

☐ AB 2471 : Brewer : ASM : (Status /History /Latest Version: 02/20/1998)**Topic:** Property tax revenue shifts: local fiscal relief.**Last Action:** Read first time. (02/23/1998)**Digest:** Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction, including school entities, be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would, pursuant to certain legislative findings and declarations, state the intent of the Legislature to establish certain general limits, as provided, upon that portion of ad valorem property tax revenues that is annually allocated in each county to school entities.

☐ ACA 4 : Aguiar : SEN LOCAL GOVERNMENT : (Status /History /Latest Version: 03/03/1998)**Topic:** Local government finance: property tax revenue allocation: local agency relief.**Last Action:** From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on L.GOV. (03/03/1998)**Digest:** Existing provisions of the California Constitution require that the revenues derived from the general ad valorem property tax be allocated to the jurisdictions in each county in accordance with law.

This measure would modify these reduction and transfer requirements, for the 1999-2000 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1998-99 fiscal year.

☐ SB 139 : Kopp : ASM LOCAL GOVERNMENT : (Status /History /Latest Version: 01/05/1998)**Topic:** Open meetings: local agencies.**Last Action:** To Com. on L. GOV. (02/13/1998)**Digest:** Under the Ralph M. Brown Act, the meetings of the legislative body of a local agency are required to be conducted openly and publicly, with specified exceptions.

This bill would require the legislative body of a local agency to disclose its real property negotiator prior to holding a closed session to discuss the purchase, sale, exchange, or lease of real property by or for the local agency and to disclose its agency designated representatives prior to holding a closed session with its labor negotiator.

☐ SB 147 : Kopp : ASM LOCAL GOVERNMENT : (Status /History /Latest Version: 07/23/1997)**Topic:** Local agency borrowing.**Last Action:** To Com. on L. GOV. (02/06/1998)**Hearing Date:** 03/25/1998 (ASM LOCAL GOVERNMENT)**Digest:** (1) Under the Marks-Roos Local Bond Pooling Act of 1985, a joint exercise of powers authority may issue bonds to assist local agencies in financing public capital improvements, working capital, liability or other insurance needs, or projects whenever there are significant public benefits for taking that action.

This bill would provide that an authority may not issue bonds for the purpose of paying the costs of constructing or acquiring a public capital improvement unless (a) the authority reasonably expects on the date of issuance of the bonds that the public capital improvement is to be located, in whole or in part, within the boundaries of one or more of the member agencies of the authority and will be owned and operated by the member or member agencies of the authority, or the United States or one of its

instrumentalities, or the state; and (b) the legislative body of each local agency whose project or projects are being funded by bonds issued by the authority conducts a public hearing to approve the project and makes a finding of significant public benefits.

SB 409 : Alpert : ASM EDUCATION : ([Status](#) / [History](#) / [Latest Version: 04/28/1997](#))

Topic: Libraries.

Last Action: To Com. on ED. (02/13/1998)

Digest: Existing law, the California Library Services Act (act), establishes the California Library Services Board and provides that its duties include, among other things, adopting rules, regulations, and general policies relating to the implementation of the act.

This bill would revise and recast the act by enacting the Library of California Act under which services would be augmented and regional networks established.

SB 880 : Craven : ASM : ([Status](#) / [History](#) / [Latest Version: 06/03/1997](#))

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Placed on inactive file pursuant to Assembly Rule 78. (09/09/1997)

File: ASM INACTIVE FILE (Item # A- 42) ()

Digest: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally provides that each jurisdiction shall be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would declare the intent of the Legislature to limit and eventually eliminate these reductions and transfers of revenues from local agencies.

SB 2026 : Rainey : SEN EDUCATION : ([Status](#) / [History](#) / [Latest Version: 02/20/1998](#))

Topic: California Library Construction and Renovation Bond Act.

Last Action: To Com. on ED. (03/02/1998)

Hearing Date: 04/15/1998 (SEN EDUCATION)

Digest: Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Bond Law of bonds in the amount of \$75,000,000 for the purpose of financing a special library construction and renovation program.

This bill would enact the California Library Construction and Renovation Bond Act of 1998, which would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of \$500,000,000 for the purpose of financing a library construction and renovation program administered by the State Librarian.

