "Citizens Express Opinion on Library Appointment," (with signed petitions re retaining Mary Adams as librarian) <i>Times Advocate</i>, n. d.</li> <li>13. Articles: "Tax rate set a \$2.59 for municipality," <i>Daily Times Advocate</i>, 8-21-1938; "Library Proves Fine Asset in Community Life," <i>D.T.A.</i>, 11-4-1936</li> <li>14. Pictures: Carnegie Library (4)</li> <li>15. Letter to City Council from H.L. Gongwer re resignation from Board of Trustees of the Escondido Carnegie Library, 7-19-1939</li> <li>16. Article: "Four suggestions made for solving Escondido Library service problems," <i>T.A.</i>, 8-24-1950</li> <li>17. Article: "Escondido Library Plans Extension, Alteration," <i>San Diego Union</i>, 4-12-1953</li> <li>18. Article: "Carnegie Communicates With Board," [reprint of 1909 article], <i>T.A.</i>, 9-24-1969</li> <li>19. Letter to Carol Hooper Buxbom from Graham Humphrey re request for information about "land on which the library stands." 12-28-1970</li> <li>20. Letter to Graham Humphrey from Constance Glenn, C.S.U. Long Beach, re research of Carnegie Libraries, 9-27-1982</li> <li>21. Letter to Constance Glenn from Graham Humphrey re blueprints of 1910 library, 9-30-1982</li> </ol>
	9	<p>Library, 1956</p> <ol style="list-style-type: none"> <li>1. Letter to Garland Gray, City Manager from Darwin Ting, Pres. Library Board of Trustees re need to replace Carnegie Library, 11-21-1955 (2 copies)</li> <li>2. Report: "The Library Story," re growth of library</li> <li>3. Article: "Escondido Patrons Read Selves into New Home," <i>San Diego Tribune</i>, 6-14-1956</li> <li>4. Notice to city Council re special meeting re sales &amp; tax ordinances, 9-28-1956</li> <li>5. Government Code re Brown Act</li> <li>6. Program: "Dedication of New Library Building," 12-16-1956</li> <li>7. Picture: 1956 library</li> <li>8. Article: "Public Forum," 10-17-1958</li> <li>9. Article: "Martha Roick . . . Reserve Fund," <i>D.T.A.</i>, 8-6-1964</li> </ol>

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		10. Picture: Liquid amber trees, <i>T.A.</i> , 3-16-1969 11. Article: "Council oks library study," <i>T.A.</i> , 9-7-1972 12. Letter to Mayor and City Council from undersigned re appreciation for appropriations fund to enlarge library, n. d. 13. Article: "Council in delay on deadlines," <i>T.A.</i> , 2-18-1973 14. Article: "Bids aired on library work," <i>T.A.</i> , 4-23-1973 15. Article: "Bid error up to contractor," <i>T.A.</i> , 4-27-1973 16. Article: "Library construction progresses," <i>T.A.</i> , 5-31-1973 17. Article: "Ground level," <i>T.A.</i> , 11-8-1974 18. Article: "City puts Curves in Library Walk, <i>San Diego Union</i> , Jan. 1975 19. Article: "Public Forum," <i>T.A.</i> , 3-19-1975
<b>I-2</b>		<b>General Files, Box 2: Library, 1982 – Z</b>
	1	Library, 1982 1. Ms: "Proposal for Preparing a Building Program and Serving as Library Consultant for Escondido Public Library," Raymond Holt, 12-28-1976 2. Article: "Consultant accepted for library," <i>T.A.</i> , 1-26-1977 3. Report: "A Library Building to Match User Needs: A Building Program for the Escondido Public Library," Raymond Holt, May 1977
	2	Library, 1982 1. Article: "Site for library weighed," <i>T.A.</i> , 1-9-1973 2. Article: "No sale, city told by club," [Woman's Club], <i>T.A.</i> , 4-12-1973 3. Article: "Council endorses library location," <i>T.A.</i> , 11-30-1973 4. Article: "Council in quandary over site," <i>T.A.</i> , 2-6-1974 5. Article: "Library site question resolved," <i>T.A.</i> , 2-14-1974 6. Article: "Property for library on agenda," <i>T.A.</i> , 8-3-1974 7. Article: "Library topic for council," <i>T.A.</i> , 1-25-1977 8. Article: "Library site okayed," <i>T.A.</i> , 2-9-1977 9. Article: "Library site aid enlisted," <i>T.A.</i> , 2-21-1977 10. Article: "City considers lot purchase," <i>T.A.</i> , 3-25-1977 11. Article: "Library plan rift stirring," <i>T.A.</i> , 6-5-1977 12. Article: "Library allocation approved," <i>T.A.</i> , 6-22-1977 13. Article: "Library expansion sought," <i>T.A.</i> , 6-27-1977 14. Article: "Library proposals studied," <i>T.A.</i> , 8-4-1977 15. Article: "Block Sought for Library in Escondido," <i>San Diego Union</i> , 8-4-1977 16. Article: Escondido Faces Resistance in land Drive for Library," <i>San Diego Union</i> , 8-7-1977. 17. Article: "Branch libraries urged," <i>T.A.</i> , 8-12-1977 18. Article: "Forced by city to move," <i>T.A.</i> , 8-25-1977 19. Article: "Library architect sought," <i>T.A.</i> , 8-26-1977 20. Article: "Library site need debated," <i>T.A.</i> , 9-8-1977 21. Article: "Library plan returns to council," <i>T.A.</i> , 9-20-1977 22. Article: "Library hearing continued," <i>T.A.</i> , 9-22-1977 23. Article: "Escondido Delays Library Decision," <i>San Diego Union</i> , 9-22-1977 24. Article: "Library," <i>T.A.</i> , 9-27-1977 25. Article: "Library expansion proposal," <i>T.A.</i> 9-27-1977 26. Article: "Condemnation of property scored," <i>T.A.</i> , 10-2-1977 27. Article: "Council sets hearings," <i>T.A.</i> 10-4-1977 28. Article: "Condemnation of property," <i>T.A.</i> , 10-6-1977

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>29. Article: "Library lawsuits approved," <i>T.A.</i>, 10-6-1977</p> <p>30. Article: "Citizen planners," <i>T.A.</i>, 10-11-1977</p> <p>31. Article: "Opinion," <i>T.A.</i>, 10-12-1977</p> <p>32. Article: "Library land buy advances," <i>T.A.</i>, 10-27-1977</p> <p>33. Article: "Library expansion," <i>T.A.</i>, 11-4-1977</p> <p>34. Article: "Using the library," <i>T.A.</i>, 11-6-1977</p> <p>35. Article: "Result touches backers, foes," <i>T.A.</i>, 11-9-1977</p> <p>36. Article: "People forced issues," <i>T.A.</i>, 11-15-1977</p> <p>37. Article: "Library plan comes before council again," <i>T.A.</i>, 4-18-1978</p> <p>38. Article: "Library plan fades into past," <i>T.A.</i>, 4-20-1978</p> <p>39. Article: "A response," <i>T.A.</i>, 6-4-1978</p> <p>40. Article: "Library vital," <i>T.A.</i>, 6-25-1978</p> <p>41. Article: "City okays library design fee," <i>T.A.</i>, 8-21-1978</p> <p>42. Article: "A chapter from the life of a library," <i>T.A.</i>, 11-19-1978</p> <p>43. Article: "Council will air library proposal," <i>T.A.</i>, 11-28-1978</p> <p>44. Article: "City library construction may start in spring 1980," <i>T.A.</i>, 12-1-1978</p> <p>45. Article: "Libraries must be saved," <i>T.A.</i>, 12-15-1978</p> <p>46. Article: "City endorses new library," <i>T.A.</i>, 2-8-1979</p> <p>47. Article: "Escondido finds place for culture," <i>T.A.</i>, 2-19-1979</p> <p>48. Article: "Public library," <i>T.A.</i>, 4-2-1979</p> <p>49. Article: "Council wants a Spanish look for new library," <i>T.A.</i>, 8-30-1979</p> <p>50. Article: "Library as frills?" <i>Los Angeles Times</i>, 9-30-1979</p> <p>51. Article: "Library architect retained," <i>T.A.</i>, 10-11-1979</p> <p>52. Article: "Readers don't dare stick their noses in the air," <i>T.A.</i>, 4-28-1980</p> <p>53. Article: "City writes chapter for new library," <i>T.A.</i>, 7-24-1980</p> <p>54. Article: "A new chapter," <i>T.A.</i>, 9-24-1980</p> <p>55. Article: "Council to award library bid," <i>T.A.</i>, 9-23-1980</p> <p>56. Article: "Council awards library contract," <i>T.A.</i>, 9-24-1980</p> <p>57. Article: "Ground broken for new library," <i>T.A.</i>, 11-5-1980</p>
<b>I-2 cont.</b>	3	<p>Library, 1982</p> <ol style="list-style-type: none"> <li>1. Flag and certificates, 1981: See <b>Artifacts, I-1.</b></li> <li>2. Program: "Cornerstone Ceremony," 6-27-1981 (3 copies)</li> <li>3. Letter to Walter S. Dill from Jack Anderson re thank you for Cornerstone ceremony, 7-14-1981</li> <li>4. Article: "A preview of the new library," <i>T.A.</i>, 7-6-1981</li> <li>5. Memo to Jack Anderson from Graham Humphrey re moving plans, 7-6-1981</li> <li>6. Article: "Escondido soon to be booked," <i>T.A.</i>, 10-20-1981</li> <li>7. Specifications for moving library materials and equipment.</li> <li>8. Article: "It's moving time for Escondido's new library," <i>T.A.</i>, 11-21-1981</li> <li>9. Article: "Library moving day," <i>T.A.</i>, 12-1-1981</li> <li>10. Article: "Escondido New Library Opens Monday," <i>San Diego Union</i>, 12-4-1981</li> <li>11. Pictures: "The old, and the new," <i>T.A.</i> 12-7-1981</li> <li>12. Article: "Escondido's present," <i>T.A.</i>, 12-8-1981</li> <li>13. Press release re library dedication, 2-1-1982</li> <li>14. Letter to station KOWN from Graham Humphrey re dedication and open house, 2-1-1982</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		15. Letter to Mayor Ron Bittner and City Council from William Fark, library board president, re library dedication 2-1-1982 16. Article: "Library lands a crocodile," <i>T.A.</i> , 2-1-1982 17. Article: "Treasure chest," <i>T.A.</i> , 2-15-1982 18. Invitation: "Dedication of the Escondido Public Library," 2-28-1982 19. Program: "Escondido Public Library," 2-28-1982 (2 copies & dummy) 20. Remarks by Ron Bittner, Mayor, at Dedication, 2-28-1982 21. Article: "Mayor dedicates Escondido library with only 62 words," <i>T.A.</i> , 3-1-1982 22. Ms: Brief history of library and library organization 23. Library orientation information 24. Floral gifts cards (3) 25. Memo to City of Escondido from treasurer of Friends of Library re cost of refreshments for dedication 26. Article: "Packed with visitors, books," <i>T.A.</i> 3-1-1982 27. Article: "Library is pretty but seems sterile," <i>T.A.</i> 3-11-1982 28. Letter to Library Board of Trustees from J. M. Leadholm re new library, 3-16-1982 29. Article: "City Library Has Much to Offer Chamber Members," <i>Escondido Business</i> , June 1982 30. Article: "More readers are checking out new library," <i>T.A.</i> , 12-12-1983 31. Article: "Public library Escondido's crowning jewel," <i>T.A.</i> 8-22-1984 32. Article: "Library officials say remodel job is poor, overdue," <i>T.A.</i> , 8-24-1987 33. Photos: Library construction (8) 34. Slides: Escondido Public Library, June 1981 (4), Phil Reeder)
<b>I-2 cont.</b>	4	Library history Ms: "The History of the Escondido Library and the Important Role That Taxes Played," Lisa Ann Ponce (2 copies)
	5	Library history Ms: "History of the Escondido Public Library," Rosemary Tarensheen, December 4, 1997
	6	Library history - <b>See also Red Binder</b> 1. Ms: "One Hundred Years of Library Service in Escondido," Kathy Cook & Robin Fox (2 copies) 2. Pamphlet, drafts (2) 3. Pamphlet, dummy 4. Notes 5. Article: "An index of tough times," <i>North County Times</i> , 4-16-1990 6. Article: "Library hits 100 and still growing," <i>North County Times</i> , 11-20-1998 7. Separation sheet, Red binder – reference materials
	7	Mathes Center 1. Ms: "Memoirs," R.C. Mathes, 1978 (2 copies) 2. Article: "Play for a child is his or her work," <i>T.A.</i> , 12-20-1979 3. Letter to James Rady, Mayor, from Joyce & Irvin Malcolm re Ken Pinkerton fountain, 10-3-1982 4. Article: "Bye books, hello arts," <i>T.A.</i> , 11-15-1982 5. Letter to Community Services Commission from Jack Anderson re fountain sculpture by Ken Pinkerton with drawing and letter of gift from Joyce and Irvin Malcolm, 12-2-1982



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		6. Article: "Matheses' dolls due in exhibit, <i>The Reporter</i> , 12-7-1983 7. Article: "Although library moved, the book hasn't closed on old site," <i>Times Advocate</i> , 10-6-1992
<b>I-2 cont.</b>	8	Newspaper Indexing Project 1. Article: "These microfilms hold a lot of news stories," <i>T.A.</i> , 3-29-1970 2. Memo to Board of Library Trustees from Graham Humphrey re proposal for indexing <i>Times-Advocate</i> , 5-19-1983 3. Letter to John Armstrong, <i>Times Advocate</i> , from Graham Humphrey re <i>Times Advocate</i> index, 8-12-1983 4. Letter to Graham Humphrey from John Armstrong re <i>Times Advocate</i> index, 8-17-1983 5. Report: "Inventory of Local Newspaper Index as of 3-6-1999 6. Report: "Missing Newspaper Microfilm," 4-17-1999 7. Report: "Escondido Public Library Newspaper Indexing Project," Fred Hastert, 9-25-1999 8. "In Magic" searching guide, pp. 7-11
	9	Old-timers Picnic 1. Proposed plan, 9-9-1962 2. List: Registrations, 9-9-1962 3. Program: 9-8-1963 4. List: Registrations, 1963 5. Letter to Escondido-Do-C-Do Square Dance Club from Henry J. Bulgaretti re Club's performance at picnic, 8-19-1964 6. Program: 9-6-1964 7. List: Registrations, 9-6-1964 8. Article: "Friendships renewed at third old-timers picnic, <i>T.A.</i> , 9-8-1964 9. Program: 4 <sup>th</sup> Annual Independence Day Celebration, 7-4-1968 10. Article: "Emma Einer Nack, 77, is Miss Escondido of 1888," n. s., n. d. 11. Article: Ex-teacher gets Escondido title, n. s., n. d.
	10	Photographs – <b>See also Children's Dept., National Library Week and Pioneer Room</b> 1. Slides: "Paintings by Showcase of the Arts Artists, 1960s," (many in City of Escondido collection), from Marge and Jim Gray (42) 2. Article and photo: "Bronzes exhibited at library" 3. Photos: "Valley Rose Plaza," (The Vineyard), Fred Hastert (7) 4. Photos: 1969, 1971, 1972, 1973, 1976, 1979 5. Ramona Rodgers, Geoffrey Johnson, 11-15-1973 6. Allan Boyd and Doris party, 12-17-1976 7. Girl on horseback, 2-4-1977 8. Cheryl Hoople, 4-1-1979 9. Photos: 1980, 1981, 1982 10. Graham Humphrey, n. d. 11. Separation sheet: Mary Eve Humphrey, library 90 <sup>th</sup> birthday; Pat Buscher and Amy Bridgeman, reference librarians, library 90 <sup>th</sup> birthday
	11	Publicity 1. News release re library services 2. Letter to <i>T.A.</i> from Graham Humphrey re availability of ZIP code #s at the library, 2-27-1967 3. Letter to <i>T.A.</i> from Graham Humphrey re library book additions, 5-8-1967 4. Letter to <i>T.A.</i> from Graham Humphrey re library book additions and