SB 2226 : Schiff : SEN : ([Status](#) / [History](#) / [Latest Version: 02/20/1998](#))

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Read first time. (02/23/1998)

Digest: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer requirements, for the 1998-99 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1997-98 fiscal year.

Edit Checked Bill(s)

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MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

February 24, 1998

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. NEW SENATE PRESIDENT PRO TEM TO JOIN AS AUTHOR ON LIBRARY BOND BILL

The new President Pro Tem of the Senate, Senator John Burton (D-San Francisco) has agreed to join Senator Richard Rainey (R-Walnut Creek) as a principal co author on CLA's \$500 million library bond bill. The bill number is SB 2026. We have attached a copy of the press release that we received yesterday, making the exciting announcement.

II. LEGISLATIVE SUMMARY

The deadline for introducing bills this session was Friday, February 20. Hundreds of bills were put across the desk that day. It will take several weeks for the printing plant to process and print this large number of bills. To date, a number of bills have been introduced which have a significant impact on libraries. Attached is a list of those measures.

As is usual practice of our office, we will send out the summary regularly to keep members updated on the progress of CLA measures that are followed by the CLA Legislative Committee, which is Chaired by Linda Crowe.

| | | | | | |
|-------------------------------|-------------------------|---------|--------------|------------|---|
| Post-it [®] Fax Note | 7871 | Date | 2/25/98 | # of pages | 8 |
| To | MCLS/SLS/Associate | From | MCLS/SLS HQ | | |
| Co./Dept. | Member Directors | Co. | | | |
| Phone # | Sue Curzon, CSUN | Phone # | 818/683-8244 | | |
| Fax # | (Eugene Hwy, Orange CA) | Fax # | 818/683-8097 | | |

*Agenda Dec 24
P-6A*

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

March 13, 1998

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist
RE: LIBRARY BOND BILL - ACTION REQUESTED

LIBRARY BOND BILL SET FOR HEARING- LETTERS NEEDED

SB 2026, the Public Library Construction and Renovation Bond Act of 1998, by Senator Richard Rainey (R-Walnut Creek) and Senate President pro Tem, John Burton (D-San Francisco) has been set for hearing in the Senate Education Committee on Wednesday, April 15. The bill would provide \$500 million in bonds for the construction or renovation of public libraries throughout California. If passed by the legislature, SB 2026 would be placed on the November ballot.

The competition between bond measures in the legislature (school facilities, water, parks and recreation, etc.) will be tight this year. Therefore, legislators will need to receive hundreds of letters on this issue in order to place it as a priority during bond negotiations.

Please take a moment today to write the members of the Senate Education Committee as well as your individual legislators, and urge their support of SB 2026-Rainey/Burton. In your letters, please mention your facility needs, and how you would be able to best utilize the bond money.

SENATE EDUCATION COMMITTEE

Leroy Greene, Chair
Bruce McPherson, Vice Chair
Dede Alpert
Ralph Dills
Tom Hayden
Ray Haynes
Teresa Hughes

Pete Knight
Dick Monteith
Jack O'Connell
Byron Sher
John Vasconcellos
Diane Watson

Sample address

The Honorable Leroy Greene
Chair, Senate Education Committee
State Capitol
Sacramento, CA. 95814

| | | | | | |
|-------------------|--------------------------|---------|--------------|------------|---|
| Post-it® Fax Note | 7671 | Date | 3/13/98 | # of pages | 1 |
| To | MCLS/SLC/Associate | From | MCLS/SLC HQ | | |
| Co./Dept. | Member Directors | Co. | | | |
| Phone # | SUC CURTON, CSUN | Phone # | 818/683-8244 | | |
| Fax # | (Eugene Wery, orange PL) | Fax # | 818/683-8097 | | |



RICHARD RAINY

STATE SENATOR, 7TH SENATORIAL DISTRICT

PRESS RELEASE

FOR IMMEDIATE RELEASE
February 23, 1998

CONTACT: Diane Longshore
(916) 445-6083

Senators Rainey and Burton Introduce Public Library Construction And Renovation Bond Bill

*SB 2026 would provide \$500 million in bond funds for grants to build and remodel
 libraries statewide*

Sacramento -- Legislation introduced by State Senators Richard Rainey (R-Walnut Creek) and John Burton (D-San Francisco) would provide \$500 million in state bond proceeds for public libraries if approved by voters in the November election. Bond monies would be used for matching grants to cities, counties and library districts.