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>library hours, 6-7-1967</p> <p>5. Letter to T.A. from Graham Humphrey re new library books, 8-21-1967</p> <p>6. Memo to Graham Humphrey from Jack Anderson re Fall Recreation Brochure, 8-5-1980</p>
<b>I-2 cont.</b>	12	<p>Registrar of Voters</p> <ol style="list-style-type: none"> <li>1. Notice: "Special Notice to all Deputies" re instructions (2 copies)</li> <li>2. Notice: "To All Deputy Registrars of Voters" re instructions</li> <li>3. "California Government Code/California Election Code" re determining residence</li> <li>4. Form: "Declaration re Change of Name"</li> <li>5. Letter to George Patterson from Graham Humphrey re using library to register voters, 9-7-1973</li> <li>6. Letter to Arthur Murray from Graham Humphrey re need for deputy registrars, 11-26-1973</li> <li>7. List: Volunteer registrars at Escondido Library, 2-14-1974</li> <li>8. Payroll claims, 11-25-1974</li> <li>9. Memo to Deputy Registrars from Registration Section re voter registration forms, 7-30-1976</li> <li>10. Notice: Registrar's change of location, 12-19-1977</li> <li>11. Memo to Deputy Registrars from Registration Section re birth date requirement, 8-18-1977</li> <li>12. Letter to Escondido City Library from Registrar of Voters re elimination of pay for Deputy Registrars, 8-8-1978</li> <li>13. Letter to Staff from Outreach Coordinator re successful registration drive, 12-30-1980</li> </ol>
	13	<p>Serra Cooperative Library System</p> <ol style="list-style-type: none"> <li>1. Article: "Corner park . . ." re joining federal study to investigate cooperation among county libraries, T.A., 4-24-1968</li> <li>2. Article: "City library to participate in federal program 2 years," T.A., 4-25-1968</li> <li>3. Article: "Local library to join regional plan," T.A., 6-18-1970</li> <li>4. Article: "Films added at library," T.A., 10-15-1970</li> <li>5. Article: "Library system to hold annual session in San Diego," T.A., 4-15-1973</li> <li>6. Memo to Serra Libraries from Graham Humphrey re Computerized Circulation/Bibliographic System, 1-15-1976</li> <li>7. Memo to Board of Library Trustees from Graham Humphrey re Joint Exercise of Powers, Seventh Amendment, 5-5-1982</li> <li>8. Memo to Dave Chapman, City Attorney, from Graham Humphrey re resolution for approval of Seventh Amendment, 6-23-1982</li> <li>9. Invoice for damaged film, 11-3-1982</li> <li>10. Memo to City Council from Library Board of Trustees re recommendation that Josephine Chamberlain be re-appointed as representative to Serra Advisory Board, 3-1-1983</li> <li>11. Article: "These local libraries specialize in more than just books," T.A., 8-13-1983</li> <li>12. Library Gift Catalog, 10-1-1983</li> <li>13. Memo to Serra Libraries from Jean Gillam re KPBS Radio Reader Service to the Handicapped</li> <li>14. Report: Serra Cooperative Library Circulation Survey</li> <li>15. Memo to Serra Libraries from Martin Gomez re Distribution of Latino</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>services project materials monies, 7-25-1984</p> <p>16. Memo to City Council from Board of Library Trustees re recommendation that Escondido Public Library remain in Serra Cooperative Library System, n.d.</p> <p>17. Ms: "Registration and Circulation Procedures," n. d.</p>
<b>I-2 cont.</b>	14	<p>Serra Cooperative Library System</p> <p>1. Memo to Librarians of Serra Regional Library System from Raymond M. Holt and Associates re Report, 8-4-1971</p> <p>2. Report: "More Materials for the User: A Study of the Reference and Interlibrary Loan Aspects of the Serra Regional Library System with Recommendations," Raymond Holt and Associates, 8-1-1971</p>
		<b>SERIES II – ADMINISTRATIVE PROCEDURES</b>
<b>II-1</b>		<b>Administrative Procedures, Box 1: A – D</b>
	1	<p>Art – <b>See also Series I, Box 2, Folder 10: Photographs.</b></p> <p>1. Article: "Art books topic of librarian's talk," <i>T.A.</i>, 5-3-1971</p> <p>2. Article: "Library programs scheduled," <i>T.A.</i>, 4-30-1972</p> <p>3. Memo to Board of Library Trustees from Graham Humphrey re donations of art forms, 6-20-1983</p> <p>4. Article: "Art mart funds to buy books," <i>T.A.</i>, 11-8-1973</p> <p>5. Letter to William Fark from Laura Mitchell re donation of theater collection, 9-11-1993</p>
	2	<p>Audiovisual</p> <p>1. Article: "Just for the record," <i>T.A.</i>, 10-20-1969</p> <p>2. Letter from Graham Humphrey re 16mm sound films for circulation, 4-7-1970</p> <p>3. Article: "Library acquires new films," <i>T.A.</i>, 8-21-1970</p> <p>4. Article: "New projector aids program," <i>T.A.</i>, 11-15-1973</p> <p>5. Article: "Growth pleases film librarian," <i>T.A.</i>, 11-16-1973</p> <p>6. Article: "Films for library approved," <i>T.A.</i>, 1-15-1975</p> <p>7. Memo to Tim Huntley from Graham Humphrey re availability of California Administrative Code in the library, 12-23-1977</p> <p>8. Letter to Victoria Carr, Polaroid Corporation, from Graham Humphrey re plan to distribute Sun cameras to libraries, 2-25-1983</p> <p>9. Letter to Graham Humphrey from Victoria Carr re Sun cameras, 2-25-1983</p> <p>10. Article: "Library handling videos," <i>T.A.</i>, 3-7-1983</p> <p>11. Memo to Board of Library Trustees from Graham Humphrey re audio-visual insurance, 5-31-1983</p> <p>12. Letter to Public Libraries from Patricia Siegel, Child Development Program re resources, 4-11-1984</p> <p>13. Letter to Doreen Mercier from Graham Humphrey re Polaroid Instant Slide System, 9-12-1984</p> <p>14. Memo to David Chapman from Graham Humphrey re use of library audiovisual insurance fund, 2-6-1985</p> <p>15. Article: "The library: it isn't just for books any more," <i>T.A.</i>, 8-20-1990</p> <p>16. Article: "Video Library," <i>Los Angeles Times</i>, 8-6-1992</p>
	3	<p>Board of Library Trustees</p> <p>1. Letter to Guy Ashley, City Clerk from Martha Roick, Librarian, re re-appointment of Library Trustees [ Darwin Ting, Pat Murray], 6-7-1953</p> <p>2. Article: "Public servant," [Darwin Ting], <i>T.A.</i>, 7-24-1968</p> <p>3. Article: "Honor paid to trustee of library," [Ruth Emerson], <i>T.A.</i>, 7-27-</p>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>1970</p> <ol style="list-style-type: none"> <li>4. Article: "Two women selected for advisory panels," [Susana Jauregui], <i>T.A.</i>, 11-8-1974</li> <li>5. Article: "Meet delayed," <i>T.A.</i>, 9-7-1976</li> <li>6. Article: "Term ending for trustee," [Josephine Chamberlain], <i>T.A.</i>, 6-9-1977</li> <li>7. Article: "Two jobs filled by council," [Edith Wheeler], <i>T.A.</i>, 11-24-1977</li> <li>8. Memo to Ray Windsor from Jack Anderson re expiration of library board term [Marta Palmerton], 7-2-1980</li> <li>9. Article: "Library board reports on vacancy," <i>T.A.</i>, 9-16-1980</li> <li>10. Memo to city council from Elsie Kroesche re resignation from board of library trustees, 2-29-1984</li> <li>11. Article: "Library post quit in protest of expenses," [Elsie Kroesche], <i>T.A.</i>, 3-6-1984</li> <li>12. Letter to Virgil Bergman from Linda Hill, City Clerk, re his appointment to the board of library trustees, 4-2-1984</li> </ol>
<b>II-1 cont.</b>	4	<p>Book/periodical Selection, 1965-1975</p> <ol style="list-style-type: none"> <li>1. Book Selection Policy, adopted by Escondido Public Library Board of Trustees, 9-16-1976 (4 copies)</li> <li>2. Articles: Books added to library collections, <i>T.A.</i>, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975</li> </ol>
	5	<p>Book/periodical Selection 1976-1984</p> <ol style="list-style-type: none"> <li>1. Articles: Books added to library collections, <i>T.A.</i>, 1976, 1977, 1979, 1980, 1981, 1983, 1984</li> <li>2. Letter to Aileen Klaiber from Graham Humphrey re Real Estate Investment Planning portfolios, 11-26-1974</li> <li>3. Letter to Librarians from American Pharmaceutical Association re <i>Handbook of Nonprescription Drugs</i>, Oct. 1982</li> <li>4. Letter to Mary Stevens, Yolo County Library, from Graham Humphrey re deleting "systems reference," 3-29-1983</li> <li>5. Letter to Libraries from U.S.D. Law Library re guidance with law material selections, 11-10-1982 with Graham Humphrey response, 12-20-1982</li> <li>6. Letter to Colleen Ervin, S.D. County Law Library, from Graham Humphrey re library law collection, 3-31-1983</li> <li>7. Letter to Kenneth Lounsbery from Graham Humphrey re law materials, 4-4-1983</li> <li>8. Letter to Arnold Singleton from Graham Humphrey re publications of interest to accountants, 4-19-1983</li> <li>9. Letter to Library from <i>Union Tribune</i> re dependable service, 5-18-1983</li> <li>10. Memo to Board of Library Trustees from Graham Humphrey re lawyers library, 5-24-1983</li> <li>11. Query re "Funding for Renewable Energy and Conservation projects," 6-9-1983</li> <li>12. Letter to Bancroft-Whitney from Graham Humphrey re law reference books, 7-7-1983</li> <li>13. Letter to Lawrence Werbel from Graham Humphrey re reprinting books, 11-2-1983</li> <li>14. Memo to Graham Humphrey from American Management Associates re automatic shipment plan, 2-21-1984</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<ol style="list-style-type: none"> <li>15. Letter to Graham Humphrey from Commerce Clearing House re cancelled subscription, 3-2-1984</li> <li>16. Letter to Graham Humphrey from Kathleen Buttermore, <i>TA.</i>, re policy for auctioning books, 3-28-1984; response, 4-7-1984</li> <li>17. Letter to Mary Schuette, E.P.L., from San Val Inc. re binding services, 4-10-1984</li> <li>18. Letter to Library from Rand McNally &amp; Co. re disposing of old editions, 8-3-1983</li> <li>19. Letter to Subscriber from Rand McNally &amp; Co. re change in subscription, 5-2-1984</li> <li>20. Letters to Matthew Bender &amp; Co. from Graham Humphrey re "standing order," 4-12-1983, 7-8-1983, 3-22-1984</li> <li>21. Letter to Kaola Books of Canada, Ltd. from Graham Humphrey re purchase of <i>The Canadian Encyclopedia</i>, 7-5-1984</li> <li>22. Order form: San Diego County Population and Housing Estimates, 7-27-1984</li> <li>23. Letter to Parker &amp; Son Publications from Graham Humphrey re cancellation of "standing order," 8-10-1984</li> <li>24. Letter to George Phelps from Graham Humphrey re order for set of <i>Funk &amp; Wagnalls Encyclopedia</i>, 8-24-1984</li> </ol>
<p><b>II-1 cont.</b></p>	<p>6</p>	<p>Book/periodical Selection, [Atheist publications]</p> <ol style="list-style-type: none"> <li>1. Letter to Graham Humphrey from Stephen Thorne, American Atheist Society, re placing "American Atheist" magazine in the library collection, 7-30-1986; Graham Humphrey response, 8-6-1986</li> <li>2. Letter to Graham Humphrey Stephen Thorne re decision against accepting gift subscription to "American Atheist," 10-2-1986; Graham Humphrey response, 10-14-1986</li> <li>3. Statement about book selection policy Graham Humphrey read to Board of Library Trustees, 1-8-1987</li> <li>4. Letter to Virgil Bergman from Marta Palmerton re selection of library materials, 1-8-1987</li> <li>5. Article: "Furor over journal," <i>T.A.</i>, 1-9-1987</li> <li>6. Memo to Graham Humphrey from Serra Research Center re newspaper articles about Society of Separationists, 1-14-1987</li> <li>7. Letter to Graham Humphrey from Franklin Gentes re threat of litigation, 1-16-1987</li> <li>8. Article: "Leader of San Diego Chapter of Atheists is Thorne in Side of Religion," <i>San Diego Union</i>, 1-22-1987</li> <li>9. Article: "Dispute Over Magazine Stirs Contest for Library Post," <i>Los Angeles Times</i>, 1-26-1987</li> <li>10. Article: "A.C.L.U. to sue Escondido over religious banners," <i>T.A.</i>, 1-26-1978</li> <li>11. Article: "Atheist rift heats up library board race," <i>T.A.</i>, 1-27-1987</li> <li>12. Memo to Graham Humphrey from Serra Research Center re "American Atheist" periodical and library holding and policies, 1-27-1987</li> <li>13. Letters pro and con re inclusion of "American Atheist" in library, Jan.-Feb, 1987</li> <li>14. Letter to Graham Humphrey from Johanna E. Tallman re rejection of "American Atheist," 2-7-1987; Graham Humphrey response, 2-10-1987</li> <li>15. Memo to library board from Graham Humphrey re "American</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>Atheist" gift subscription, 2-9-1987</p> <ol style="list-style-type: none"> <li>16. Letter to Board of Library Trustees from Robin O'Hair re refusal to accept "American Atheist," 2-12-1987</li> <li>17. Copies of testimonial letters given to Graham Humphrey by Robin O'Hair in conjunction with her appearance at the trustees meeting of February 12, 1984</li> <li>18. Article: "Library will carry atheist magazine," 2-13-1987</li> <li>19. Article: "Atheist publication in library, n. s., 2-13-1987</li> <li>20. Article: "Library Board to Accept Gift of 'American Atheist'," <i>San Diego Union</i>, 2-13-1987</li> <li>21. Article: "Escondido Gives Atheist Magazine a Trial," <i>Los Angeles Times</i>, 2-13-1987</li> <li>22. Memo to library staff from Graham Humphrey re accepting "American Atheist" for one year, 2-17-1987</li> <li>23. Letter to library board from Kipp &amp; Norma Osborn re opposition to decision to accept "American Atheist," 2-21-1987</li> <li>24. Letter to Graham Humphrey from Fritz Williams, Humanist Society of Harrisburg re protest against library's refusal to display "American Atheist," 2-21-1987</li> <li>25. Letter to Elizabeth Eisenbach, UCLA, from Graham Humphrey re "American Atheist" situation, 2-23-1987</li> <li>26. Article: "Atheist Wants Three Ousted From Library Board," <i>San Diego Union</i>, 2-28-1987</li> <li>27. Memo to City Council and Library Board members from Rod Wood re letter (2-27-1987) from Stephen Thorne, 3-4-1987</li> <li>28. Memo to Serra Libraries from Oceanside Public Library re list of books on Atheism, 3-20-1987</li> <li>29. Letter to Christian Century Foundation from Graham Humphrey re research on background of publications in Escondido library, 4-9-1987</li> <li>30. Letter to Graham Humphrey from "Christian Century" re answer to research questions, 4-16-1987</li> <li>31. Article: "4 Arrests at atheist rally," <i>T.A.</i> 2-19-1987</li> <li>32. Letter to Graham Humphrey from "Christianity Today," re answer to research questions, 5-18-1987</li> <li>33. Letter to Graham Humphrey from "Commonweal" re answers to research questions,</li> <li>34. Memo to Graham Humphrey from Serra Research Center re search for article in "American Atheist" magazine, 6-9-1987</li> <li>35. Letter to Elizabeth Eisenbach, UCLA, from Graham Humphrey re follow up to situation with Society of Separationists, 11-12-1987</li> </ol>
<b>II-1 cont.</b>	7	<p>Book Use</p> <ol style="list-style-type: none"> <li>1. Article: "The Escondido Public Library," <i>T.A.</i>, 12-5-1968</li> <li>2. Article: "Scanahan Wants," <i>T.A.</i>, 12-22-1968</li> <li>3. Article: "Fines rise to 5 cents at library," <i>T.A.</i>, 12-26-1968</li> <li>4. Article: "Tuesday is deadline for book returns," <i>T.A.</i>, 12-29-1968</li> <li>5. Article: "Library Fines Increased at Escondido," <i>San Diego Evening Tribune</i>, 1-3-1969</li> <li>6. Article: "A bookmark is being distributed," <i>T.A.</i>, 4-25-1969</li> <li>7. Article: "Cover's no clue to book," <i>T.A.</i>, 6-14-1969</li> <li>8. Ms: "The Escondido Public Library is experiencing an increase . . . n. s., 1969?"</li> <li>9. Article: "Escondido Public Library operates on honor system," <i>T.A.</i>,</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>3-21-1971</p> <ol style="list-style-type: none"> <li>10. Article: "Library changes proposed," <i>T.A.</i>, 4-1971</li> <li>11. Graph: "Registration of borrowers, 1976-77; 1980-81; 1981-82; 1982-83"</li> <li>12. Article: "Escondido librarian finds lost books hit new volumes," <i>T.A.</i>, 2-23-1978</li> <li>13. Article: "Use of library increases, so help is needed," <i>T.A.</i>, 4-2-1982</li> <li>14. Memo to Board of Library Trustees from Graham re library fines and fees, 6-8-1982</li> <li>15. Memo to David Chapman from Jack Anderson re Board of Library Trustees' responsibility relating to fines, 9-2-1982</li> <li>16. Memo to Marta Palmerton from Dave Chapman, City Attorney, re legal opinion on setting of library fines, 9-7-1982</li> <li>17. Memo to Board of Library Trustees from Graham Humphrey re change of policy on overdue notices, 6-3-1983</li> <li>18. Article: "City Library offers amnesty deal," <i>T.A.</i>, 4-9-1984</li> <li>19. Thank you note to librarians from Sherree Squidante, June 1984</li> <li>20. Article: "City's 80-year-old Library Meets Needs of All Ages," <i>Escondido Journal</i>, March 1990</li> <li>21. Article, "A little dough will ease that angst over late books," <i>T.A.</i>, 10-25-1991</li> <li>22. Article: "More check out libraries in recessions," <i>T.A.</i>, 2-21-1992</li> <li>23. Monthly Statistical Report, June 1993</li> </ol>
<b>II-1 cont.</b>	8	<p>Budget</p> <ol style="list-style-type: none"> <li>1. Article: "Council unanimous in OK of \$35 million budget," <i>T.A.</i>, 6-27-1967</li> <li>2. Letter to Darvin Peters from Graham Humphrey re deletion of \$5000 for consultant from 1969-70 budget, 4-2-1969</li> <li>3. Budget Summary and proposed usage Report, 1978-1979, <i>T.A.</i>, 6-1-1978</li> <li>4. Memo to Graham Humphrey from Jack Anderson re Library Trustees Meetings, 2-19-1980</li> <li>5. Memo to Ray Windsor from Ron Bittner re <i>T.A.</i> article, "Local Library Fares Better," 3-17-1980</li> <li>6. Article: "Library trustees approve budget," <i>T.A.</i>, 2-24-1981</li> <li>7. Memo to Rod Wood from William Fark re budget for 1982-83, 2-16-1982</li> <li>8. Article: "How Far should Libraries go to Balance the Books?" <i>Los Angeles Times</i>, 8-4-1982</li> <li>9. Memo to Public Library Directors from ad hoc Committee on Senate Bill 358 Implementation re implementation of SB 358, 11-19-1982</li> <li>10. Note to Graham Humphrey from Jack Anderson re part-time library clerks, 12-14-1983</li> <li>11. Council Agenda item #B2: Amendment to Library Operating Budget, 2-22-1984</li> <li>12. Memo to Doug Clark, City Manager, from Laura Mitchell re changes made to conserve money and resources in 1990-1993, 9-7-1993</li> <li>13. Memo to Laura Mitchell from Joyce Masterson re cost-saving measures, 9-8-1993</li> <li>14. Memo to Joyce Masterson from Laura Mitchell re grants, 9-8-1993</li> <li>15. Expense Account Status Inquiry, n. d.</li> <li>16. Library Account 5101, Encumbrance-Expense Report n. d.</li> </ol>

FOLDER AND ITEM LIST

<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
II-1 cont.	9	Children's Department, 1964 – 1973 Youth books and activities: 1964, 1966, 1968, 1969, 1970, 1971, 1972, 1973
	10	Children's Department, 1974 – 1991 1. Youth books and activities: 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1985, 1988, 1991 2. Letter to NBC Corp. from Graham Humphrey re tape of program, "Missing Children," 8-24-1983 3. Memo to Graham Humphrey from Jack Anderson re decorations in children's department [flags & banners], 10-2-1984 4. Photos: 1967, 1971, 1972, 1974 5. Photos: 1975, 1978, 1979 6. Photos: 1980, 1981 7. Letter from Candace Cameron re program on story telling, n. d.
	11	Correspondence 1. Letter to Bob Dale and Associates from Graham Humphrey re Miron Miller, "Squeaky the Clown," 4-4-1978 2. Letter to S.M. Hauser from Jack Anderson re complaint about library services, 6-13-1981 3. Letter to Ronald Muraoka from Jack Anderson re book donations, 11-4-1981 4. Letter to Rosemarie Mack from Graham Humphrey re billing for audio tape, 10-29-1982 5. Letter to Graham Humphrey from Mary K. Spratly California Library Services Board, re library vendor status, 2-16-1983 6. Letter to Cathey Byrd from Graham Humphrey re returned books, 7-15-83 7. Letter to James Mettinga, Congregational Church, from Graham Humphrey re gift of cassette recordings, 8-3-1983 8. Letter to Lou Garner from Graham Humphrey re information about Escondido 9. Letter to Reference Librarian from Thomas Casille re request for information from Yellow Pages, 11-11-1983 10. Letter to Graham Humphrey from Stacey Lawton re payment due for lost books 11. Petitions for Relief, Bankruptcy Court (2) 12. Letter to Rosemary Lane, Chula Vista Librarian, from Graham Humphrey re circulation system, 2-17-1984 13. Letter to Richard Tempel from Graham Humphrey re missing book, 2-24-1984 14. Letter to Mrs. Samuel Kenniston from E.E. Dixon re research about Daniel Kenniston obituary, 4-23-1984 15. Letter to George Kelly from Graham Humphrey re book fines, 4-24-1984 16. Letter to Brigham Young University from Graham Humphrey re proctor requirements, 6-6-1984 17. Deposit Account Statement from U.S. Printing Office, 6-30-1984 18. Letter to Frank Nowak from E.E. Dixon, reference library, re car accident article, 8-7-1984 19. Letter to Natha Alexander from Graham Humphrey re book fines, 8-10-1984



FOLDER AND ITEM LIST

<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
II-1 cont.	12	<p>Displays/Exhibits</p> <ol style="list-style-type: none"> <li>1. Article: "Bronzes exhibited at library," [William Happ], <i>T.A.</i>, 6-1-1966</li> <li>2. Article: "Post card display at library," <i>T.A.</i>, 6-24-1966</li> <li>3. Article: "Historical display at library," [Civil War, Joseph T. Smith], <i>T.A.</i>, 8-10-1966</li> <li>4. Article: "Library's Christmas display," <i>T.A.</i>, 12-6-1966</li> <li>5. Article: "Are you interested in seeing what the city's new fire alarm boxes look like?" <i>T.A.</i>, 4-15-1967</li> <li>6. Article: "Display at library," [books filmed as motion pictures], <i>T.A.</i>, 8-21-1967</li> <li>7. Article: "Library display on China," <i>T.A.</i>, 4-14-1967</li> <li>8. Article: "Display shows damage to books," <i>T.A.</i>, 6-9-1967</li> <li>9. Article: "Fourth of July display," <i>T.A.</i>, 7-1-1968</li> <li>10. Article: "Just a suggestion," [oceanography display], <i>T.A.</i>, 8-8-1968</li> <li>11. Article: "Things have changed in 80 years," <i>T.A.</i>, 10-4-1968</li> <li>12. Article: "Display at library," [airplanes] <i>T.A.</i>, 10-23-1968</li> <li>13. Article: "Memorial books," <i>T.A.</i>, 1-10-1969</li> <li>14. Article: "Fourth grade books on display," 3-27-1969</li> <li>15. Article: "Youngster's work on display," <i>T.A.</i>, 4-1-1969</li> <li>16. Article: "The Escondido Public Library has display of books on baseball," <i>T.A.</i>, 8-8-1969</li> <li>17. Article: "4-H members display club trophies," <i>T.A.</i>, 10-6-1969</li> <li>18. Article: "Exhibit at Escondido Library," [art], <i>T.A.</i>, 3-11-1970</li> <li>19. Article: "Displays relate Camp Fire aims," <i>T.A.</i>, 9-2-1970</li> <li>20. Article: "Books in featured display," <i>T.A.</i>, 11-11-1970</li> <li>21. Article: "Display at library," [patriotic], <i>T.A.</i>, 2-11-1971</li> <li>22. Article: "Textbook display," <i>T.A.</i>, 5-13-1971</li> <li>23. Article: "Display at library," [League of Women Voters], <i>T.A.</i>, 11-8-1971</li> <li>24. Article: "American History month observed," <i>T.A.</i>, 2-9-1973</li> <li>25. Article: "A Precious Valentine's Day Greeting," <i>San Diego Union</i>, 2-13-1973</li> <li>26. Article: "Escondido Library show poet's books," <i>T.A.</i>, 9-7-1975</li> <li>27. Article: "Toys from nations," [Mathes], <i>T.A.</i>, 11-13-1979</li> <li>28. Memo to Board of Library Trustees from Edith Wheeler et al re proposed policy on "exhibits," 6-29-1982</li> <li>29. Memo to Library Board of Trustee from Graham Humphrey re display case [Lee Snelling donation], 5-20-1983</li> <li>30. Article: "Historic bottles cap relic show," <i>T.A.</i>, n. d.</li> </ol>
II-2		<b>Administrative Procedures, Box 2: E – M</b>
	1	<p>Escondido Reads</p> <ol style="list-style-type: none"> <li>1. Brochure: "The House on Mango Street," Jan 16-Mar 23, 2007</li> <li>2. Fliers: "The House on Mango Street"</li> <li>3. Book Marks: "The House on Mango Street"</li> <li>4. Flier: Lecture by Dr. Pamela Redela, 2-20-2007</li> </ol>
	2	<p>Film Series</p> <p><i>Times Advocate</i> articles about films shown at the Escondido Public Library: 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1982</p>
	3	<p>Goals and objectives</p> <ol style="list-style-type: none"> <li>1. "Mission Statement"</li> <li>2. "Library Bill of Rights," A.L.A., 6-18-948</li> </ol>