In 1994, the State Library completed a public library facilities needs assessment and determined that approximately 350 projects are needed statewide. This situation exists in spite of the fact that the public approved a \$75 million public library bond measure in 1988 which funded twenty-four projects.

"Our libraries have been kept on the shelf too long. It has been a decade since we have responded to the need to construct new libraries and rehabilitate existing ones throughout the state," said Senator Rainey. "It is unconscionable to continue the present course of action which is best defined as benign neglect."

"We are long overdue in allowing the people to have a voice in the destiny of their libraries," stated Senator Burton. "Libraries are the cornerstone of the education system without which the system fails."

Cities, counties and districts can apply for grants through the State Librarian and will be allocated based upon comprehensive criteria including need and ability to successfully complete a project.

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SUMMARY FOR THE 1997-98 LEGISLATIVE SESSION

California Library Association

| BILL#/AUTHOR | DESCRIPTION | STATUS |
|---|--|---|
| <u>AB 95-SWEENEY/AGUIAR</u> Support | Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF. | Senate Appropriations Held on the Suspense File |
| <u>AB 862-DUCHENY</u> Support | Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, references materials, periodicals, laser disks, etc. | Senate Appropriations Held on the Suspense file. |
| <u>AB 1608-PRINGLE</u> Support | As introduced would create a tax exemption for newspapers and periodicals in California. Recently amended to provide the exemption for newspapers regularly issued at intervals exceeding 50 times per year and sold by single copy only. Amendments delete exemption for periodicals. | Senate Revenue & Taxation |
| <u>AB 1652-SWEENEY</u> Refer to Legislative Committee | States legislative intent that the Education Council for Technology in Learning (ECTL) make recommendations to the Department of Education regarding, among other things, the development of a phased-in plan for funding and implementing a statewide telecommunications education network that provides connectivity between and among all education segments and public libraries and external networks, including the Internet. Pupils would have access to the statewide network via schools, community colleges, university campuses and public libraries. | Assembly Education |
| <u>AB 1793-RUNNER</u> Refer to Legislative Committee | Would require every public library that receives state funds pursuant to the foundation program and that provides public access to the | In Assembly Awaiting Referral |

| | | | | | |
|------------------|-----------------------------|---------|--------------|-------|---|
| Post-It Fax Note | 7671 | Date | 3/2/98 | Pages | 5 |
| To | MCLS/SLS/Associate | From | MCLS/SLS HQ | | |
| Co/Dept | Member Directors | Co. | | | |
| Phone # | SUC Carlson, CSUN | Phone # | 618/683-8244 | | |
| Fax # | (Edgemoor Assoc. Orange CA) | Fax # | 618/683-8097 | | |

83/86/98 12:54:81

-> 626 683 8897 Metro

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Internet, to adopt a policy regarding access to harmful matter on the Internet by minors, and to post a copy of the policy near each library computer terminal that provides public access to the Internet.

AB 1839-B.THOMPSON
Refer to Legislative Committee

Would allow, as an alternative to the appointment of five members of the board of library trustees, the legislative body of the municipality, may by resolution declare itself to be the board of library trustees. Would also allow a legislative body of a municipality that has declared itself to be the board of library trustees pursuant to the above, by resolution at any time, to determine that it no longer will function as the board of library trustees, in which event, the mayor, with the consent of the legislative body of the municipality, shall appoint five members to the board of library trustees pursuant to Section 18910.

In Assembly
Awaiting
Referral

AB 1886-B.THOMPSON
Refer to Legislative Committee

Would require any public library that loans movie videos that have received an "R" rating from the Motion Picture Association of America to ensure that the borrower of such a movie is at least 17 years of age.

In Assembly
Awaiting
Referral

AB 1920-WILDMAN
Refer to Legislative Committee

School and Library Partnership Act of 1998. State Department of Education would award grants to school districts for the planning and operation of joint-use libraries, in a state/local match.