**FOLDER AND ITEM LIST**

<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		3. "Basic Objectives," adopted by the Board of Library Trustees, 9-16-1976 4. Memo to Escondido Board of Library Trustees from Graham Humphrey re Short and Long Range Goals, 1-4-1983 5. Ms: "Goals Summary," draft, 11-6-1985 (2) 6. Ms: "A Vision for Excellence, Goals for the Escondido Public Library," draft, 11-20-1985 7. Ms: "A Vision for Excellence, Goals for the Escondido Public Library," draft, 12-4-1985 8. Ms: "A Vision for Excellence, Goals for the Escondido Public Library," draft, 1-22-1986 9. Ms: "A Vision for Excellence, Goals for the Escondido Public Library," 1986 10. Memo to Jack Anderson from Graham Humphrey re Long Range Plan, 2-28-1986 11. Statistical charts, 1970 to 1984
<b>II-2 cont.</b>	4	Humor 1. "The Prowler," T.A., 1967-1977 2. "We Pals," T.A., May 1979 3. "Sh h h h h, If You've Heard This One," T.A., 10-10-1971 4. "Ss h h h h, Remember You're in a Library," T.A., 3-19-1978 5. "Sketch Where It Itches," T.A., 4-2-1978
	5	Long Range Planning 1. Report: "A Study of Library needs for the City of Escondido," Albert Lake, Dec. 1974 2. List: "New Library," March, 1977 3. Memo to Parks & Recreation Dept. from Graham Humphrey re plans for property at 126 E. Third Ave., 5-18-1978 4. "15 Year Projection," draft, n. d. 5. "20 Year Projection," draft, n. d. 6. Ms: "The Board of Library Trustees is concerned . . .," 1974 7. Ms: "Central Library," 8-10-1975 8. Ms: "Escondido has grown . . .," n. d.
	6	Long Range Planning 1. Chart: "Selected Comparisons of Municipal Libraries in San Diego County," 8-3-1984 2. Meeting Notes: "Library Long Range Plan," 11-6-1984 3. Memo to Vernon Hazen, City Manager, from Jack Anderson re Survey of Library Services, Sandag, 2-27-1985 4. Escondido Library Survey and Key dates, March to June, 1985 5. City of Escondido Agenda Item: Approval of Needs Assessment Survey, 3-13-1985 6. Memo To Long Range Planning Committee from Graham Humphrey re Library Usage, 4-29-1985 7. Memo to Long Range Planning Committee from Graham Humphrey re Long Range Planning, Library Statistics. 8-19-1985 8. Memo To City Manager from Jack Anderson re Library Public Survey Material, 9-9-1985 9. Memo to City Council from Jack Anderson re Library Services Survey, 9-19-1985 10. Ms: "Short Range Goals, 1985-1990," Oct. 1985 11. Article: "Growth Rates Highest Ever," T.A., 10-31-1985

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		12. Data Report: "Comparisons Taken From California Library Statistics," 1985 13. Data Report: "Escondido Public Library, Statistical Comparison With California Libraries of Similar Size,"
<b>II-2 cont.</b>	7	Long Range Planning 1. Report: "Escondido Library, Preliminary Report," 2-25-1988 2. Article: "Library plans liked by council," <i>T.A.</i> , 2-25-1993
	8	Meeting Rooms 1. Memo to Fellow Councilmen from Ron Bittner re Library Meeting Room Policy, 10-13-1981 2. Memo to Graham Humphrey from Jack Anderson re Library Meeting Room Policy, 11-14-1981 3. Meeting Room Policy, n. d. 4. Meeting Room Policy, amended 12-9-1982 5. Meeting Room Application 6. Assembly Room Fees Schedule 7. Assembly Room Diagram 8. Memo to Assistant City Manager from Jack Anderson re scheduling of meeting rooms, 6-9-1983 9. Memo to Board of Library Trustees from Graham Humphrey re Turrentine Room uses, 7-6-1983
	9	Memos 1. Interlibrary memos: 1986, 1987, 1988 2. Memos for staff manual
<b>II-3</b>		<b>Administrative Procedures, Box 3: N – Z</b>
	1	National Library Week 1. Article: "Library Week near; city's one of best," <i>T.A.</i> , 4-24-1965 2. Article: "Library Week observed here, April 17-23," <i>T.A.</i> , 4-16-1966 3. News Release: "National Library Week," KOWN announcements, April, 1966 4. Article: "Library week on; read up," <i>T.A.</i> , 4-25-1968 5. Article: "Getting their mental exercise," <i>T.A.</i> , 4-26-1968 6. Article: "Library offers world of ideas," <i>T.A.</i> 4-12-1970 7. Guest Book, 1971 8. Article: "Library Week program set," <i>T.A.</i> , 4-16-1971 9. Article: "Off the page, on the stage," [Jack Smith], <i>T.A.</i> , 4-16-1971 10. Article: "Library Week," <i>T.A.</i> , 4-21-1971 11. Article: "Contest marks National Book Week," <i>T.A.</i> , 11-28-1971 12. Article: "Library Week ahead," 4-4-1973 13. Article: "Special events ahead for Library Week," <i>T.A.</i> , 4-7-1974 14. Article: "Library Week planned," <i>T.A.</i> , 4-15-1974 15. Article: "Author to describe harem experiences," [Marianne Alireza], <i>T.A.</i> , 4-17-1974 16. Article: "EYE sets presentation at library," <i>T.A.</i> , 4-22-1974 17. Article: "Marking library month," <i>T.A.</i> , 4-22-1974 18. Article: "Mayor proclaims library week," <i>T.A.</i> , 4-26-1974 19. Article: "Tea and book fair highlights of Library Week," <i>T.A.</i> , 4-9-1975 20. Article: "Books not only thing at library," <i>T.A.</i> , 3-30-1976 21. Article: "Tea begins Library Week," [David Weiss], <i>T.A.</i> , 3-29-1978 22. Article: "Special Week for library," <i>T.A.</i> , 3-29-1979 23. Article: "National Library Week has local branch booked up," <i>T.A.</i> , 4-

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>6-1992</p> <p>24. Memo to Laura Mitchell from Loretta McKinney re National Library Week: Born to Read!</p> <p>25. Photos: 1971, 1976, 1979</p>
<b>II-3 cont.</b>	2	<p>Parking</p> <ol style="list-style-type: none"> <li>1. Letter to Assistant City Manager from Graham Humphrey re parking lot on adjacent property, 8-21-1968</li> <li>2. Memo to Community Services Commission from Jack Anderson re Library/Mathes Center parking conflicts, 12-2-1982</li> <li>3. Memo to Finance Department from Jack Anderson re parking ticket, 1-14-1983</li> <li>4. Memo to Traffic Division from Jack Anderson re parking control in Library parking lot, 1-21-1983</li> <li>5. Memo to Jack Anderson from Traffic Division re parking control, 1-24-1983</li> <li>6. Memo to Finance Department from Jack Anderson re dismissal of Parking Citation, 2-14-1983</li> <li>7. Recommendation to City Council from Jack Anderson re Implementation of Two Hour Parking Limit, Library Parking Lot, 2-23-1983</li> <li>8. Memo to Police Department from Jack Anderson re Parking Violation Notice, 10-24-1983</li> <li>9. Memo to Police Department from Community Services Department re Library Parking Permits, 11-2-1983</li> <li>10. Memo to Felicita Foundation from Community Services Department re Library Parking Permits, 11-3-1983</li> <li>11. Memo to Police Department from Jack Anderson re Parking Violation Notice, 11-22-1983</li> </ol>
	3	<p>Personnel</p> <ol style="list-style-type: none"> <li>1. Letter to Martha Roick from Ruth Polsky re Graham Humphrey letter of recommendation, 2-22-1964</li> <li>2. Article: "Graham Humphrey, Jr. named assistant librarian here," <i>T.A.</i>, July 1964</li> <li>3. Article: "Greeks had a word for it," [Graham Humphrey wedding shower], <i>T.A.</i>, 10-22-1969</li> <li>4. Article: "Pay hikes going to 8 city aides," <i>T.A.</i>, 7-16-1970</li> <li>5. Article: "Affairs of State," [Graham Humphrey, Patio Playhouse], <i>T.A.</i>, 12-14-1970</li> <li>6. Article: "Escondido Employees Given Raises," <i>San Diego Union</i>, 9-29-1972</li> <li>7. Picture: Graham Humphrey stomping grapes at groundbreaking of 'Vineyard' shopping center, 2-25-1973</li> <li>8. Article: "Graham Humphrey, Jr.," <i>T.A.</i>, 1-31-1975</li> <li>9. Article: "Library work is rewarding," [Candace Cameron], <i>T.A.</i>, 4-17-1975</li> <li>10. Article: "Male librarian feels creative," <i>T.A.</i>, 8-23-1976</li> <li>11. Article: "Library to address local women," [Graham Humphrey, Lucille Morris], <i>T.A.</i>, 9-24-1976</li> <li>12. Article: "Parks and Recreation gets new chief," [Jack Anderson], <i>T.A.</i>, 1-22-1980</li> <li>13. Memo to Graham Humphrey from Jack Anderson re Position Description for Circulation Supervisor, 5-23-1980</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		14. Letter to Marta Palmerton from Jack Anderson re memo about Circulation Supervisor recruitment, 7-3-1980 15. Minutes: Personnel Board of Review, May 21, 1981 16. Article: "Colby, Steinberg wedding," <i>T.A.</i> , 2-7-1982 17. Article: "Reader lauds librarian," <i>T.A.</i> , 2-15-1982 18. Memo to Payroll from Jack Anderson re Part-Time Library Clerks Pay Rate Change, 7-28-1982 19. Letter to City Manager from Dan Fanganello re resignation from library staff, 1-13-1983 20. Memo to City Manager from Jack Anderson re library clerk vacancy, 2-7-1983 21. Memo to Assist. City Manager from Graham Humphrey re Quarterly Review of Part-Time and Temporary Positions, 5-10-1983 22. Memo to Jack Anderson from Graham Humphrey re Library Clerk Vacancies, 5-18-1983 23. Memo to Director of Management Services from Jack Anderson re Fund Carry Over – COM catalog, 6-13-1983 24. Memo to Escondido Board of Library Trustees from Graham Humphrey re Library Staff – Down Two . . . ., 7-28-1983 25. Memo to Assist. City Manager from Jack Anderson re temporary staffing at library, 8-2-1983 26. Memo to Director, Management Services from Graham Humphrey re Library Messenger Clerks, 8-17-1983 27. Letter to City Manager from Jack Anderson re Reduced Library Operations, 8-18-1983 28. Memo to Jack Anderson from Graham Humphrey re Messenger Clerk vacancy, 11-10-1983 29. Article: "Five Escondido employees receive city's merit award," <i>The Reporter</i> , 6-13-1984 30. Letter to Jack Anderson from Darlene Brooks re increase in work load, 2-13-1985 31. Chart: "Possible Staffing and Projected Services, 1984-1990" 32. Article: "New librarian has lots of goals," <i>T.A.</i> , 1-7-1991 33. Library Employee Roster, 7-1-1991 34. Escondido Public Library Organizational Chart, 1994 35. Escondido Public Library Organizational Chart, 1997-98 36. Memo to Library from Patricia Buscher re reference services, 6-15-1998 37. Memo to Library Staff from Jacquie Brinkley re death of Dana LeBrun, 2-9-1999 38. Biographies: William Alexander, Renee Mellor, Sheila Taylor, Jeremy Zagarella, May 1999 39. Memo to Board of Library Trustees from Laura Mitchell re change in formula for Life Standards, 5-13-1999 40. List: "Active [City] Employees as of 8-12-1999" 41. Ms: [Candace Cameron] "25-Year Award" with attached articles and other biographical information. 42. News release re special meeting of Board of Library Trustees regarding reduced library staff, n. d.
<b>II-3 cont.</b>	4	Public Relations 1. Ms: "Some Thoughts on Public Relations" 2. Ms: "Public Relations Program for Public Libraries"

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		3. Ms: "Developing supervisory Skills," Home study course 4. Flier: Library hours, departments, rules 5. Book mark: "Escondido Public Library" 6. Ms: "Library's Purpose" 7. Article: "Literature section to hear city librarian," <i>T.A.</i> , 11-6-1969 8. Article: "Library to sponsor Great Books group," <i>T.A.</i> , 9-28-1970 9. Article: "Library comments vary, good to bad," <i>T.A.</i> , 6-14-1976 10. Schedule: "Great Books Discussion Groups," 1984-85
<b>II-3 cont.</b>	5	Reference Department 1. Article: "When In Doubt Ask the Library," <i>T.A.</i> , Nov. 1965 2. Article: "Library machine makes instant information," <i>T.A.</i> , 7-19-1967 3. Article: "Library selected by state," <i>T.A.</i> , 4-4-1968 4. Article: "When a <i>T.A.</i> reporter . . ." re ombudsman spelling, <i>T.A.</i> , 8-29-1968 5. Article: "City library full of facts," <i>T.A.</i> , 4-1-1976 6. Article: "Reference librarian selected," [Edward Dixon], <i>T.A.</i> , 2-19-1979 7. Article: "Action Editor," <i>T.A.</i> , 7-9-1980 8. Article: "The Escondido Public Library," re looking for back issues of "The Gong," <i>T.A.</i> , 5-16-1983 9. Article: "It's time to check out and he's lost in the stacks," <i>San Diego Union</i> , 11-1-1984
	6	Restricted Access 1. Memo to Holders of Emergency Plan for City of Escondido from Bob Watts, Fire Chief, re Updated List for Annex 10, 3-24-1983 2. Workers Compensation Claim Form [Phylliss Bryan], 9-24-1985 3. Memo to Escondido Public Library Facilities Master Plan Reviewers from David R. Smith re Revision of the Library Facilities Master Plan Alternatives, 5-2-1992 4. "Final Discussion Draft: "Library Facilities Master Plan, 1992-2010," David R. Smith, 4-20-1992 5. "Library Employee Roster as of August 15, 1996"
	7	Scheduling/hours 1. Article: "Library sets morning hours," <i>T.A.</i> , 7-14-1969 2. Article: "Library closing for expansion," <i>T.A.</i> , 11-2-1973 3. Article: "It's book moving time," <i>T.A.</i> , Nov. 1973 4. Memo to Library Staff from Graham Humphrey re holiday schedule, 11-23-1982 5. Memo to Escondido Board of Library Trustees from Graham Humphrey re library closing, 2-15-1983 6. Recommendation to City Council from City Manager re "Adjustment to Library Operating Hours," 3-2-1983 7. Article: "City's decision on cutting library hours shelved by deadlock," <i>T.A.</i> , 3-3-1983 8. Recommendation to City Council from Jack Anderson re reducing library operating hours, 3-9-1983 9. Article: "Library to be closed three nights," 3-9-1983 10. Recommendation to City Council from Vernon Hazen, City Manager, re "Alternative Ways to Leave Library Position Vacant Without Reducing Hours, 3-9-1983 11. Article: "Check it out," <i>T.A.</i> , 3-9-1983 12. Article: "Keeping libraries open is a must," <i>T.A.</i> , 3-24-1983

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		13. Article: "New library suffers growing pains," <i>T.A.</i> , 3-29-1983 14. Article: "Library board cuts books before hours," <i>T.A.</i> , 8-5-1983 15. Memo to City Council from Jack Anderson re library operating hours, 11-28-1983 16. Recommendation to City Council from Jack Anderson re library operating hours, 11-30-1983 17. Memo to Vernon Hazen from Jack Anderson re library operating hours, 12-9-1983 18. Article: "Escondido library's extra hours being used," <i>T.A.</i> , 2-1-1984 19. Article: "15 libraries will trim days," <i>Union Tribune</i> , 4-6-1992 20. Article: "Taxes: Post office, library open late," <i>Times Advocate</i> , 4-15-1992
<b>II-3 cont.</b>	8	Services Manuals 1. Reference Services Policies & Procedures Manual 2. Technical Services Policies & Procedures Manual
	9	Staff Development 1. Memo to Graham Humphrey from Camela Ruby, Consultant California State Library, re audiovisual material about staff development held by State Library [with list], 12-8-1978 2. Letter to Wes Doak, California State Library, from Graham Humphrey re lending audiovisual items, 12-21-1978 3. Memo to Ray Windsor, City Manager, from Jack Anderson re Library Workshop, 5-21-1980 4. Letter to Doris Taylor, City of Anaheim Maintenance Dept., from Jack Anderson re program offered to maintenance personnel, 10-30-1984
	10	Staff Meetings/Staff Manual 1. Minutes: 9-13-1982 2. Minutes: 12-6-1982 3. Minutes: 5-2-1983 4. "Escondido Public Library Staff Manual," approved by Library Board of Trustees 10-10-1991
	11	Trust Funds 1. Decree of Final Distribution: Estate of Eleanor Duval Bordeaux, 4-20-1975 2. Decree of Final Distribution & Will: Estate of Ronald L. Olson, Aug. 9, 1979 3. Memo to Davin Peters, Director of Finance from Ruth Thomas, City Treasurer, re Escondido Public Library Fund[Bordeaux bequest], 10-22-1982 4. Memo to Vernon Hazen from Jack Anderson re Library Trust Funds, 10-23-1982 5. Memo to Jack Anderson from Escondido Board of Library Trustees re decision to retain present method of managing Library Trust Fund., 12-1-1982 6. Memo to Dennis Hackworth, Deputy, from Library Board re change in City Treasurer functions, 8-18-1983 7. Publication: "Library Services in San Diego County: Funding of Public Libraries," League of Women Voters, Sept. 1983 8. Memo to Board of Library Trustees from David Chapman re trust funds and investments, 9-7-1983 9. Memo to Jack Anderson from Graham Humphrey re "Public Library Fund, 1983-1984," 1-31-1984

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		10. Memo to Vernon Hazen from Jack Anderson re Library Trust Fund Investment, 2-9-1984
<b>II-3 cont.</b>	12	Volunteers 1. Article: "Friend of library ends work there," [Allan Boyd], <i>T.A.</i> , 12-22-1976 2. Article: "Books for the homebound," [Mary Eve Humphrey], <i>T.A.</i> , 2-18-1979 3. Article: "Library to honor volunteers," <i>T.A.</i> , 9-18-1979 4. Article: "27 honored for their work at library," <i>Weekly Free Press</i> , 10-4-1979 5. Article: "Library seeks 40 volunteers to facilitate daily operations," <i>T.A.</i> , 4-2-1982 6. Article: "'Hidden treasures' in library keep things going smoothly," <i>T.A.</i> , 3-22-1983 7. Article: "City boosts library literacy program," <i>T.A.</i> , 4-19-1990 8. Article: "Escondido Library Fighting Adult Illiteracy," <i>The News Reporter</i> , 11-29-1990 9. Article: "R B resident honored for literacy work," [Lillie Stovall], <i>Rancho Bernardo Journal</i> , 12-12-1991 10. Article: "A little Altrusa-istic fun never hurt anyone," <i>T.A.</i> , 5-18-1992
		<b>SERIES III: BOARD MINUTES</b>
<b>III-1</b>		<b>Board of Library Trustees Minutes, Box 1: 1898 – 1940</b>
	1	Library Board Minutes, 1898 – 1919
	2	Library Board Minutes, 1919-1927
	3	Library Board Minutes, 1928-1933
	4	Library Board Minutes, 1934-1940
<b>III-2</b>		<b>Board of Library Trustees Minutes, Box 2: 1940 – 1980</b>
	1	Library Board Minutes, 1940-1952
	2	Library Board Minutes, April 1952 – Jan. 21, 1974
	3	Library Board Minutes, 1974-1980
<b>III-3</b>		<b>Board of Library Trustees Minutes, Box 3: 1967 – 1986</b>
	1	Library Board Minutes, 1967-1969
	2	Library Board Minutes, 1970-1972
	3	Library Board Minutes, 1973-1974
	4	Library Board Minutes, 1975-1976
	5	Library Board Minutes, 1977-1978
	6	Library Board Minutes, 1979-1980
	7	Library Board Minutes, 1981
	8	Library Board Minutes, 1982
	9	Library Board Minutes, 1983
	10	Library Board Minutes, 1984
	11	Library Board Minutes, 1985
	12	Library Board Minutes, 1986
	13	Library Board Minutes, 1987
<b>III-4</b>		<b>Board of Library Trustees Minutes, Box 4: 1988 – 1991</b>
	1	Library Board Minutes, 1988
	2	Library Board Minutes, 1989
	3	Library Board Minutes, 1990
	4	Library Board Minutes, 1991



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<b>SERIES IV – COMPUTER SERVICES</b>
<b>IV-1</b>		<b>Computer Services, Box 1: A – Z</b>
	1	<p>Automation</p> <ol style="list-style-type: none"> <li>1. Letter to Marco Thorne, San Diego Public Library, from Graham Humphrey re feasibility of contracting with San Diego Library for card sorting, 3-17-1969</li> <li>2. Letter to Brodart Industries, Ember &amp; Associates, and Auto Graphics from Graham Humphrey re “Com” card catalog, 5-24-1979</li> <li>3. Letter to National Technical Information service from Graham Humphrey re library automation system, 4-7-1981</li> <li>4. Memo to City Council from Ray Windsor, city manager, re computerized card catalog system, 4-24-1981</li> <li>5. Memo to Ray Windsor from Jack Anderson re purchase of computer output microform (COM) catalog, 7-23-1981</li> <li>6. Memo to Graham Humphrey from Jack Anderson re bidding the COM catalog equipment, 8-7-1981</li> <li>7. Memo to Cheryl Stewart, purchasing agent, from Jack Anderson re purchasing COM catalog, 3-24-1982</li> <li>8. Memo to Jack Anderson from Graham Humphrey re Brodart bid for COM catalog, 6-29-1982</li> <li>9. Memo to Rod Wood from Jack Anderson re library equipment purchases, 7-8-1982</li> <li>10. Memo to City Council from Jack Anderson and Rod Wood re purchase of COM catalog, 7-21-1982</li> <li>11. Memo to Graham Humphrey from Jack Anderson re purchase requisitions, 7-29-1982</li> <li>12. Memo to Dar Peters, finance director, from Jack Anderson re library staffing for data conversion for COM catalog, 10-19-1982</li> <li>13. Memo to Library Board of Trustees from Jack Anderson re Automated Circulation System planning, 11-17-1982</li> <li>14. Recommendation to City Council from Jack Anderson re approval of transfer of \$13,000 from library construction account to library part-time salaries budget, 12-1-1982</li> <li>15. Article: “Automation comes to Escondido library, <i>T.A.</i>, 12-11-1984</li> <li>16. Letter to Vern Hazen, city manager, from Board of Library Trustees re recommendation to increase staffing because library was behind on entering card catalog data into COM, 2-7-1985</li> <li>17. Article: “Escondido: library goes to computers,” <i>T.A.</i>, 11-12-1987</li> </ol>
	2	<p>‘Coin-op’ computers</p> <ol style="list-style-type: none"> <li>1. Letter to Lewis Kornfeld [Radio Shack], from E.E. Dixon (reference librarian) re coin-operated microcomputers, 3-26-1980</li> <li>2. Article: “Escondido library may get ‘coin-op’ computers soon, <i>T.A.</i>, 7-11-1983</li> <li>3. Memo to Graham Humphrey from Dennis Hackworth, city attorney, re proposed contract with Compumat Co., 9-7-1983</li> <li>4. Agreement: “Installation of Compu-mate II Computer System, n. d.</li> <li>5. Article: “A few log in on library’s coin-op computer,” <i>T.A.</i>, 12-1-1983</li> </ol>
	3	<p>Computer System Study</p> <ol style="list-style-type: none"> <li>1. Memo to Rod Wood from Jack Anderson re library computer study and Requests for Proposal (RFP). 11-1-1983</li> <li>2. Letter to Robert Metzger from Jack Anderson re RFP for automated circulation program, 11-18-1983</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		3. Letter to Jack Anderson from Gene Rothstein re automated library circulation system, 12-5-1983 4. Memo to Rod wood from Jack Anderson re proposal from CL Systems, about hardware and software for library, 2-9-1984 5. Letter to Jack Anderson from CL Systems, Inc. re costs for a 7-year time frame, 3-1-1984 6. Community Services Department Project Status Report, n. d.
<b>IV-1 cont.</b>	4	Consultant Request For Proposals (RFPs) 1. Recommendation to Escondido Public Library Trustees from Jack Anderson to retain J. Matthews & Associates to serve as consultant for automated services project, 2-14-1984 2. Letter to prospective consultants for library computer selection, draft, 5-9-1984 3. List of prospective consultants 4. "Request for Proposal," draft, 5-30-1984 5. Letters to prospective consultants requesting RFPs, 7-2-1984 6. Memo to Jack Anderson from Tim Huntley, director of management services, re suggestions for rewriting RFP, 7-3-1984 7. "Request for Proposal, 10-1-1984
	5	Consultant Responses 1. Proposal from Information Systems Consultants, 7-24-1984 2. Proposal from Arthur Young, 8-3-1984 3. Letters to prospective consultants resubmitting requests for RFPs, 9-5-1984 4. Letter to Jack Anderson from San Diego Data Processing Corp. re request to present and demonstrate "Automated Circulation & Management Information System, 10-17-1984 5. Letter to Jack Anderson from H.B.W. Associates, Inc. re submission of proposal, 11-26-1984 6. Letter to Jack Anderson from J. Matthews & Associates re submission of proposal, 11-26-1984 7. Recommendation to City Council from Jack Anderson to approve a process for selecting a consultant to assist with the library automated services project, 11-28-1984 8. Proposal from J. Matthews and Associates, Inc. 11-30-1984 9. Proposal from Ringgold Managements Systems, Inc. 11-30-1984 10. Proposal from Susan Baerg Epstein, Limited, 11-30-1984 11. Letters to prospective consultants announcing selection of three firms for further consideration: Ringgold, J. Matthews & SBE Limited, 1-10-1985 12. Letter to George Sidman from Graham Humphrey re correction in RFP, 10-28-1985
	6	Consultant Selection Committee 1. Recommendation to City Council from Jack Anderson to approve a process to select a consultant to assist with Library Automated Services, 11-28-1984 2. Memo to Library Board of Trustees from Jack Anderson re review of computer consultant's RFPs, 12-10-1984 3. Memo to Library Board of Trustees from Jack Anderson re review of computer consultant's RFPs, 12-17-1984 4. Memo to Library Computer Consultant Committee from Jack Anderson re review of proposals, 12-27-1984

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		5. Memo to Library Computer Consultant Committee from Jack Anderson re consultant interview of three firms, 1-10-1985 6. Letter to Ringgold Management Systems, Inc. re interview, 1-10-1985 7. Memo to Consultant Committee from Jack Anderson re reminder of consultant interviews, 1-17-1985 8. Notes: consultant interviews
<b>IV-1 cont.</b>	7	Consultant – S.B.E., Limited 1. Recommendation to City Council from Jack Anderson to authorize contract with S.B.E, Limited, 2-10-1985 2. Letter to Jack Anderson from S.B.E., Limited re draft contract and tentative timeline, 2-24-1985 3. Letter to S.B.E., Limited from Jack Anderson re selection as consultant, 3-4-1985 4. Memo to Franne Fecara, Assistant City Attorney, from Jack Anderson re contract for library automation consultant, draft, 3-14-1985 5. Letter to Susan Epstein from Graham Humphrey re first installment of consulting fee, 4-29-1985 6. Contract for Professional Services, 5-6-1985 7. Letter to Sue Baerg Epstein , S.B.E., Limited, from Donna W. Arnold, Computer Operations Coordinator, Oceanside re Central Site Upgrade with prices, 5-14-1985 8. Letter to Susan Epstein from Graham Humphrey re time table, 6-3-1985 9. Memo to Library Board of Trustees from Jack Anderson re recommendation to proceed with Stand Alone Automated Services System for library, 6-10-1985 10. Letter to Susan Epstein from Graham Humphrey re comparative profile of several on-line library systems, 6-28-1985 11. Invoice from S.B.E., Limited, Feb. 1986 12. Undated notes
	8	CL Systems, Inc. [CLSI] 1. Memo to librarians from Graham Humphrey re visit to see CLSI library system in operation, 1-6-1986 2. Memo to Library Board of Trustees from Graham Humphrey re recommendation to award contract for a computerized system to CLSI, 2-11-1986 3. Memo to David Chapman, city attorney, re sample agreement between proposed vendor and city, 2-19-1986 4. Memo to Jack Anderson from Graham Humphrey re library computer location, 3-12-1986 5. Recommendation to City Council from Jack Anderson to authorize staff and consultants begin negotiations with CLSI, 3-12-1986 6. Letter to Graham Humphrey from CLSI re floor lay-out and specifications, 4-16-1986 7. Letter to CLSI from Graham Humphrey re copies of contracts, 4-18-1986 8. Memo to Jack Anderson from Graham Humphrey re CLSI requirements, 4-22-1986 9. Recommendation to City Council from Jack Anderson to sign an agreement with CLSI and City Council Resolution, 5-7-1986
	9	CL Systems, Inc. [CLSI] 1. Agreement between City of Escondido and CL Systems, Inc. for an

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<ul style="list-style-type: none"> <li>Integrated Library System, draft, 3-1-1986</li> <li>2. CLSI Maintenance Agreement</li> </ul>
<b>IV-1 cont.</b>	10	Design Services RFPs and Responses <ul style="list-style-type: none"> <li>1. LIBS 100 site preparations requirement, Dec. 1985</li> <li>2. Letter to five architects from Graham Humphrey re RFP for design services for computer installation, 5-14-1986</li> <li>3. Consultant Evaluation Interview Questions and Consultant Evaluation Form, n. d.</li> <li>4. Proposal for architectural services from Aldreges Associates n. d.</li> <li>5. Proposal for architectural services for new computer room from Robert L. Smith, 6-2-1986</li> </ul>
	11	Vendors <ul style="list-style-type: none"> <li>1. Recommendation to City Council from Jack Anderson to authorize staff and consultants to prepare RFP for computer vendors, 6-26-1985</li> <li>2. Memo to Dan Camp from Jack Anderson re need for terminal printer, 8-14-1985</li> <li>3. Memo to Tim Huntley from Graham Humphrey re acquiring computer, 11-26-1985</li> <li>4. Memo to Board of Trustees, Jack Anderson, and librarians from Graham Humphrey re computer demonstrations, 11-27-1985</li> <li>5. Memo to David Chapman, city attorney, from Graham Humphrey re bids sent out to vendors, 1-21-1986</li> <li>6. Memo to Library Board of Trustees from Graham Humphrey re Library Computer/Bibliofile, 2-11-1986</li> <li>7. List of computer system vendors, n. d.</li> </ul>
		<b>SERIES V – CONSTRUCTION, EQUIPMENT &amp; FURNISHINGS</b>
<b>V-1</b>		<b>Construction, Equipment &amp; Furnishings, Box 1: A</b>
	1	Architect <ul style="list-style-type: none"> <li>1. Letter to Ralph Allen Associates re corrections to architectural plans</li> <li>2. Letter to Graham Humphrey from Ralph Allen, AIA re reference check, 4-20-1982</li> <li>3. Notes re architect, 12-2-1982</li> </ul>
	2	Architectural Drawings, #1 <ul style="list-style-type: none"> <li>1. Finish and door schedules, 8-1-1980</li> <li>2. Library book shelving, 10-17-1980</li> <li>3. Library book shelving, 10-17-1980</li> <li>4. Library book shelving, 10-17-1980</li> <li>5. Bolt setting plan, 10-28-1980</li> <li>6. Partial reflected ceiling plan, 11-13-1980</li> <li>7. Reflected ceiling plan, 11-25-1980</li> <li>8. Restrooms, 12-4-1980</li> <li>9. Roof plan, details of A.E.F. low standing seam system, 12-22-1980</li> </ul>
	3	Architectural Drawings, #2 <ul style="list-style-type: none"> <li>1. Automatic energy control system wiring diagram, 1-3-1981</li> <li>2. Glass doors, 2-24-1981</li> <li>3. General notes, elevations, details floor plans, 11-3-1981</li> </ul>
	4	Architectural Drawings, #3 <ul style="list-style-type: none"> <li>1. “Contract Documents &amp; Special Provision Specific for Computer Installation &amp; Interior Modifications at Escondido Public Library”</li> <li>2. Computer installation &amp; interior modifications, cover sheet, 12-5-1986</li> <li>3. Computer installation &amp; interior modifications, legend, schedules, one line diagram, 12-5-1986</li> </ul>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
V-1 cont.	5	Architectural Drawings, #4 1. Computer installation & interior modifications, legend, schedules, on line diagram, 12-5-1986 2. Computer installation & interior modifications, partial first floor plan/notes, 12-5-1986
	6	Architectural Drawings, #5 1. Steel book stack addition with stack lighting, 1-29-1990 2. First floor plan, n. d. 3. Second floor plan, n. d. 4. Site plan, n. d. 5. Floor plan, n. d.
	7	Audio/Visual Equipment 1. Letter to Sonex Dept. from Graham Humphrey re Sonex Silent Station, 3-10-1983 2. Letter to Coast Video Distributing, Inc. from Graham Humphrey re VCR cases, 9-19-1984
V-2		<b>Construction, Equipment &amp; Furnishings, Box 2: B – H</b>
	1	Bids 1. Memo to C.A. Larsen, contractor, from Ralph Allen re revision to shelving, 3-4-1981 2. Letter to Ralph Allen from E.E. Dixon, reference librarian, re adjustments to "Notice Inviting Bids," 4-28-1981 3. Memo to C.A. Larsen from Ralph Allen re circulation desk modifications, 6-11-1981 4. "Notice Inviting Bids for Furniture and Shelving," 7-14-1981 5. Recommendations to City Council from Ray Windsor to award bid, 8-19-1981, 8-26-1981, 10-28-1981 6. Bid from K.D. Interiors re record browser and exhibit case, 9-21-1982 7. Quote from Scibilia & Sons re curb painting, 5-6-1985 8. Bid from Bryant Organization, Inc. re reproofing, 6-26-1989
	2	Compression Tests 1. Report of compression tests by Southern California Testing Laboratory, 12-16, 12-17, 12-18, 12-19, 12-22, 12-23, 12-29, 12-30-1980; 1-9-, 1-16, 1-3-, 3-4-1981 2. Letter to Ralph Allen & Partners from Southern California Soil & Testing, Inc. re report of In-Place Density Tests, 1-16-1981
	3	Contractor Conformance Reports 1. C.A. Larsen Subcontractor List, 10-6-1980 2. Reports: J.L. Davidson Co. 10-22-1980, 8-23-1980, 10-24-1980, 10-25-1980
	4	Design Problems – <b>See also Series V, Box 3, Folder 6.</b> 1. Letter to Ralph Allen from Jack Anderson re lack of gutters, heating and change orders, 12-8-1981 2. Letter to Ralph Allen from Jack Anderson re change orders, 1-20-1982 3. Memo to Rod Wood from Jack Anderson re wall stains, 3-16-1982 4. Memo to Jack Anderson from Paul Hinrichs, Building Department, re roof drainage, 4-2-1982 5. Memo to City Attorney from Rod Wood, re design problems, 4-6-1942 6. Letter to Jack Anderson from Ralph Allen re projection screen and emergency lighting, 4-12-1982 7. Letter to Ralph Allen from Jack Anderson re gutters and flashing

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>extensions, 4-14-1982</p> <ol style="list-style-type: none"> <li>8. Letter to Ralph Allen from Graham Humphrey re heating problems, 4-18-1982</li> <li>9. Memo to Rod Wood from Jack Anderson re design problems, 4-21-1982</li> <li>10. Letter to Jack Anderson from Ralph Allen re wall stains, 5-13-1982</li> <li>11. Letter to Ralph Allen from Jack Anderson re lack of communication, 8-3-1982</li> <li>12. Photos: Stains on library walls n. d.</li> <li>13. Letter to Jack Anderson from Ralph Allen re wall stains, 8-16-1982</li> <li>14. Memo to Jack Anderson from Dennis Hackworth, Deputy City Attorney re design problems, 9-28-1982</li> <li>15. Memo to Dennis Hackworth from Jack Anderson re meeting with Ralph Allen to discuss design problems, 11-2-1982</li> <li>16. Notes re problems with lights, doors, heating and air conditioning by E.E. Dixon, reference librarian, 11-5-1982</li> </ol>
<b>V-2 cont.</b>	5	<p>Doors</p> <ol style="list-style-type: none"> <li>1. Submittal from Metal Doors &amp; Frames Co., "Frames and Doors," 10-27-1980</li> <li>2. Submittal from Pauletto Cabinet, "Doors from Durano Door Supply, Inc., 11-24-1980</li> <li>3. Submittal from Dor-O-Matic, 12-3-1980</li> <li>4. Transmittal to Jack Anderson from Ralph Allen re partial automatic-door submittal, 1-19-1981</li> <li>5. Transmittal to Dan Fagan from Ralph Allen re Blumcraft door submittal, 4-3-1981</li> <li>6. Letter to Jack Anderson from C.A. Larsen re entry and exit doors, 5-24-1982</li> <li>7. Submittal from Cal Door Specialties, Inc., 6-17-1982</li> <li>8. Letter to C.A. Larsen from Ralph Allen re Ronan &amp; Kunzi Doors, 6-23-1982</li> <li>9. Letter to Jack Anderson from Ralph Allen re status of automatic doors, 5-11-1982</li> <li>10. Letter to Jack Anderson from C.A. Larsen re operation of entry doors, 11-16-1982</li> <li>11. Job quote from Cal Dor Specialties, Inc. re front entrance doors, 2-9-1984</li> </ol>
	6	<p>Electrical</p> <ol style="list-style-type: none"> <li>1. Submittal from Commercial Electric Co., "Walker Duct Systems, Deco Panels, 10-21-1980</li> <li>2. Submittal from Simplex Time Recorder Co. re clocks, 10-28-1980</li> <li>3. Submittal from Frederick Brown Associates re lighting fixtures, 11-24-1980</li> <li>4. Submittal from Lightolier, 11-28-1980</li> <li>5. Submittal from Commercial Electric Co., "Materials for Escondido Library, 12-1-1980</li> <li>6. Submittal from Commercial Electric Co., " Non-Ventilated Transformers, 1-6-1981</li> <li>7. Memo to Ralph Allen from Frederick Brown re emergency lighting system, 12-7-1981</li> <li>8. Memo to Jack Anderson from C.A. Larsen re cost proposal for emergency lighting, 4-21-1982</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		9. Letter to Ralph Allen from Graham Humphrey re sodium lights, 6-29-1982 10. Letter to Ralph Allen from Graham Humphrey re lighting problems, 9-16-1982 11. Letter to Ralph Allen from Graham Humphrey re lighting problems, 10-26-1982 12. Memo to Jack Anderson from Graham Humphrey re ceiling fixtures, 8-14-1985
V-2 cont.	7	Elevators 1. Address list: Elevator companies 2. Submittal from Otis Elevator Co., "Elevators," 12-22-1980 3. Letter to C.A. Larsen from Ralph Allen re color selections for elevators, 2-26-1981 4. Preliminary Order: Passenger elevator No. 71111, 2-26-1982 5. Preliminary Order: Passenger elevator No. 71112, 2-26-1982 6. Letter to Department of Industrial Relations from Graham Humphrey re requirements for elevator #71,111, 3-1-1982 7. "Plans and Specifications for Elevator Repair," 9-17-1987
	8	Fire Protection 1. Submittal from Schmidt Fire Protection Co., Inc., 2-25-1981 2. Bulletin: Central Sprinkler Corporation
	9	Furnishings 1. Equipment Inventory Sheet, 1-24-1977 2. Memo to Graham Humphrey from Ralph Allen re furniture list, 7-17-1980 3. Notes re furniture list, 8-23-1980 4. Letter to Ralph Allen from Graham Humphrey re schedule of furniture and equipment requirements, 12-5-1980 5. Memo to Ralph Allen from Graham Humphrey re need for periodicals stacks, 1-29-1981 6. Recommendation to City Council from Ray Windsor to award bids for miscellaneous furniture, 10-28-1981 7. Memo to Darvin Peters from Graham Humphrey re cash register, 2-1-1982 8. Memo to Rod Wood from Jack Anderson re purchase of equipment, 3-24-1982 9. Memo to Bob Water, Assistant Parks Superintendent, from Jack Anderson re park staff to move furniture, 6-10-1982 10. Memo to Jack Anderson from Graham Humphrey re library flags, 9-14-1982 11. Letter to Graham Humphrey from Nelowet Business Machines re coin operated copier, 11-2-1983 12. Letter to Tiffin Metal Products from Laura Mitchell re order for master key, 6-28-1994 13. Brochure: "Complete Library Furnishings," Gentle Co. 14. Brochure: "Hiebert Fabrics"
	10	Heating and Air Conditioning 1. Warranty, Carrier Air Conditioner, 6-11-1976 2. Submittal and product information from Lemon Grove Sheet Metal Works, 1-27-1980 3. Performance Data re air conditioners 1, 2, 3, 4, 5, 6, 7 4. Submittal from Anemostat, 11-10-1980