In Assembly
Awaiting
Referral

AB 2081-VILLARAIGOSA
Refer to Legislative Committee

Would reinstate the tax exemption for the sale of any newspaper, regularly issued at intervals exceeding 60 times per year and exempts the sale of newspaper photographs.

In Assembly
Awaiting
Referral

AB 2161-PACHECO
Refer to Legislative Committee

Would require that every computer at a public elementary or secondary school that may be

In Assembly
Awaiting
Referral

83/86/98 12:54:28

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used by a pupil and that has access to the Internet or an on-line service, have an operational parental control device. The school district would have full discretion as to what device is selected.

AB 2204-WASHINGTON
Refer to Legislative Committee

Would remove the requirement that matter be "obscene" if it depicts a person under 18 years of age personally engaging in or simulating sexual conduct.

In Assembly
Awaiting
Referral

AB 2221-MACHADO
Refer to Legislative Committee

Would provide a tax credit in an amount equal to the costs paid or incurred by an Internet service provider for the purchase and installation of tiering or filtering software.

In Assembly
Awaiting
Referral

AB 2350-FRUSSETTA
Refer to Legislative Committee

Would require a public library that provides access to the Internet to purchase, install, and maintain computer software that prohibits access to obscene matter, as defined, on the Internet.

In Assembly
Awaiting
Referral

AB 2569-KUEHL
Refer to Legislative Committee

Would extend current law, which expired in January to add one year additional punishment to a person convicted of possession for sale of drugs if the violation occurred upon the grounds of a public park or ocean-front beach. New law adds public libraries as a "drug-free zone."

In Assembly
Awaiting
Referral

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 95, but as a constitutional amendment, could be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

Senate Local Government.
Failed Passage.
Reconsideration Granted.

H.R. 52-THOMPSON
Refer to Legislative Committee

A House Resolution stating that "public libraries are not enforcing the rating system, as set forth by the Motion Picture Association of America" and "that public libraries are requested to make every effort to identify the age of any person

In Assembly

83/86/98 12:54:55

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checking out a video who appears to be a minor and conform their check-out policies to the Motion Picture Association of America's rating system.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters. Recently amended to pertain to the issuance of bonds by a joint exercise of powers authority, to assist local agencies in financing capital improvements, etc.

In Assembly
Held at
desk.

SB 409-ALPERT
& SWEENEY
CLA Sponsored

The Library of California: Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Assembly
Education

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

ERAF bill: Similar to AB 95- Sweeney/Aguiar.

Assembly
Floor.
Inactive File

SB 1389-CRAVEN
Support

Would create within the State Department of Education the position of Public School Library Consultant to be responsible for the administration of school library grants funded through the California Public School Library Protection Fund and the coordination of other school library programs.

Passed Senate
Education. To
Revenue &
Taxation

SB 1846-CALDERON
Refer to Legislative
Committee

Would require sellers, renters distributors of "harmful matter," as defined, to establish an "adults only" section into which all harmful matter,
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In Senate
Awaiting
Referral

03/06/98 12:55:21

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626 683 8097 Metro

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whether kept, displayed, or offered must be contained. Would excuse only two or fewer items incorrectly placed outside of the "adults only" section.

SB 1059-MOUNTJOY
Refer to Legislative Committee

Would change the definition of "obscene matter" to mean matter, which uses contemporary community standards, rather than the current statewide standards.

In Senate
Awaiting
Referral

SB 2026-RAINEY/
BURTON

Would create a \$500 million Public Library Construction and Renovation Bond Act for grants to build and remodel libraries statewide.

Senate Education

SB 2038-POLANCO
Refer to Legislative Committee

Smart California Act of 1998. Would create "smart communities": a creation of community networks, allowing electronic access to numerous resources and services, including but not limited to education, training, health and social services, telemedicine emergency response, and rapid electronic transmittal of business licensing and registration documents.

In Senate
Awaiting
Referral

SB 2059-VASCONCELLOS
Refer to Legislative Committee

Would expand prison inmates statutory rights by including the right to reasonable access to an adequate law library, including current state law case reports.

In Senate
Awaiting
Referral

3/5/98

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - February 3, 1998

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
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FAX: (714) 777-8304
HOME: (714) 693-1162

Keith Coolidge
1st Vice President
c/o MWDOC
P.O. Box 20895
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TEL: (714) 963-3058
FAX: (714) 964-9389

Mary A. Matheis
2nd Vice President
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Irvine, Ca. 92714-3683
TEL: (714) 476-4488
FAX: (714) 476-2878

Teri Cable
3rd Vice President
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FAX: (714) 647-5622

Ron Kennedy
Secretary
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FAX: (714) 837-7092

Joan Finnegan
Treasurer
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Costa Mesa, Ca. 92627
TEL: (714) 548-3690
FAX: (714) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

cc: LAFCO Representatives
John B. Withers (present)
Phillip L. Anthony
Bob J. Huntley (present)
Mark Sloat
Ed LaBahn (present)
Julia Kelly - LBCWD (present)
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)

Call to Order

1. **Preliminaries**

President Fox called the meeting to order at 7:30 A.M.

2. **Review Minutes of January 6, 1998 Executive Committee Meeting.**

Committee approved Minutes of January 6, 1998 Executive Committee Meeting.

3. **LAFCO Matters**

LAFCO Commissioner, John Withers reported that:

- a. The Commission held a strategic planning session during January to review current and pending projects.
- b. Priorities were discussed and set.
- c. In particular, regarding the South County Consolidation Study, a hearing is planned for April/May where the Consultant will make a presentation covering the process and the conclusions reached, a workshop will be scheduled later in the summer of 1998 and implementation would be considered early in 1999.
- d. John reported on issues related to the applications pending for the consolidation of wholesale water agencies.
- e. Legislature activities related to consolidation seem to be diminishing.
- f. Responded to questions regarding the status of several applications for incorporation.
- g. Reported that Randy Bressette (City of Laguna Hills) was elected Chairman and Chuck Smith was elected Vice-Chairman.

4. **Financial Report -**

Joan Finnegan presented the financial report and the Budget for 1998-99; both were approved by the Committee.

4. **Set Agenda for February 26th Luncheon Meeting**

Keith Coolidge reported that Council Member Peter Herzog of the city of Lake Forest will discuss LAFCO from a City Representative's viewpoint.

6. **CSDA Report - Bob Huntley**

Bob Huntley reported on AB 270 (Torlakson) indicating some detail from negotiations designed to attain support from ACWA and CASA. This is the Bill that would split the cost of LAFCO among county, cities, and special districts.

Mr. Huntley distributed reports from CSDA.

7. **Legislative Report - Keith Coolidge**

Keith Coolidge reported on AB 1484 which would create the commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules and the Senate Committee on Rules.

This Bill became law on January 1, 1998; appointments are pending.

8. **Other Concerns/Comments**

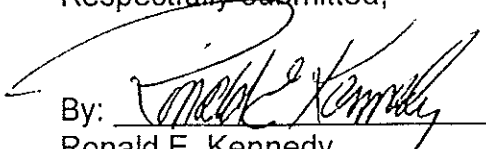
- a. Joan Finnegan requested that members RSVP for the luncheon meeting by February 20th.
- b. Teri Cable discussed the need to follow-up on member agencies that have not paid dues for this year.
- c. Mary A. Matheis mentioned the AWWA meeting scheduled for April 2,3 at the Salton Sea.
- d. Ed LaBahn expressed concern regarding the apparent bias in favor of cities (Cortese-Knox) and the need for improved communication between cities and special districts.

9. **Adjourn**

Meeting was adjourned at 8:30 A.M.

Dated February 3, 1998

Respectfully submitted,

By: 
Ronald E. Kennedy
Secretary, Independent Special
Districts of Orange County (ISDOC)

ISDOC

| <u>INCOME:</u> | <u>1996-97 BUDGET</u> | <u>ACTUAL</u> | <u>DIFFERENCE</u> |
|---|---------------------------|----------------|-------------------|
| Membership Dues (34 & 4 Associates) @ \$50.00 each | \$1,000.00 | \$1,800.00 | (\$100.00) |
| <u>EXPENSES:</u> | | | |
| Copies, postage for ISDOC Agendas, Minutes & Membership Dues | \$ 500.00 | \$1,203.47 | (\$703.47) |
| ISDOC Directories | 800.00 | 423.08 | 376.92 |
| Board of Directors Meeting Refreshments | 150.00 | -0- | 150.00 |
| Bank Charges | 72.00 | 12.00 | 60.00 |
| Speakers, travel, car rental, room reservations | 378.00 | -0- | 378.00 |
| TOTALS | \$ 1,000.00 | \$1,638.55 | (\$ 261.45) |
| ISDOC Luncheon Meetings | 1,410.00 | 1,156.50 | 253.50 |