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		5. Submittal from Lemon Grove Sheet Metal Works, "Fire Damper Change," 5-21-1981 6. Letter to Ralph Allen from Graham Humphrey re problem with ventilating system in reference office and response, 9-24-1982 7. Memo to Jack Anderson from Graham Humphrey re repairs to damaged ventilating system, 7-24-1984
<b>V-3</b>		<b>Construction, Equipment &amp; Furnishings, Box 3: I – Z</b>
	1	Intercom Equipment 1. Shop Drawing Review comments from Frederick Brown Associates, 2-2-1980 2. Submittal from Raytronics, 12-23-1980 3. Submittal from Soundelier, Inc., Square recess enclosures etc., 3-26-1981
	2	Maintenance 1. Ms: "Preventive Maintenance Procedure," n. d. 2. Instruction sheet: "R.B.C. Preventive Maintenance Procedures, n. d. 3. Memo To Ray Windsor from Jack Anderson re library carpet cleaning, 11-13-1980 4. Letter to Pacific Telephone from Jack Anderson re public telephone service agreement, 2-7-1983 5. Letter to Bobrick Washroom Equipment from Graham Humphrey re vandalism to paper towel dispensers, 9-25-1984 6. Memo to all departments from Dave Creamer, Building Maintenance Superintendent, re use of pagers, 7-27-1990 7. Memo to Jerry Van Leeuwen from Graham Humphrey re downspout installation, 7-16-1990 8. Memo to City Manager from Jack Anderson re cleaning library carpet, n. d.
	3	Paint 1. Frazee Paint Product Descriptions & Specifications, 11-7-1980 2. Submittal from Hon Beswick Painting, "Sherwin-William Products," 12-10-1980 3. Letter to Jack Anderson from C.A. Larson re ductwork paint, 10-13-1981 4. Bid from Prime Coatings to repaint stained walls, 12-7-1982 5. Paint color selector, Bert Gentle Co. 6. Woodgrain designs, Formica Brands
	4	Plumbing 1. Submittal from Advance Plumbing Co., "Plumbing Materials", 11-13-1980 2. Submittal from Advance Plumbing Co., Sanus water closets, Valves, Thorpe insulation, Wall mounted drinking fountain, 11-26-1980 3. HVAC Piping specifications from W.W. Rouse, 12-17-1980 4. Letter to F.T. Andrews, Inc. from Advance Plumbing re piping, 2-12-1981 5. Submittal, [no name], 10-20-1980
	5	Purchase Requisitions 1. Furniture list 2. Requisitions: 1981 3. Requisitions, 1982
	6	Roof Deposition – <b>See also Series V, Box 1, Folder 4.</b> 1. Maintenance Agreement: Clay, Tile and Built-Up Roofing from



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>Asbestos Roofing Co., 10-19-1981</p> <ol style="list-style-type: none"> <li>2. Letter to C.A. Larsen from Graham Humphrey re leaking roof, 4-11-1983</li> <li>3. Letter to C.A. Larsen from Jack Anderson re roof leaks and ceiling tiles, 10-13-1983</li> <li>4. Letter to Dave Creamer from Tremco Co. re roofing and walls, 3-26-1984</li> <li>5. Memo to Deputy City Manager et al from Jack Anderson re draft letter about building problems, 6-7-1984</li> <li>6. Letter to Ralph Allen from Jack Anderson re unresolved building problems, 6-21-1984</li> <li>7. Letter to Ralph Allen from Jack Anderson re minutes of meeting held 7-10-1984,</li> <li>8. Minutes of Board of Trustees meetings: 1-12-1984; 2-9-1984; 5-10-1984, 6-28-1984; 7-12-1984; 11-14-1985</li> <li>9. Minutes of Board of Trustees meetings: 1-8-1987; 4-10-1987; 5-14-1987; 6-11-1987; 7-9-1987; 10-8-1987; 11-12-1987</li> <li>10. Memos from Graham Humphrey re deposition notification, 2-27-1990</li> <li>11. Memo to Graham Humphrey from John Serrano, Deputy City Attorney, re Request for Production of Documents, 4-10-1990</li> <li>12. Memo to Graham Humphrey from John Serrano re records of temporary repairs, 4-19-1990</li> <li>13. Memo to Graham Humphrey et al from John Serrano re Scheduling of Deposition, 2-23-1990</li> <li>14. Memo to Graham Humphrey et al from John Serrano re Notice of Continuation of Depositions,</li> <li>15. Memo to Jerry Van Leeuwen from Graham Humphrey re lack of information, 5-3-1990</li> <li>16. Memo to Jack Anderson et al from Jerry Van Leeuwen re rotted fin walls, 5-7-1990</li> <li>17. Memo to Graham Humphrey from Judy Smith, Legal Assistant, re date of deposition, 5-15-1990</li> <li>18. Memo to Graham Humphrey from Judy Smith re letter from Attorney Joseph O'Brian, 4-30-1990</li> <li>19. Memo to Laura Mitchell from Graham Humphrey re "walk through" with roofing contractor, 5-24-1990</li> <li>20. Notes to Judy Smith from Graham Humphrey re discrepancies in deposition, 7-18-1990</li> <li>21. Article: "Leaky roof is gone, but suit goes on," <i>San Diego Union</i>, 8-11-1990</li> </ol>
<b>V-3 cont.</b>	7	<p>Roof Renovation</p> <ol style="list-style-type: none"> <li>1. Plans and specifications for roof renovation, 5-16-1989</li> <li>2. Bid from Bryant Organization, Inc., 6-23-1989</li> <li>3. Letter to Jerry Van Leeuwen from American Pacific Roofing re suggestions for change in specifications and plans, 10-3-1989</li> <li>4. Memos and notes re start of roof repairs, 10-30-1989; 11-16-1989; 12-5-1989; 12-7-1989</li> <li>5. List of roofing contractors, 1-31-1990</li> <li>6. Memo to Jerry Van Leeuwen from Laura Mitchell re leaks in roof, 3-11-1991</li> <li>7. Memo to Jerry Van Leeuwen from Laura Mitchell re leaks in roof, 3-20-1991</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
V-3 cont.	8	Shelving <ol style="list-style-type: none"> <li>1. Letter to Oakland Public Library from Graham Humphrey re kiosk to place in shopping mall, 10-18-1983</li> <li>2. Letter to Brodart co. from Graham Humphrey re paperback displays to use for video cassette tapes, 9-17-1984</li> <li>3. Letter to Gaylord Bros., Inc. from Graham Humphrey re paperback display unites to use for cassette tapes, 9-17-1984</li> <li>4. Brochure: "Wilson Library Bookstacks"</li> </ol>
	9	Ms: "Specifications for Escondido Library, City of Escondido"
	10	Submittal Data #1 <ol style="list-style-type: none"> <li>1. Ruhn Tile Co., "tiles," 10-8-1980</li> <li>2. Aladdin, Roof &amp; wall insulation, 10-20-1980</li> <li>3. Pre-Mixed Concrete Co., "Cement &amp; aggregate," 10-22-1980</li> <li>4. Asbestos Roofing Co., "Roofing materials," 10-23-1980</li> <li>5. San Antonio Tile, "Clay mission roof tile," 10-23-1980</li> <li>6. Book Drop, 10-27-1980</li> <li>7. Vinyl Tackable Surface, 10-27-1980</li> <li>8. Endicott Clay Products Co., "Bricks," 10-30-1980</li> <li>9. Rain Guard Waterproofing, 11-7-1980</li> <li>10. West Coast Sheet Metal, Inc., "Shop drawings," 11-14-1980</li> <li>11. Superior Hardware Supply Co., "Hardware supplies," 11-14-1980</li> </ol>
	11	Submittal Data #2 <ol style="list-style-type: none"> <li>1. Thorpe Insulation Co., "Thermal insulation materials," 11-18-1980</li> <li>2. La Russa &amp; Sons, Inc., "Lath and plaster," 11-24-1980</li> <li>3. Poly Rex," Polyethylene film," 11-25-1980</li> <li>4. Concrete curing/waterproofing compound, Hunt process, 11-25-1980</li> <li>5. Imperial, "Floor safe, access hatch, ventilating hoods, Kitchen Aid dishwasher, G.E. refrigerator, O'Keefe &amp; Merritt range, Thermador cook top," 11-25-1980</li> <li>6. Da-Lite, "Roll-type screen," 11-26-1980</li> <li>7. Modification of steel for insertion of column cages, 12-2-1980</li> <li>8. Industrial Asphalt: Asphalt paving material, 1-6-1981</li> <li>9. Brochure: "Counter shutters," 1-22-1981</li> <li>10. Donn Corp, "Suspended ceiling system," 2-3-1981</li> <li>11. American Flag &amp; Banner Co., "Flag pole," 2-11-1981</li> <li>12. C.A. Larsen Bulletins re curbs &amp; gutters, washroom equipment, air ducts, sprinkler piping, roof tile, 6-1-1981</li> <li>13. Specification data re bricks &amp; pavers, n. s., n. d.</li> </ol>
<b>SERIES VI – EAST VALLEY BRANCH</b>		
<b>VI-1</b>		<b>East Valley Branch, Box 1: A –B</b>
	1	Architect - Selection Process <ol style="list-style-type: none"> <li>1. Memo to Distribution List from Fred Luedtke, Deputy Director of Public Works re submittal of statement of Qualifications for Architectural Services, 2-26-1992</li> <li>2. Distribution List for architect interviews</li> <li>3. Consultant List of architects</li> <li>4. "Statement of Qualifications for Architectural Services," Gillis Iler &amp; Clark, Architects, 3-9-1992</li> </ol>
	2	Architect "East Escondido Community Center, Project Manual," Gillis Iler & Clark, Architects, May 1993

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
VI-1 cont.	3	Binder #1 1. Schedule & Plans 2. Operating 3. Staff 4. Furniture, furnishings & equipment 5. Miscellaneous
	4	Budget 1. Report: "Escondido Public Library Expenditures by Library Support Groups," 1987 – 1993 2. Memo to Dale from Jerry Van Leeuwen re Big Bear Center costs, 12-17-1991 3. Memo to Fred Luedtke from Laura Mitchell re capital funds allocated to East Escondido Community Center, 6-1-1992 4. Memo to Doug Clark, City Manager, from Fred Luedtke re East Escondido Community Center [E.E.C.C.] budgeted funds & estimated costs, 6-11-1992, 6-15-1992 5. Capital Project Request Form: "E.E.C.C. Building Improvements, 1992-93 6. Memo to Doug Clark from Clay Phillips, Finance Director, re feasibility of proceeding with E.E.C.C., 1-11-1993 7. Recommendation to City Council from Fred Luedtke to authorize bidding of project, 3-24-1993 8. Recommendation to City Council from Fred Luedtke to delay bidding until after adoption FY 93/94 operating budget, 4-14-1993 9. Memo to Doug Clark et al from Fred Luedtke re bid schedule, 5-5-1993 10. Letter to Tony Wanket Construction, Inc. from Fred Luedtke re letter of protest about low bidder, 6-30-1993 11. Memo to Clay Phillips et al from Fred Luedtke re draft agenda for award of bids, 7-19-1993 12. Memo to Fred Luedtke from John Witt re staff report, 8-9-1993 13. Memo to City Council from Doug Clark re consideration of bids, 9-8-1993 14. Recommendation to City Council from Mike Adams to approve budget transfer of funds, 9-7-1994 15. Table: "E.E.C.C. Estimated Costs at 32 Hours Open Per Week," 1993-94; 1994-95 16. Article: "Escondido to move ahead on center," <i>Times Advocate</i> , n. d. 17. Article: "Knowledge under construction," <i>Times Advocate</i> , n. d.
	5	Building Consultant Recommendations 1. Ms: "A Dossier of Consulting Services and Professional Credentials," David R. Smith, Consulting Librarian, 2-1-1990 2. Letter to Graham Humphrey from David Smith re on site evaluation and planning meeting about location sites, 9-12-1990 3. Memo to Laura Mitchell from David Smith re review of Big Bear building information and preliminary space plan, 11-21-1991 4. Memo to Jerry Van Leeuwen from Laura Mitchell re space allocation at E.E.C.C., 11-25-1991 5. Memo to Library Board of Trustees/Library Staff from Laura Mitchell re Facilities Master Plan Survey, 11-25-1991 6. Memo to Library Board of Trustees from David Smith re Master plan for library facilities, 2-28-1992

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		7. Ms: "Facilities Plan, Discussion Topics," David Smith, 3-2-1992
VI-1 cont.	6	Building Program Ms: "East Escondido Community Center Building Program," David Smith
VI-2		<b>East Valley Branch, Box 2: C – Z</b>
	1	Computers 1. Memo to Fred Leudtke from Phil Broughton re telecommuting centers, 11-17-1992 2. Memo to Fred Leudtke et al from Laura Mitchell re telecommuting cubicles, 11-18-1992 3. E.E.C.C. Punch list re computer stands etc., 7-13-1994
	2	Construction RFQ/P 1. "Request For Statement of Qualifications and Proposal for Construction Management Services," 10-21-1991 2. Memo to Steering Committee from Fred Luedtke re RFQ/P, 11-6-1991 3. Memo to Fred Leudtke from Dick Williams re construction contract type [recommends single General Contractor], 6-29-1992
	3	Construction Analysts, Inc., "E.E.C.C. Interior Improvements, Conceptual Estimate," May 29, 1992 1. Summary 2. Library Interior 3. Recreation Center 4. Common Areas
	4	Construction Analysts, Inc., "E.E.C.C. Design Development Estimate," 10-2-1992 1. Summary 2. Library 3. Recreation Center 4. Common Areas
	5	Construction Analysts, Inc., "E.E.C.C. Final Estimate," Jan. 12-1993 1. Notes 2. Summary 3. Library 4. Recreation Center 5. Common Areas
	6	Dedication and Opening 1. Memo to Doug Clark, City Manager, from Laura Mitchell re dedication plaque, 4-6-1994 2. Memo to Doug et al from Jack Anderson re dedication plaque, 4-13-1994 3. Memo to Jim Bernardin from Fred Leudtke re dedication plaque text, 4-13-1994 4. Invitations: "Dedication Ceremonies," 9-10-1994 (3) 5. Flier: Invitation to "Dedication Ceremonies," 9-10-1994 6. Article: "Escondido center's dedication set today, <i>San Diego Union</i> , 9-10-1994 7. Letter to Barbara Loomis from Baker and Taylor, public library services, re Opening Day book collection, 2-17-1996 8. Flier: "East Valley Branch Opening!!" 6-22-1996 9. Program: "Grand Opening," 8-24-1996 (2)
	7	Meetings 1. Minutes: "Kick-off meeting," 9-16-1991

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<ol style="list-style-type: none"> <li>2. Notes: Steering Committee meeting, 10-15-1991</li> <li>3. Agenda: Board of Trustees special meeting, 10-28-1991</li> <li>4. Notes: Steering Committee meeting, 3-9-1992</li> <li>5. Memo to Jerry Van Leeuwen from Laura Mitchell re April 19<sup>th</sup>, 1992 meeting, 4-10-1992 [Shirley Thayer memo re Pioneer Room location, 4-9-1992]</li> <li>6. Memo to Steering Committee from Fred Leudtke re 4-20-1992 meeting notes and revised meeting schedule, 4-23-1992</li> <li>7. Memo to Steering Committee from Fred Leudtke re 5-4-1992 meeting notes and revised meeting schedule, 5-7-1992</li> <li>8. Minutes: Joint Workshop Meeting of Community Services Commission &amp; Library Board of Trustees, 5-21-1992</li> <li>9. Memo to Steering Committee from Fred Leudtke re 5-18-1992 meeting notes, 5-26-1992</li> <li>10. Meeting notice: 6-15-1992 and 6-17-1992 public meeting with project site evaluation sheet.</li> <li>11. Memo to John Witt, Recreation Superintendent, from Monica McClendon, Senior Recreation Supervisor, re summary of responses to E.E.C.C. questionnaire, 6-23-1992</li> <li>12. Memo to Steering Committee from Fred Leudtke re 6-15-1992 meeting notes and summary of project status, 7-9-1992</li> <li>13. Memo to Steering Committee from Fred Leudtke re notice of 11-16-1992 meeting about project status and signage; memo to Doug Clark et al 11-24-1992</li> <li>14. Memo to Steering Committee from Fred Leudtke re 11-16-1992 meeting notes and summary of project status, 12-7-1992</li> <li>15. Memo from Linda Finburgh to Branch Staff re magazine subscriptions and covers, 2-27-1996</li> <li>16. Memo to Branch Staff from Barbara Loomis re agenda items for 3-12-1996 meeting, 3-4-1996</li> <li>17. Agenda: 3-6-1996 Branch Library meeting</li> <li>18. Memo to Laura Mitchell et al from Jo Ann Goldberg re Chula Vista meeting about moving books, 3-8-1996</li> <li>19. Minutes: Branch Meeting, 3-6-1996</li> <li>20. Minutes: Branch Meeting, 3-12-1996</li> </ol>
<b>VI-2 cont.</b>	8	<p>Planning and Design, #1</p> <ol style="list-style-type: none"> <li>1. Ms: "Park Naming Policy," 4-9-1980</li> <li>2. Memo to Jeanne Linthicum from Graham Humphrey re need for branch library, 8-6-1988</li> <li>3. Ms: "Preliminary Report on Branch Library," 8-15-1988</li> <li>4. Ms: "Preliminary Report on Branch Library," 8-29-1988</li> <li>5. Memo to City Council from Library Board of Trustees re expansion of library services, 3-1-1989</li> <li>6. Memo to Board of Library Trustees from Graham Humphrey re branch library in east Escondido, 7-10-1989</li> <li>7. Letter to Graham Humphrey from SANDAG re Escondido Public Library financing needs, 11-29-1989</li> <li>8. Memo to City Council from Graham Humphrey re library expansion of services and annex, 1989</li> <li>9. Letter to Graham Humphrey from SANDAG re regional public facilities financing plan, 2-16-1990</li> <li>10. Memo to Jerry Van Leeuwen from Graham Humphrey re David</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>Smith, Library Consultant, 7-11-1990</p> <ol style="list-style-type: none"> <li>11. Memo to Jerry Van Leeuwen from Graham Humphrey re meeting with David Smith, 8-2-1990</li> <li>12. Memo to Dawn Suits from Laura Mitchell re financing for library study, 5-7-1991</li> <li>13. Ms: "Preliminary Information for Architectural Program," Laura Mitchell, 9-18-1991</li> <li>14. List: "Proposed Furniture &amp; Equipment List," 6-20-1991</li> <li>15. Memo to Dawn Suits from Laura Mitchell re library building consultants list, 6-21-1991</li> <li>16. Memo to Don Anderson from John Witt re community recreation center, 9-20-1991</li> <li>17. Memo to Ron Geow et al from Bill Jardin re Big Bear building up date, 10-17-1991</li> <li>18. Memo to Jerry Van Leeuwen from Fred Leudtke re close of escrow on Big Bear property, 10-17-1991</li> <li>19. Recommendation to City Council from Fred Leudtke re facility planning and design review</li> </ol>
<b>VI-2 cont.</b>	9	<p>Planning and Design #2</p> <ol style="list-style-type: none"> <li>1. Memo to Fred Leudtke from John Witt re recommendations about recreation facilities at E.E.C.C., 3-12-1992</li> <li>2. Ms: "Preliminary Information for Architectural Program," Laura Mitchell, 3-12-1992</li> <li>3. Ms: "E.E.C.C. Summary of Space Needs," Gillis Iler &amp; Clark, 5-18-1992</li> <li>4. Memo to Jon Brindle from Fred Leudtke re environmental review, 6-9-1992</li> <li>5. Recommendation to City Council from Fred Leudtke to approve schematic design and to proceed with construction drawing and bid documents, 7-15-1992</li> <li>6. Memo to Doug Clark from Fred Leudtke re design development and construction documents, 7-24-1992</li> <li>7. Memo to Phil Broughton from Jack Anderson re Park &amp; Ride Program, 8-27-1992</li> <li>8. Memo to Jerry Van Leeuwen from Fred Leudtke re E.E.C.C. construction schedule, 9-4-1992</li> <li>9. Memo to Doug Clark et al from Fred Leudtke re naming of East Escondido Center, 9-14-1992</li> <li>10. Memo to Doug et al from Fred Leudtke re naming center, 9-17-1992</li> <li>11. Meeting notes: E.E.C.C. Project Items, Gillis, Iler &amp; Clark, 9-30-1992</li> <li>12. Memo to Richard Buss et al from Fred Leudtke re building accessibility, 10-5-1992</li> <li>13. Letter to Robert Milberg from Barbara Loomis re specifications for circulation desk, reference desk &amp; children's desk, 10-19-1992</li> <li>14. Diagram: Shelves, 12-1-1992</li> <li>15. Memo to Don Anderson et al from Fred Leudtke re submission of plans for renovation of Big Bear Market to Building Department, 12-8-1992</li> <li>16. Memo to Steering Committee from Fred Leudtke re summary of project status, 3-30-1993</li> <li>17. Memo to Fred Leudtke from Laura Mitchell re need for construction management firm, 7-21-1993</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		18. Memo to Community Center Planners from Jack Anderson re meeting to discuss final aspect of center issues, 8-24-1993 19. Memo to Doug Clark et al from Fred Leudtke re room occupancy loads, 9-8-1993 20. Notice: Preconstruction Meeting, Sept. 1993 21. Ms: "Preconstruction Meeting for E.E.C.C." 10-13-1993 22. Memo to Laura Mitchell from Barbara Loomis re book drop, 12-29-1993 23. Memo to Dan Escalona from John Witt re key system for E.E.C.C., 2-10-1994 24. Memo to Jo Ann Goldberg from Laura Mitchell re opening book and video drops, 5-31-1994 25. Memo to Fred Leudtke from Laura Mitchell re furniture and shelving specifications and warranty period, 6-27-1994 26. Memo to Fred Leudtke from Dan Escalona re air conditioner warranty, 7-5-1994 27. Memo to staff from Paul C. re training schedule for branch assistants, 3-27-1996 28. Memo to Laura Mitchell from Joyce Masterson re Branch Library hours, 5-2-1996 29. Article: "Former supermarket may be a city library," <i>Times Advocate</i> , n. d. 30. Article: "Escondido supermarket to become community center," <i>San Diego Union</i> , n. d.
<b>VI-2 cont.</b>	10	Progress Reports 1. Progress Schedule: 1992, 1993 2. Memo to Fred Leudtke from Doug Clark re query on progress of Big Bear project, 10-11-1993 3. Reports of job meetings; Gillis, Iler & Clark, 2-2-1994, 2-16-1994, 3-3-1994, 3-16-1994, 3-31-1994, 4-13-1994, 5-5-1994, 5-19-1994, 6-2-1994, 6-23-1994, 7-12-1994 4. Memo to Jerry Van Leeuwen from Laura Mitchell re updates about branch library opening, 4-28-1994 5. Memo to Fred Leudtke from Dan Escalona re arrival of gym flooring etc. 6-29-1994 6. Building in Progress Questionnaire, 6-30-1994 7. Memo to Laura Mitchell from Fred Leudtke re Punch List, 10-29-1994
	11	Signage 1. Draft sign for Big Bear center, 3-25-1993 2. Memo to Mike Adams from Fred Leudtke re name for signage, 2-8-1994 3. Memo to Fred Leudtke et al from Ron Geow re East Valley Community Center [E.V.C.C.] sign locations, 6-27-1994 4. Memo to Roseanne Cherry from Fred Leudtke re change in signage and drawings, 6-28-1994 5. Memo to Fred Leudtke from Dan Escalona re query about signs, 2-6-1995 6. "Sign Specifications, East Valley Community Center," 2-15-1995 7. Memo to Fred Leudtke from Laura Mitchell re signage suggestions, 2-23-1995 8. "Comprehensive Sign Program, East Valley Community Center"

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		9. Memo to Fred Leudtke from Robert Melberg re progress on signs, 11-1-1995 10. "Tenant Sign Manual, East Valley Branch Community Center"
<b>VI-2 cont.</b>	12	Site selection 1. Article: "City Council to hear anti-noise arguments," <i>Times Advocate</i> , 1-23-1990 2. Ms: "East City Branch Library Report on Feasibility/Cost," Laura Mitchell, 7-1-1991 3. Memo to Jerry Van Leeuwen from Laura Mitchell re pros & cons of Big Bear Market site, 7-11-1991 4. Memo to Doug Clark from Laura Mitchell re P.K. Walker query, 4-23-1992
		<b>SERIES VII – EPHEMERA</b>
<b>VII-1</b>		<b>Ephemera, Box 1: A – M</b>
	1	Bookmarks 1. Author series 2. Library information series 3. Children series 4. Film series 5. Awards series 6. "How a Book is Made" 7. "Ferrara Winery" 8. "How About Your Public Library?"
	2	Brochures 1. "Ways to a more Enjoyable Life," [Carnegie Library] 2. "Who-oo-oo-o," [Carnegie Library] 3. "Escondido Public Library," 1960 4. "Escondido Public Library," [1982 Library] 5. "Dial-up Access to Escondido Public Library Computer Catalog" 6. "Escondido Public Library Media Services" 7. "Volunteers Awards Ceremony," 4-20-1994 8. "Facts You Should Know About Your Public Libraries in California, c. 1960" 9. "Learning About Sex," Long Beach Public Library, 1961 10. "National Library Week," 1973 11. "Meet the Escondido Public Library" 12. "The Library Element" 13. "Escondido Civic Center" 14. "Reading for Fun," Long Beach Public Library 15. "Children's Book Week" 16. "Escondido Library Endowment Fund" 17. "First Congregational Church of Escondido," 1-31-1999 18. "Escondido Public Library's All time 100 Favorite CDs" 19. "Membership Information," Chamber of Commerce of Escondido 20. "Downtown Escondido" 21. "Shades of California" 22. "At the Center," Jan., Feb., Mar., 1999 23. "San Diego Archaeological Center" 24. "Public Meeting Rooms" 25. "Homebound Service, Escondido Public Library"
	3	Calendars 1. Calendars of Events, Escondido Public Library & East Valley



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		Community Center: April 1981; Feb 1983; Mar 1986; Dec 1996; Jan, April 1997; Jan, Feb, Mar, Apr, May, Jul, Aug, Oct, Nov, Dec, 1998; Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Dec, 1999; Jan 2000 2. City of Escondido: 1970, 1971, 1972, 1974, 1975, 1976, 1977
<b>VII-1 cont.</b>	4	Cards 1. Ferrara Winery 2. Greeting cards (8) 3. Library card, Jan., 1962 4. Rotary lottery cards
	5	Fliers 1. "Something for All Next Week at the Public Library!!!" 1971 2. "Pet Parade," 1978 3. "Edaphosaurus," 7-16-1984 4. "Cougar Bowl, '92," 5-2-1992 5. "Homes of Yesterday," 5-16-1993 6. "Family Reading Festival," 9-10-1994 7. "Second Annual Teen Video Contest," 4-12-1995 8. "Candlelight Home Tour," Old Escondido Neighborhood Group, 12-6-1997 9. "1998/99 Education Programs," California Center for the Arts Escondido 10. "Grape Day Festival," 9-19-1998 11. "Library User Survey," 9-30-1998 12. "Library Birthday Party, 100," 11-23-1998 13. "National Library Week," April, 1999 14. "Mid Summer Picnic," July 24, n. y. 15. "Escondido Library Endowment Foundation," n. d.
	6	Invitations 1. "Libraries United!" First Annual Conference of Serra Regional Library System," April, 1973 2. "Dedication of Escondido Public Library," 2-28-1982 3. "Volunteer Reception," 3-17-1983 4. "Western Barbeque," Public Library, 8-3-1994 5. "Art is Grand," 8-8-1998 6. "Escondido Historical Society Luau & Potluck," n. d.
	7	Maps 1. Slides: Sanborn fire insurance maps 2. "Escondido City Map," Chamber of Commerce, 1997
<b>VII-2</b>		<b>Ephemera, Box 2: N – Z</b>
	1	Newsletters 1. "Hidden Valley Kiwanis Viewpoint," 4-26-1969 2. "Escondido Christian School," 6-1-1973 3. "City Review:" May 1973; Sep 1973; Mar – Apr 1974 4. "News Link," Fall/Winter 1986-87 5. "Librarytalk:" May 1994; July/Aug 1994; Sept/Oct 1994; Nov/Dec 1994; Jan-June 1995; Oct-Dec 1995; Jan – April 1996; Oct 1996; Mar 1997; Aug 1997; Feb 1998; July – Dec 1998; Jan – Mar 1999
	2	Newsletters 1. "News and Views:" Sep 1969; Dec 1971; Feb, Apr, Jun, Aug, Oct, Dec 1972 2. "News and Views:" Feb, Apr, Jun, Aug, Oct, Dec 1973 3. "News and Views:" Feb, Apr, Jun, Aug, Oct, Dec 1974

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VII-2 cont.	3	Newsletters 1. "News and Views:" Feb, Apr, Jun, Aug, Oct, Dec 1975 2. "News and Views:" Feb, Apr, Jul, Sep-Oct, Dec 1976 3. "News and Views:" Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Oct-Nov, Dec 1997
	4	Newsletters 1. "News and Views:" Feb-Mar, Apr-May, Jun-Jul, Aug-Sep, Dec 1978 2. "News and Views:" Feb-Mar, Apr-May; Aug-Sep, Dec 1979 3. "News and Views:" Jun, Aug, Oct, Dec 1980 4. "News and Views: Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Sep-Dec 1981
	5	Newsletters 1. "News and Views:" Jan-Feb, Mar-Apr, Oct-Nov, Winter 1982 2. "News and Views:" Apr-May, Jun-Jul, Aug-Sep, Oct-Nov 1983 3. "News and Views:" Jan, Feb-Mar, Apr-May, Jun-Jul, Aug-Sep, Oct-Nov, Dec 1984 4. "City Talk:" Sep/Oct, Dec 1996
	6	Pamphlets 1. "Your Library Card," 1955 2. "Information Unlimited," 1957 3. "The Diary of the Declaration of Independence," 1957 4. "How to Find Out," 1959 5. "Children's Classics," 1960 6. "La Jolla's House of Many Legends," James Leftwish, 1960 7. "City Manager's Annual Report," 1966-67 8. "Escondido California," 1970 [with business ads] 9. "Pacific Review," 1985 10. "The King of Missions Celebrates 200 Years!" Summer 1998 11. "Learning Together," California Center for Arts, Escondido, 1998-99 12. "Community Connections," Spring 1999 13. "The Sisters Rosensweig," Patio Playhouse, Summer, 1999 14. "Rotary Club of Escondido, Centerview," 2000 15. "Escondido Public Library Volunteer Luncheon, 4-25-2002 16. "Noel," n. d. [Christmas carols] 17. "Emergency Information Handbook," San Onofre Nuclear Generating Station, n. d.
	7	Postcards 1. Local scenes: Santa Maria Store & Post Office, Nuevo in the 1880s [Ramona]; Rube Nelson's Country Store; First Methodist Church of Escondido; Joslyn Senior Center, Grand Avenue, Escondido Train Depot 2. San Marcos: Church; Grocery Store; Grocery Store (2 stories); Train Station 3. San Diego County: Watkin Bros. Livery Stable, Fallbrook; Encinitas Garage; Downtown Oceanside; Carlsbad Health Spa 4. Mission San Juan Capistrano 5. United States (27) 6. Foreign countries (6)
	8	Proclamations 1. National Library Week, April 21-28, 1974 2. National Library Week, April 8-14, 1984 3. National Library Week, April 13-19, 1997

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VII-2 cont.	9	Programs 1. "Ramona," 1981 2. "Dedication Ceremony for the Pearl of the Pacific at Pacific Rim Park," 7-16-1998 [James Hubbell art]
	10	Stationery Escondido Public Library with city seal, Laura Mitchell, librarian
	11	Tapes 1. "Christmas Eve at Grandma's House," Side 1; "Escondido," Side 2, Gene C. Maillard (3 copies) 2. Separation sheet – Oral History tapes: Mary Rockwood Peet, Lloyd Mitchell, Harriett Church, Robert & Ruth Mathes, Frances & Lewis Ryan, Rube Nelson
<b>SERIES VIII – FINANCIAL RECORDS</b>		
<b>VIII-1</b>		<b>Financial Records, Box 1: Accounts Payable</b>
	1	Accounts Payable 1. Expenses: June – Sept 1963; Nov, Dec 1963 2. Expenses: Feb 1964
	2	Accounts Payable Journals 1. Journal: Apr 1964 – Dec 1966 2. Journal: Jan 1967 – Oct 1968
	3	Accounts Payable Journals 1. Journal: Nov 1968 – Jun 1970 2. Journal: Jul 1970 – Mar 1972
	4	Accounts Payable Journals 1. Journal: Apr 1972 – Jan 1974 2. Journal: Feb 1974 – Oct 1975
	5	Accounts Payable Journals 1. Journal: Nov 1975 – Jun 1977 2. Journal: Jul 1977 – Nov 1978
	6	Accounts Payable Journals 1. Journal: Dec 1978 – Jun 1980 2. Journal: Jul 1980 – Jul 1981
<b>VIII-2</b>		<b>Financial Records, Box 2: Appropriation and Expense Ledgers, Library Fund, City of Escondido</b>
	1	Appropriation/ Expense 1. For 12 months ending 6-30-1970 2. For 11 months ending 5-31-1971 3. For 8 months ending 2-29-1972 4. For 11 months ending 5-31-1972 5. For 12 months ending 6-30-1972
	2	Appropriation/Expense 1. For 11 months ending 5-31-1973 2. For 10 months ending 4-30-1974 3. For 12 months ending 6-30-1974 4. Summary of Capital Projects, 9-30-1974 5. Capital project Expense Ledger, Library Facility Study, 10-31-1974 6. Capital Project Expense Ledger, Library Facility Study, 11-30-1974
	3	Appropriation/Expense 1. For 11 months ending 5-31-1975 2. For 12 months ending 6-30-1975 3. 7-31-1975 to 12-31-1975

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
VIII-2 cont.	4	Appropriation/Expense 1. 1-31-1976 to 12-31-1976 2. For 12 months ending 6-30-1976
	5	Appropriation/Expense 1. 1-31-1977 to 12-31-1977 [7-31-1977 missing] 2. For 12 months ending 6-30-1977 3. For 6 months ending 12-31-1977
	6	Appropriation/Expense 1. 2-18-1978; 3-31-1978; 4-30-1978; 5-31-1978; 9-30-1978, 10-31-1978; 11-30-1978; 12-31-1978 2. For 12 months ending 6-30-1978 3. For 6 months ending 12-31-1978
	7	Appropriation/Expense 1. For 7 months ending 1-31-1979 2. For 11 months ending 5-31-1979 3. For 12 months ending 6-30-1979
	8	Appropriation/Expense 1. 6-1-1980 2. 8-19-1980 3. 7-1-1980 through 9-30-1980 4. 7-1-1980 through 11-27-1980 5. 7-1-1980 through 3-6-1981 6. 7-1-1980 through 3-28-1981 7. 7-1-1980 through 1-10-1981 8. 3-15-1982 9. 7-1-1981 through 5-10-1982 10. 6-7-1982
<b>VIII-3</b>		<b>Financial Records, Box 3: Cash Books</b>
	1	Cash Books 1. Jul 1960 – Jan 1964 2. Jan 1965 – Jul 1965
	2	Cash Books 1. Book: Jul 1965 – Jan 17, 1967 2. Book: Jan 17, 1967 – Jul 3, 1968
	3	Cash Books 1. Book: Jul 3, 1968 – Jan 3, 1970 2. Book: Jan 3, 1970 – June 29, 1973
<b>VIII-4</b>		<b>Financial Records, Box 4: Cash Books (fines, refunds, misc.)</b>
	1	Cash Books 1. Book: Jun 29, 1973 – Jul 31, 1975 2. Book: Jul 31, 1965 – Jan26, 1977
	2	Cash Books 1. Book: Jan 26, 1977 – Jun 23, 1978 2. Book: Jul 31, 1978 – Dec 4, 1979
	3	Cash Books 1. Book: Dec 4, 1979 – Apr 6, 1981 2. Book: Apr 6, 1981 – Apr 30, 1982 3. Book: Meeting room rental deposits, 1982
	4	Deposit Receipts [To City of Escondido from Escondido Public Library] 1. Registrar of Voters, 8-23-1974 to 9-15-1978 2. Coin machine proceeds, July 1981 to April 1982

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<ul style="list-style-type: none"> <li>3. Library fines and miscellaneous, June 1981 to May 1982</li> <li>4. Memorial account, July 1981 to February 1982</li> <li>5. Public telephone rebate August 1981 to April 1982</li> </ul>
<b>VIII-5</b>		<b>Financial Records, Box 5: Circulation Records</b>
	1	Circulation Record Books [Margaret George ended duties Aug 9, 1936; Eva Percival became librarian Aug 10, 1936] <ul style="list-style-type: none"> <li>1. Book: Jul 1, 1936 – Jun 30, 1937</li> <li>2. Book: Jul 1, 1937 – Jun 30, 1938</li> <li>3. Book: Jul 1939 – June 1940</li> <li>4. Book: July 1940 – Jun 1941</li> </ul>
	2	Circulation Record Books <ul style="list-style-type: none"> <li>1. Book: Jul 1942 – Jun 1943</li> <li>2. Book: Jul 1943 – Jun 1944</li> <li>3. Book: Jul 1944 – Jun 1945</li> <li>4. Book: Jul 1945 – Jun 1946</li> </ul>
	3	Circulation Record Books <ul style="list-style-type: none"> <li>1. Book: Jul 1946 – Dec 1946</li> <li>2. Book: Jan – Dec 1949</li> <li>3. Book: Jan – Dec 1950</li> <li>4. Book: Jan – Dec 1951</li> </ul>
	4	Circulation Record Books <ul style="list-style-type: none"> <li>1. Book: Jan – Dec 1952; Jan – Dec 1953</li> <li>2. Book: Jan – Dec 1954; Jan – Dec 1955</li> <li>3. Book: Jul – Dec 1959</li> <li>4. Letter to Lloyd Mitchell, City Manager, from Martha Roick, Librarian, re report presented to Library Board, 1-12-1960</li> </ul>
	5	Miscellaneous Records <ul style="list-style-type: none"> <li>1. Deposits in Lieu of Reference: Sep 1965 – Aug 1968</li> <li>2. Fines Account: 1966-1969</li> </ul>
	6	Monthly Reports [ circulation #s, # of borrowers, fines & rental income, expenses, petty cash] <ul style="list-style-type: none"> <li>1. Jul – Dec 1937; Jan – Jun 1938; Jul – Dec 1939; Jan – Dec 1940; Jan – Jun 1941; July – Dec 1943; Jan – Dec 1944</li> <li>2. Jan –Dec 1945; Jan – Dec 1946</li> <li>3. Calendar year, 1951; Dec. 1951; Budget: 1952, 1953; Jul 1954; Jan – Dec 1955</li> <li>4. Jan –Dec 1956; Jan – Jul 1957</li> </ul>
	7	Monthly Reports to Library Board: 1960 to 1968
<b>VIII-6</b>		<b>Financial Records, Box 6: Library Reports to City Council</b>
	1	Reports to City Council, 1924 – 1928 <ul style="list-style-type: none"> <li>1. Budget: H. Turrentine, Board Secretary, 7-3-25</li> <li>2. Expenses: 7-31-1924 to 8-1-1925</li> <li>3. Expenditures and activities: Mary Adams, Librarian, 7-6-1925</li> <li>4. City Budget by Department: J.L. Offcutt, 11-11-1925</li> <li>5. City Expenditures by Department, Jan – Apr 1926</li> <li>6. Budget: F.B. Hunt, Pres.; Lucy Turrentine, Sec’y, 8-2-1928</li> </ul>
	2	Reports to City Council, 1931 – 1939 <ul style="list-style-type: none"> <li>1. Annual report: Mary Adams, 6-30-1931</li> <li>2. Letter to City Operating Department from Lucy Turrentine re parking in front of library, 8-8-1931</li> <li>3. Letter to City Council from Lucy Turrentine re corrections to yearly</li> </ul>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>report, 8-12-1931</p> <ol style="list-style-type: none"> <li>4. Annual report: Mary Adams, 1933</li> <li>5. Expenditures: Lucy Turrentine, 7-1-1932 to 6-30-1933</li> <li>6. Annual report: Mary Adams, 1934</li> <li>7. Revenue and expenses: Lucy Turrentine, 6-30-1933 to 7-1-1934</li> <li>8. Budget: H. Gongwer, Board Pres., 8-14-1935</li> <li>9. Annual report: Mary Adams, 6-30-1935</li> <li>10. Revenue and expenses: Lucy Turrentine, 7-1-1934 to 6-30-1935</li> <li>11. Budget: H. Gongwer, 8-7-1936</li> <li>12. Annual report: Margaret George, Librarian, 1936</li> <li>13. Revenue and disbursements: Lucy Turrentine, 7-3-1936</li> <li>14. Warrants drawn on the library fund: Lucy Turrentine, 1936</li> <li>15. Annual report: Eva Percival, Librarian, 6-30-1937</li> <li>16. Letter to City Council from Eva Percival re improvements during past year and crowded conditions, 7-1-1937</li> <li>17. Revenues and disbursements: Lucy Turrentine, 6-30-1937</li> <li>18. Warrants: Lucy Turrentine, 1937</li> <li>19. Study for City Council from Eva Percival re need for more space, 1-13-1938 (2 copies)</li> <li>20. Annual report: Eva Percival, 6-30-1938</li> <li>21. Receipts and disbursements: Lucy Turrentine, 1938</li> <li>22. Warrants: Lucy Turrentine, 1938</li> <li>23. Budget: George Graybeal, 8-15-1939</li> <li>24. Annual report: Eva Percival, 1939</li> <li>25. Receipts and disbursements: Lucy Turrentine, 6-30-1939</li> <li>26. Warrants: Lucy Turrentine, 1939</li> </ol>
<b>VIII- 6 cont.</b>	3	<p>Reports to City Council, 1940 – 1944</p> <ol style="list-style-type: none"> <li>1. Budget: G. Graybeal, 7-3-1940</li> <li>2. Annual report: Eva Percival, 1940</li> <li>3. Receipts and expenditures: Lucy Turrentine, 1940</li> <li>4. Warrants: Lucy Turrentine, 1940</li> <li>5. Budget, 1941</li> <li>6. Annual report: Eva Percival, 1941</li> <li>7. Receipts and expenditures: Lucy Turrentine, 1941</li> <li>8. Budget: G. Graybeal, 1942</li> <li>9. Annual report: Eva Percival, 1942</li> <li>10. Annual report: Florine Harrison, Librarian, 1943</li> <li>11. Receipts and expenditure: Lucy Turrentine, 1943</li> <li>12. Warrants: Lucy Turrentine, 1943</li> <li>13. Annual report: Florine Harrison, 1944</li> <li>14. Receipts and expenditures: Lucy Turrentine, 1944</li> <li>15. Warrants, Lucy Turrentine: 1944</li> <li>16. Receipts and expenditures, n. d.</li> </ol>
	4	<p>Reports to City Council, 1946 – 1949</p> <ol style="list-style-type: none"> <li>1. Warrants: Lucy Turrentine, 1946</li> <li>2. Warrants: Mary Binford, Sec'y 1947</li> <li>3. Receipts and disbursements: M. Ohmstad, Board Pres., 1948</li> <li>4. Warrants: Mary Binford, 1948</li> <li>5. Receipts and disbursements: M. Ohmstad, 1949</li> </ol>
	5	<p>Reports to City Council, 1950 – 1954</p> <ol style="list-style-type: none"> <li>1. Library reports: Edith Ashley, Deputy City Clerk, 1950</li> <li>2. Warrants: Mary Binford, 1950</li> </ol>

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		3. Library reports: Edith Ashley, 1951 4. Warrants: Mary Binford, 1951 5. Library reports: Edith Ashley, 1952 6. Warrants: Martha Rorick, Librarian, 1952 7. Library reports, Edith Ashley, 1953 8. Warrants, 1953 9. Library report, Edith Ashley, 1953 10. Warrants, 1954
<b>VIII-6 cont.</b>	6	Appropriations and Expenditure Reports, City of Escondido, Library Department, 1964 – 1969 1. City reports: June to Dec. 1964 2. City reports: 1965 3. Reports to City Finance Director from Graham Humphrey, Librarian, 1966 4. City reports: 1966 5. Graham Humphrey reports, 1967 6. City reports: 1967 7. Graham Humphrey reports: 1968 8. City reports: 1968 9. Graham Humphrey reports: 1969 10. City reports: 1969 11. Departmental budget requests: 1964-1965; 1965-1966
	7	Reports to City finance Director from Graham Humphrey, 1940 – 1975 1. Reports: 1970 2. Reports: 1971 3. Reports: 1972 4. Reports: 1973 5. Reports: 1974 6. Reports: 1975
	8	Monthly Reports 1. June to Nov. 1982 2. Jan. to Nov. 1983
	9	Payroll Book, 1945 – 1958
<b>SERIES IX – PIONEER ROOM</b>		
<b>IX-1</b>		<b>Pioneer Room, Box 1: A – G</b>
	1	Archive Implementation – <b>See also Ryan Trust.</b> 1. Memo: notes on Ryan Estate, Sandy Lightholder, 5-25-1990 2. Memo to Board of Library Trustees from Graham Humphrey re hiring curator/registrar, 5-30-1990 3. Memo to Laura Mitchell from Graham Humphrey re meeting with Geoffrey Wexler, Archivist at U.C.S.D, 7-25-1990 4. Letter to Graham Humphrey from Geoffrey Wexler re recommendations for handling Ryan materials, 8-6-1990 5. Letter to Dorothy Gregor, U.C.S.D librarian, from Graham Humphrey re appreciation for Geoffrey Wexler’s help and guidelines, 8-10-1990 6. Ms: “Archival Proposal for Frances Ryan Collection,” Kathy Cook, 9-21-1990 7. Letter to Stephen Newnham, Esq. from Robert Walters, Deputy City Attorney re Frances Ryan Trust, 10-3-1990 8. Memo to Board of Library Trustees from Graham Humphrey re Ryan Estate Program Planning, 10-5-1990 9. Letter to Kathy Cook from Robert Walters re contract for professional

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		<p>services, 11-2-1990</p> <p>10. Recommendation to City Council from Laura Mitchell re consultant contract, 12-5-1990</p> <p>11. Hours invoice: Kathy Cook, 12-18-1990</p> <p>12. City of Escondido Budget Adjustment: "Library Trust Project Account," Laura Mitchell, 1-4 -1991</p> <p>13. Recommendation to Board of Library Trustees from Laura Mitchell re transfer of Ryan Fund, 1-8-1991</p> <p>14. Memo to Jerry Van Leeuwen from Laura Mitchell re Woman's Club property and possible location for Ryan Collection, 1-8-1991</p> <p>15. Letter to Ethel Norman from Laura Mitchell re plans for Ryan collection, 3-14-1991</p> <p>16. Memo to Board of Library Trustees from Laura Mitchell re Pioneer Room update, 4-5-1991</p> <p>17. Ms: "Role of the Pioneer Room"</p> <p>18. Ms: "Plan of Implementation"</p> <p>19. Memo to Escondido Historical Society Board of Trustees from Norm Syler, Director, re adoption of a joint collection development policy, 4-26-1991</p> <p>20. Ms: "Ryan Collection Progress Report," Kathy Cook, 4-30-1991</p> <p>21. Hours invoice: Kathy Cook, 5-9-1991</p> <p>22. Memo to Ron Gerow from Laura Mitchell re Andres Center, 5-10-1991</p> <p>23. Letter to Elizabeth Martinez, Los Angeles Public Library, from Laura Mitchell re reproduction of photographs, 5-13-1991</p> <p>24. Invoice: "Training and Meeting Expense Statement," Kathy Cook, 5-14-1991 to 5-19-1991</p> <p>25. Letter to Norm Syler from Laura Mitchell re cooperation between Escondido Historical Society and Pioneer Room, 6-3-1991</p> <p>26. Ms: "The Escondido Library Pioneer Room presented by Kathy Cook to Escondido Genealogical Society," 6-4-1991</p> <p>27. Memo to Library Board of Trustees from Laura Mitchell re lease of Andres Center location, 6-7-1991</p> <p>28. Invoice: Kathy Cook, 6-8-1991</p> <p>29. Transaction report: 6-18-1991</p> <p>30. Memo to Laura Mitchell from Jeanne re off-site records center, 6-19-1991</p> <p>31. Recommendation to City Council from Laura Mitchell to accept Ryan donation and establish Escondido Pioneer Room, 6-19-1991</p> <p>32. General ledger, expense report [Pioneer Room expenditures], 7-11-1991</p> <p>33. Letter to Stephen Newnham from Laura Mitchell re proposal for Escondido Pioneer Room, 7-12-1991</p> <p>34. Ms: "Escondido Pioneer Room, A Proposal," Library Board of Trustees, July 1991</p> <p>35. Letter to Ethel Norman from Carolyn Arnold, Deputy City Attorney, re "Frances Ryan Trust: Approval of Start Up and First Year Budget and Activities," 7-29-1991</p> <p>36. Memo to Library Board of Trustees from Laura Mitchell re revised Pioneer Room proposal, 7-31-1991</p> <p>37. Memo to Staff from Laura Mitchell re branch library and home for Pioneer Room, 9-12-1991</p>



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		38. Memos to Pat Buscher from Barbara Loomis re cataloging books destined for the Pioneer Room, 11-9-1991 39. Table: Pioneer Room work areas, 11-29-1991 40. Display agreement and waiver re San Pasqual Battlefield Volunteer Association materials, 1-17-1992 41. Agenda: Library Board of Trustees, re Pioneer Room progress report and collection policy, 2-13-1992 42. Memo to Doug Clark from Laura Mitchell re alternative sites for Pioneer Room, 3-16-1992 43. Memo to Library Board of Trustees from Laura Mitchell re Pioneer Room progress report, 5-6-1992 44. Memo to Barbara Loomis from Kathy Cook re items for July Library Board of Trustees meeting, 6-16-1992 45. Letter to Ethel Norman from Laura Mitchell re approval of budget, 7-23-1992 46. Letter to Escondido Public Library from Stephen Newnham re concern about depletion of Ryan Trust Fund, 12-7-1993 47. "Escondido Public Library Pioneer Room Fact Sheet and Status Report," June 1994 48. Ms: "Pioneer Room," n. d.
<b>IX-1 cont.</b>	2	Andres Center 1. Physical description: Andres Center, 283 S. Escondido Blvd. & 253 S. Escondido Blvd. 2. Building plans: Andres Center 3. Environmental Site Evaluation, Eckland Consultants, Inc., 6-22-1990 4. Letter to John Downey from Eckland Consultants, Inc. re property report, Andres Center, 7-9-1990 5. Notes: Shelving capacity, 5-3-1991 6. Hazardous Material review, 10-2-1991 7. Work order, repair and maintenance, 1-29-1992 8. Escondido Fire Department Inspection Report, 2-18-1992 9. Memo to Kathy Cook, Archivist, from Bill re changing doors, 3-13-1992 10. Memo to Ron Gerow from Barbara Loomis re bug infestation, 5-29-1992 and letter to John Andres, 6-3-1992 11. Estimates for changing doors (4), 9-22-1992 12. Proposal for signs, tom Klein Graphics station, 10-12-1992 13. Poster re water damage 14. Snapshots of water damage 15. Note to Kathy Cook from Nancy Salisbury re repairs to light fixture, 10-24-1992 16. Service report, Wells Fargo Alarm Services, 12-11-1992 17. Letter to John Andres from Ron Gerow re insect problems and problem with acoustical ceiling, 9-3-1993 18. Memo to Barbara Loomis from Kathy Cook re damp ceiling and light fixture problems, 12-29-1992 19. Memo to Barbara Loomis from Kathy Cook re change in rental fee, 2-3-199 20. Letter to John Andres from William Jardin, real property agent, re flooding problem with memos, 2-18-1994 21. Memos: maintenance problems, 5-19-1994 to 9-13-1994 22. Memos: termination of lease, 6-21-1994 and 10-5-1994

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
IX-1 cont.	3	Budget 1. Pioneer Room Budget [draft], July 1992-1993 2. Memo to Library Board of Trustees from Laura Mitchell re Pioneer Room budget, 1-19-1995 3. Appendix B: "Proposed start-up cost and first year operation budget, n.d. 4. Pioneer Room book expenses, n. d.
	4	Dedications/Opening 1. Article: "History Center Opening," <i>Times Advocate</i> , 3-18-1992 2. Memo to Laura Mitchell from Barbara Loomis re letters to people who helped with the Pioneer Room opening, 3-18-1992 3. Article: "Grand Opening Celebration, East Valley Community Center, <i>Escondido Report</i> , 9-10-1994 4. Invitation/Program, 12-6-1996
	5	Donations 1. Letter to William Jungman from Laura Mitchell re long-term loan of Lewis Ryan watercolor, 10-8-1991 – <b>See Lewis Ryan Collection, Ms 91-001B, Series II, Box 1, Sample box.</b> 2. Memo to Kathy Cook et al from Laura Mitchell re donation of Peter Veger book collection, 4-13-1992 3. Memo to Laura Mitchell et al from Kathy Cook re Scott Hilliard postcard collection, 4-22-1992 4. Memo to Kathy et al from Laura Mitchell re accepting donations, 6-30-1994 5. Letter to Scott Hilliard from Laura Mitchell and Kathy Cook re donation receipts and Bancroft volumes, 4-27-1995 6. Letter to Carlton Appleby from Kathy Cook re donated items and request for financial support., 9-23-1994 7. Letter to Carlton Appleby from Kathy Cook re \$2000 donation, 9-23-1994 8. Letter to Angelo Damante from Kathy Cook requesting financial support, 9-23-1994 9. Article: "Escondido group gives \$2000 to Pioneer Room," <i>North County Times</i> , 9-14-1997
	6	East Valley Community Center 1. Letter to Rosalia Atilano from Joan Gunderson, C.S.U., San Marcos, re cutting hours at Pioneer Room, 1-20-1995 2. Ms: "Possible Temporary Relocation to East Valley Community Center Branch Library Space," Feb. 1995 3. Memos to Kathy Cook from Laura Mitchell re room "set up" problems, 4-4-1995 to 4-21-1995 4. Memo to Laura et al from Kathy Cook re scheduling Genealogy Society meeting, 4-22-1995 5. Memo to Laura Mitchell from Kathy Cook re Dynix computer program, 10-14-1995 6. Memo to Library Board of Trustees from Rosalia Harper re letters sent to Pioneer Room Friends re liaison plan, hours and staffing, 7-11-1996
	7	Escondido Genealogical Society 1. Memo to Board of Library Trustees from Graham Humphrey re temporarily housing the genealogical society's collection, 1-16-1985 2. Letter to Maurice Lyon from Laura Mitchell re appreciation for packing up the genealogical society books [also a list of missing

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		<p>books], 5-29-1992</p> <ol style="list-style-type: none"> <li>3. Article: "Rummage sale," <i>Times Advocate</i>, 7-9-1992</li> <li>4. Article: "Intrigue Hidden in Family Trees," <i>Los Angeles Times</i>, 10-1-1992</li> <li>5. Press release: re genealogy class, 1-19-1995</li> <li>6. Memo to Laura Mitchell from Don Anderson re genealogical society meeting in the Pioneer Room, 2-17-1995</li> <li>7. Letter to Kathy Cook from Suzy Hinrichs, Genealogical Society president, re problems at the society meeting in the Pioneer Room, 2-22-1995</li> <li>8. Memo to Mayor Sid Hollins et al from Dorothy McAllister re concerns about the affect the numerous moves of the Pioneer Room was having on the Genealogical Society's membership, 6-2-1996</li> <li>9. Memo to Library Board of Trustees from the Escondido Genealogical Society re request to fully fund and staff the Pioneer Room, 6-3-1996</li> <li>10. Letter to Suzy Hinrichs from Kathy Cook re decision not to write Allen Grant, 7-6-1996</li> <li>11. Letter to Escondido Genealogical Society from Barbara Loomis re library support for Allen Grant, 9-6-1996</li> <li>12. Flier: "Discovering Your Heritage," E.G.S., 3-15-1997</li> <li>13. Deed of Gift copy, n. d.</li> </ol>
<b>IX-1 cont.</b>	8	<p>Escondido Historical Society</p> <ol style="list-style-type: none"> <li>1. Ms: "Escondido Historical Society Collection Policy," n. d.</li> <li>2. Ms: "Transfer of Historical Society Material to the Pioneer Room," n. d.</li> </ol>
	9	<p>Genealogy</p> <ol style="list-style-type: none"> <li>1. Article: "Escondido preserves Latino heritage trail," <i>Times Advocate</i>, 3-22-1992</li> <li>2. Letter to Kathy Cook from Sheila Caffee-Martin re appreciation for help with family research, 4-6-1992</li> <li>3. Letter to Laura Mitchell from Dynix re GeneSys, 5-22-1992</li> <li>4. Article: "Holy Hispanic Kinfolk," <i>San Diego Reader</i>, 7-2-1992</li> <li>5. Article: "Discover Your Hispanic Heritage," Kathy Cook, <i>Front Page</i>, July 1992</li> <li>6. Agreement with GeneSys, 8-28-1992</li> <li>7. Letter to Gloria Kelly from Barbara Loomis re incorrect translation of "Your Spanish Heritage," 9-14-1992</li> <li>8. Survey by GeneSys re installing Family Search, 12-4-1992</li> <li>9. Family Search survey, 1-8-1993</li> <li>10. Agenda: "Tracing Your African-American Heritage," 2-16-1993</li> <li>11. Flier: "Celebrate Black History Month," 2-26-1993</li> <li>12. Letter to GeneSys from Kathy Cook re fee for Family Search, 3-26-1993</li> <li>13. Letter to GeneSys from Laura Mitchell re decision not to buy Family Search, 9-21-1993</li> <li>14. Ms: "Foreign-Born Voters of California in 1872," [statistics], Jim Faulkinbury, 1994</li> <li>15. Press release: African American genealogy workshop, 2-26-1994</li> <li>16. Letter to Bradley Steuart from Barbara Loomis re inaccuracies in billing, 8-16-1994</li> <li>17. Letter to Kathy Cook from GeneSys re Family Search license renewal, 12-29-1994</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		18. Press release: Hispanic Genealogy workshop, 3-24-1997 19. Flier: "Black History Month," n. d. 20. Flier: Women's History Month," n. d. 21. Flier: Viva La Familia," n. d. 22. Flier: "Hispanic Genealogy Workshop," n. d. 23. Flier: "Genealogy over the Internet," n. d. 24. Press Release: "Learn the Great Detective Skills of Tracing Your Family History," n. d. 25. Ms: "Isbell Family," Gen Forum [John W. Isbell married Hulda Justice at Richland], n. d. 26. Pamphlet: "Introduction to Family Research Day," n. d. 27. Article: "African-Americans learn to trace roots," <i>San Diego Union</i> , n. d.
IX-1 cont.	10	Grant: Preservation and MARC Cataloging <ol style="list-style-type: none"> <li>1. Memorandum to Directors, Public Libraries et al from Kevin Starr, State Librarian re California Preservation Program, 7-16-1995</li> <li>2. Ms: "Local History Materials, Grant Guidelines," July 1995</li> <li>3. Ms: "Library Services Construction Act [ L.S.C.A.]Procedural Requirements, Title I &amp; III," July 1995</li> <li>4. Ms: "Instructions for Completing the L.S.C.A. Application Form," July 1995</li> <li>5. Proposal: Converting water records to scanned form, Hershey Technologies, 8-8-1995</li> <li>6. Grant application, 9-15-1995</li> <li>7. Endorsement letters: Escondido Historical Society; Escondido Union High School District; Pioneer Room Friends; California State University, San Marcos; San Pasqual Battlefield Volunteers Association, September 1995</li> <li>8. Letter to Laura Mitchell from California State Library re approval of grant, 2-14-1996</li> <li>9. Letters to endorsers from Barbara Loomis re approval of grant, 2-22-1996</li> <li>10. Financial Claim, Escondido Public Library, 5-10-1996</li> <li>11. Letter to Laura Mitchell from L.S.C.A. Budget Analyst re reports due, 5-10-1996</li> <li>12. City of Escondido Budget Adjustment Request, Barbara Loomis, 5-16-1996</li> <li>13. Memos re grant account numbers, 5-23-1996 to 7-3-1996</li> <li>14. Classified ad: Data entry assistant, <i>North County Times</i>, 6-9-1996</li> <li>15. Pioneer Room Statistics re cataloging, April-June, 1996</li> <li>16. Memos re Grant work hours, 7-2-1996 to 8-6-1996</li> <li>17. Quarterly L.S.C.A. Reports: Second Quarter, 5-14-1996; Third Quarter, 7-24-1996; Final Report, 10-25-1996</li> <li>18. Quarterly Reports: Financial Statements, 12-10-1996</li> <li>19. Memo to Barbara Loomis from Pamela Baily, O.C.L.C., re cost sheet and invoice for tape evaluation and tapeload, 10-25-1996</li> <li>20. Batchload Processing Summaries, 1-31-1997; 2-21-1997</li> </ol>
	11	Grant applications denied <ol style="list-style-type: none"> <li>1. Conservation Assessment program, Institute of Museum Services, 1-8-1993</li> <li>2. Pioneer Room Volunteer Mentor Education and Coordination, California State Library, 1997-98</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
IX-2		<b>Series IX – Pioneer Room, Box 2: H – Z</b>
	1	Inventories 1. Five Year Collection Projection, 1991 2. Pioneer Room Archival Collection, 1995 3. Inventory, n. d.
	2	Mathes Center 1. Recommendation to City Council from Don Anderson et al to approve cooperative use of Mathes Community Cultural Center for recreation and library use, 6-1-1994 2. Ms: "Pioneer Room Building Program, Mathes Center Facility," June 1994, draft 3. Memo to Jack Anderson et al from Kathy Cook re Mathes Center implementation, 6-21-1994 4. Ms: "Pioneer Room Building Program, Mathes Center Facility," July 1994 5. Memo to Don Anderson from Kathy Cook re planning for Mathes Center, 7-5-1994 6. Memo to John Witt et al from Laura Mitchell re using Bob McQuead as architect, 11-29-1994 7. Architectural plans for Pioneer Room, Bob McQuead, 7-12-1995 8. Fax to Yamada Enterprises from Kathy Cook re storage cartons, 7-21-1995 9. Fax to Kathy Cook from Yamada Enterprises re moveable shelving, 7-24-1995 10. Agenda: Pioneer Room Staff Meeting, 8-22-1995 11. Memo to Kathy Cook from Laura Mitchell re moving from East Valley Community Center to Mathes Center, 8-31-1995 12. Fax to Kathy cook From progressive Technology Security Systems re re-installation of Security/Fire System for Pioneer Room Storages area, 1-17-1996 13. Ms: "Escondido Pioneer Room: Plans and Progress," Laura Mitchell, 3-27-1996 14. Library Journal Architectural Questionnaire, July 1, 1996 to June 30, 1997 15. Memo to Laura Mitchell from David Frazee re C.S.L.A. grant computer installation, 1-10-1997 16. Figure IX-1: "Local History and Genealogy Room," n. d. 17. Ms: "Pioneer Room," n. d. 18. CERA membership form, n. d. 19. Brochure: "Space Saver" Storage System 20. Catalog pages: ultra violet light filtering materials, textile storage boxes, de-acidification solutions
	3	Mission Statement 1. Ms: "Statement of Purpose," draft, 10-1991 2. Ms: "Statement of Purpose," draft, 11-5-1991 3. Ms: "Pioneer Room Interlibrary Loan Policies," draft, 4-1992 4. Memo to Laura Mitchell from Kathy Cook re Pioneer Room Development Report, 5-6-1994 5. Ms: "Synopsis of the Collection Policy for the Escondido Public Library Pioneer Room," n. d. 6. Ms: "Policies," n. d. 7. Ms: "The Local History Room," n. d.

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
IX-2 cont.	4	<p>Personnel</p> <ol style="list-style-type: none"> <li>1. Consulting Agreement, Kathy Cook, 12-21-1990</li> <li>2. Consulting Agreement, Robin Fox, 9-15-1992</li> <li>3. Contractual Agreement, Ronald Shopbell</li> <li>4. Consulting Agreement, Kathy Cook, 1995</li> <li>5. Memo to Don Anderson from Laura Mitchell re staffing changes at Pioneer Room, 2-6-1996</li> <li>6. Letter to Don Anderson from Van Haynic, attorney, re Kathy Cook's three-year consulting agreement, 2-28-1996</li> <li>7. Letter to Van Haynic from Carolyn Arnold, Deputy City Attorney, re termination of Kathy Cook's current contract, 3-13-1996</li> <li>8. Letter to Barbara Loomis from Kathy Cook re proposal for Pioneer Room L.S.C.A. Preservation Grant, 3-22-1996</li> <li>9. Memo to Carolyn Arnold from Laura Mitchell re contract proposal from Kathy Cook, 4-12-1996</li> <li>10. Consulting Agreement, Robin Fox, 5-20-1996</li> <li>11. Consulting Agreement, Nancy Salisbury, 5-22-1996</li> <li>12. Memo to Barbara Loomis from Chris Reeske re data entry assistant, 6-5-1996</li> <li>13. Contractual Agreement, Daniel Anselmi, 6-24-1996</li> <li>14. Contractual Agreement, Laura Basham, 6-24-1996</li> <li>15. Memos to Robin Fox, Nancy Salisbury, Kathy Cook from Laura Mitchell re change from contract to City of Escondido employee, 6-24-1996</li> <li>16. Requests for payment: Robin Fox, 4-30-1996 to 10-1-1996</li> <li>17. Requests for payment: Nancy Salisbury, 6-11-1996 to 10-1-1996</li> <li>18. Requests for payment: Daniel Anselmi, 6-30-1996 to 10-1-1996</li> <li>19. Requests for payment: Laura Basham, 6-30-1996</li> </ol>
	5	<p>Photographs</p> <ol style="list-style-type: none"> <li>1. Frances Ryan (2)</li> <li>2. Moving into facility</li> <li>3. Computer area of Pioneer Room: [?], Laura Mitchell, Jo Ann Greenberg, Loretta McKinney, Ben Guililand</li> <li>4. Pioneer Room store</li> <li>5. Proposed Redevelopment Plan of Escondido</li> </ol>
	6	<p>Pioneer Room Friends – <b>See also Pioneer Room Friends Collection, Ms. 06-001.</b></p> <ol style="list-style-type: none"> <li>1. Letter to Library Board of Trustees from Allan Kinch, attorney, re status of Pioneer Room with reply from Rosalia Attilano-Harper [attachments: Frances Ryan will, Pioneer Room fact sheet &amp; status report], 10-12-1994</li> <li>2. Ms: "Escondido History Competition" Graham Humphrey, 3-4-1997</li> <li>3. Letter to Students et al from Alexa Clausen re Pioneer Room Friends Ed Carter Memorial Awards, Fall 1999</li> <li>4. Workshop agenda, n. d.</li> <li>5. Ms: "Hidden Valley Middles School Returns to Pioneer Room, n. d.</li> </ol>
	7	<p>Publicity</p> <ol style="list-style-type: none"> <li>1. Press release: "Opening of Pioneer Room," 3-11-1992</li> <li>2. Article: "Historic site," <i>Times Advocate</i>, March, 1992</li> <li>3. Press release: Hispanic family research, 6-17-1992</li> <li>4. Article: "Local History Found at Pioneer Room," Kathy Cook, <i>The Front Page</i>, 7-2-1992</li> </ol>

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		5. Article: "Library Pioneer Room Opens Door Into Past," <i>San Diego Union</i> , 8-8-1992 6. Article: A place to go to peer into the past," <i>Times Advocate</i> , 9-21-1992 7. Article: "Intrigue Hidden in Family Trees," <i>Los Angeles Times</i> , 10-1-1992 8. Ms: "What's New in the Escondido Public Library Pioneer Room," October, 1992 9. Article: "Special city library has the Pioneer spirit," <i>Times Advocate</i> , 9-1-1993 10. Article: "From the Pioneer Room," <i>Heritage Walk Quarterly</i> , Fall 1993 11. Article: "Pioneer Room holds treasures of the past," <i>T.A.</i> , 3-22-1994 12. Article: "Pioneer Room in Escondido," <i>T.A.</i> , 3-31-1994 13. Article: "Opening of archive stalled by flooding," <i>T.A.</i> , 11-16-1994 14. Article: "Debugged," <i>North County Times</i> , 5-5-1999 15. Ms: "New, Escondido Public Library, Pioneer Room," n. d. 16. Brochure: "Make History Come Alive," n. d.
<b>IX-2 cont.</b>	8	<b>Public Relations</b> 1. Report: "Pioneer Room Public Outreach," 1992 2. Certificate of appreciation: "Cinco de Mayo," Amigos del Valle Escondido, 5-8-1993 3. Memo to Laura Mitchell from Kathy Cook re Archival Technology Delegation to China, 5-27-1993 4. Memo to Barbara Loomis and Laura Mitchell from Kathy Cook re research for San Dieguito River project, 4-26-1994 5. Agenda: Historical Roundtable, 8-3-1994 6. Minutes: Historical Roundtable, 8-3-1994
	9	<b>Ryan Trust – See also Archive Implementation.</b> 1. Ms: "Introduction: Frances Ryan Legacy" 2. Letter to Library Board of Trustees from Frances Ryan re feasibility of donating research collection to library and description of collection, 4-28-1989 3. Letter to Library Board of Trustees from Frances Ryan re \$10,000 contribution toward establishing a Pioneer Room, 12-30-1989 4. Letter to Frances Ryan from Graham Humphrey re \$10,000 contribution, 5. Letter to Graham Humphrey from Stephen Newnham, Attorney, re estate of Frances Ryan [died 2-19-1990], 2-28-1990 6. Memo to Board of Library Trustees from Graham Humphrey re initial planning for display and storage of Frances Ryan collection, 4-12-1990 7. Letter to Stephen Newnham from Graham Humphrey re guidance in establishing Pioneer Room, 5-2-1990 8. Letter to Graham Humphrey from Stephen Newnham re phases of Pioneer Room development, 5-11-1990 9. Letter to Stephen Newnham from Virgil Bergman, president of Board of Library Trustees, re Pioneer Room planning, 10. Memo to Board of Library Trustees from Graham Humphrey recommending the hiring of an archives consultant, 7-11-1990 11. Memo to Laura Mitchell from Graham Humphrey re meeting with Geoffrey Wexler, U.C.S.D. archivist, 7-26-1990

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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		12. Letter to Graham Humphrey from Geoffrey Wexler re steps in handling the Ryan materials, 8-6-1990 13. Ms: "Archival Proposal for Frances Ryan Collection," Kathy Cook, 9-21-1990 14. Letter to Stephen Newnham from Robert Walters, Deputy City Attorney, recommending that Kathy Cook be hired as consultant to process the Ryan collection, [with ms: "Archival Proposal for Frances Ryan Collection, 9-21-1990," Kathy Cook], 10-3-1990 15. Memo to Board of Library Trustees from Graham Humphrey recommending they authorize library staff to seek off-library site archival space and approve tentative budget, 10-5-1990 16. Letter to Kathy Cook from Huntington Library re donation of Lewis Ryan prints and Sketch books to the Huntington, 17. Memo to Library Board of Trustees from Laura Mitchell re transfer of Ryan fund from Palomar Savings to trust account with the City, 1-8-1991 18. Memo to Jerry Van Leeuwen from Laura Mitchell re Pioneer Room timeline, 1-9-1991 19. Letter to Ethel Norman, Ryan Trustee, from Laura Mitchell re long range plans for Pioneer Room [with ms: "Escondido Pioneer Room Long Range Plan, 1991-1995"], 3-14-1991 20. Memo to Library Board of Trustees from Laura Mitchell re potential space for Pioneer Room and picking up materials, 4-5-1991 21. Memo to Library Board of Trustees and Historical Society Board from Norm Syler and Kathy Cook re joint collection policy, 4-25-1991 22. Letter to Norm Syler from Laura Mitchell re presentation to Historical Society Board, 6-3-1991 23. Memo to Library Board of Trustees from Laura Mitchell re negotiations for lease of Andres Center space, 6-7-1991 24. Memo to City Council from Laura Mitchell recommending the library accept the Frances Ryan donation, 6-9-1991 25. Report: "Ryan Trust, July 1 1991 through June 30, 1992" [receipts, disbursements] 26. Memo to Laura Mitchell from Ron Gerow re Andres Center space, 7-1-1991 27. Memo to Laura Mitchell from Carolyn Arnold re obligation to burn items not wanted by the library, 1-6-1992 28. Smith Barney statement: 6-27-1992 to 7-31-1992 29. Letter to Laura Mitchell from Stephen Newnham re concerns about depletion of Ryan Trust fund, 10-7-1993 30. Letter to Stephen Newnham from Laura Mitchell re long term plans for Pioneer Room, 12-13-1993 31. Letter to Laura Mitchell from Stephen Newnham re status of Ryan Trust fund, 2-21-1995 32. Ms: "Escondido Pioneer Room Preliminary Conceptual Plan," Kathy Cook, n. d. 33. Letter to <i>Library Journal</i> from Barbara Loomis re opening of Pioneer Room, 1-14-1997 34. Agenda: Ryan meeting, n. d.
<b>IX-2 cont.</b>	10	San Pasqual Battlefield Volunteers Association 1. Brochure: "San Pasqual Battlefield State Park" 2. Display Agreement and Waiver, 1-17-1992



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<u>BOX</u>	<u>FOLDER</u>	<u>FOLDER TITLE</u>
		3. Flier: "History Discussion Group, Feb. 1995 4. Research Library book list
<b>IX-2 cont.</b>	11	Store 1. Ms: "Archival Supplies Sales Procedure" 2. Report: "Pioneer Room 1995 Income" 3. Inventory/price list, 4-1-1996 4. Preservation Store inventory, 4-1-1996 5. Report: "Gross Sales," 7-17-1996 6. Receipts: 7-23-1996 7. Pioneer Room price list, Aug. 1996 8. List: "Store Supplies, 9-30-1996 9. Brochure invoice, 9-30-1996 10. Ad: "Acid Free Supplies," Pacific Bell Directory 11. Notice: Change in use of Pioneer Room to share with computer lab, 4-16-2000 12. Flier: Pioneer Room Preservation Store, Gift Ideas
	12	Store Business Study 1. Letter to Jackque Brinkley, E.P.L., from Alan Omens, C.S.U.S.M., re Senior Experience Program, 8-10-1995 2. Letter Kathy Cook from Alan Omens re Senior Experience team progress, 12-7-1995 3. Ms: "Pioneer Room Preservation Store" 4. Ms: "Escondido Public Library, The Pioneer Room," C.S.U.S.M Senior Experience team members: Joseph Betofe, Laura Gallegos, Samantha King, Domick Taitano 5. Letter to Barbara Loomis from Alan Omens re team's final report, 5-13-1996
	13	Usage/Services 1. Report: "Pioneer Room Statistics," May 1992 2. Report: "Usage/Resources," 1994, 1995, 1996 3. Ms: "Pioneer Room Rules" 4. Ms: "Dial-Up Our Local History on Computer!" 5. Memo to Barbara Loomis from Kathy Cook re Pioneer Room research fee, 5-12-1994 6. Memo to Library Board of Trustees re policy on requests for extensive research, 7-14-1994 7. Ms: Pioneer Room Reproduction/Research Costs," draft 8. Memo to Laura Mitchell from Loretta McKinney re schedule options, 11-16-1998
		<b>SERIES X – ADDENDUM #1</b>
<b>X-1</b>		<b>Addendum #1 – L. C., The Library Cat, Box 1: A – Z</b>
	1	Articles 1. "Dog incident is a cat-astrophe for library," <i>North County Times</i> , 12-10-1998 2. "At home in her job," <i>San Diego Union</i> , 2-13-1999 3. "Escondido gets \$1.5 million claim; library cat allegedly assaulted dog," <i>San Diego Union</i> , 5-4--2001 4. "Library patrons litter-ally lionize a controversial cat," <i>San Diego Union</i> , 5-11-2001 5. "Librarian throws book at feisty cat," <i>San Diego Union</i> , 5-19-2001 6. "City library removes controversial feline, <i>N.C.T.</i> , 5-23-2001 7. "In defense of the library cat," <i>S.D. Union</i> , 5-31-2001

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		8. "Loss of L. C. brings tears," <i>North County Times</i> , 6-10-2001 9. "City rejects claim in library-cat case," <i>San Diego Union</i> , 6-13-2001 10. "\$1.5 Million Claim for Cat Attack," <i>American Libraries</i> , June/July 2001 11. "My Game is Sue," <i>The Sydney Morning Herald</i> , 10-12001 12. "Suit filed in library cat case," <i>S.D. Union</i> 11-28-2001 13. "California cat's ban from library a doggone shame," <i>Chicago Tribune</i> , 12-6-2001 14. "Hate crime charge added to library-cat lawsuit," <i>S.D. Union</i> , 3-13-2002 15. "Hate Crime Lawsuit Against Cat," K.G.T.V., 4-17-2002 16. "Famous fighting feline, L. C. happy in exile," <i>San Diego Union</i> , 6-10-2002 17. "L. C. retirement has taught many lessons," <i>N.C.T.</i> , 6-14-2002 18. "Escondido library cat missed," <i>N.C.T.</i> 6-14-2002 19. "Escondido's former library cat who sparked a lawsuit has died," <i>San Diego Union</i> , 10-9-2003 20. "Cat attack spawns lawsuit," <i>North County Times</i> , n. d. 21. "Barking at those dogging the cat," n. d. 22. "Man files \$1.5 M. claim over library-cat attack," <i>N.C.T.</i> , n. d. 23. "Thornhill's view," <i>N.C.T.</i> , n. d.
<b>X-1 cont.</b>	2	Correspondence 1. Letter to M. C. from Laura Mitchell re allergic reaction to L. C., 11-3-1998 2. Letter to Mr. & Mrs. D.R. Nelson from Laura Mitchell re L. C., 12-15-1998 3. Letter to Fonda Nelson from Laura Mitchell re allergic reaction to library cat, 6-8-1999 4. Letter to Laura Mitchell et al from Connie Costantino re L. C., 5-11-2001 5. Press release from Laura Mitchell re removal of L. C. from library, 5-22-2001 6. Letter to Librarian & Staff from Mrs. E.M. Foster re putting L. C. in caring home, 6-4-2001 7. Memo to Don Anderson and Laura Mitchell from Mark Waggoner, Assistant City Attorney, re judgment in case involving service dog at Center for the Arts, 8-15-2001 [Findings & Conclusion attached]
	3	Customer Comment Cards, 5- 3-2001 to 6-28-2001
	4	E-mails, 5-2-2001 to 8-22-2002