1998-1999 BUDGET:

INCOME:

Membership Dues (32 & 4 Associates) @
\$50.00 each

\$ 1,800.00

EXPENSES:

Copies, postage for ISDOC Agendas,
Minutes, Board of Director's
Meeting Notices, & Membership
Dues Notices

\$ 1,300.00

ISDOC Directories

425.00

Bank Charges

75.00

\$ 1,800.00



California Special Districts Association Board Meeting - Local Chapter Summary January 9, 1998

Twelve directors were in attendance. The meeting was held in the board room of the Olivenhain Municipal Water District in Encinitas, California.

Action: Director Chuck Beesley moved to ratify the 1997-98 committee roster as proposed by President Harry Ehrlich. Director Sherry Sterrett seconded the motion, passed unanimously.

Action: Director Chuck Beesley moved to approve the consent calendar. Director Sherry Sterrett seconded the motion, passed unanimously. New members approved include: Ambrose Recreation and Park District, Cupertino Sanitary District, Dublin San Ramon Services District, East Bay Municipal Utility District, Emerald Bay Services District, Kern County Water Agency, and Metropolitan Water District of Southern California.

Planning Committee Chair William Miller gave the Board a general review of the 1997 planning session report which was included in the packet. Director Miller then reviewed the Planning Committee recommendations. In summary, the Board approved the extension of the local government consulting contract with former Assemblymember Mike Gotch. Also approved was the scheduling of the 1998 planning session in the Fall, purchasing an updated computer system for the office (current computers were purchased in 1990), and investigating the interest in CSDA offering a power aggregation type service. In addition, administrators and presidents of CSDA, Special District Risk Management Authority, CSDA Finance Corporation, and the Special Districts Workers' Compensation Authority will meet again this year to talk about cooperative efforts to serve our members.

CSDA Treasurer Kit Carter reviewed the 1998 proposed budget and associated Fiscal Committee recommendations. **Action:** Director William Miller moved to approve the 1998 proposed budget, Director David Aranda seconded, motion carried. **Action:** Director Chuck Beesley moved to approve the proposed language to revise Section 2.10 (Board reimbursement) with the amendment of removal of "original" as it refers to receipts. Director David Aranda seconded the motion, motion carried. Directors are still responsible for submitting receipts with ALL expense reimbursement requests, however, it can be a copy of the receipt. The revised language also stresses that travel must be the least expensive form possible. The Board also agreed that a formal audit would take place every other year, with an internal review by the Fiscal Committee on the odd years.

Director Miller requested that a discussion take place on the expansion of the role of the Executive Committee to include review of director conduct. Board supported the request and the Executive Committee will return with proposed language in March.

Action: Director Robert Bare was appointed as a CSDA representative to the Special District Workers Compensation Authority (SDWCA) board.

Legislative Advocate Ralph Heim gave an update on legislative activities. Heim stated that there is a lot of talk about who is going to be the next Assembly Speaker. Also, with the recent court decision on Proposition 208, campaign contribution activities appear to be changing. All bills must be out of their house of origin by January 31, 1998. Bill deadline for 1998 is February 20, 1998. Wilson's State-of-the-State address did not include any discussion on ERAF. The Allies for Cities, Counties and Special Districts continue to work for support of the return of ERAF funds. Recently, a news conference was scheduled by the Allies in which 25 legislators were present to show their support. The LAFCO bills (AB 556 (Pringle) and AB 270 (Torlakson)) are still pending.

The Legislative Committee will schedule a meeting in February for an orientation/work session. CSDA staff/consultants will be working with local chapters to improve legislative communication between the chapters and headquarters.

CSDA Board reconfirmed their decision to hold meetings at various locations. Many of the board members commented on how much they enjoyed meeting at special districts. Staff will schedule meetings in compliance with the approved locations.

CSDA President Harry Ehrlich stated that he had met with CSDA Executive Director Catherine Smith to discuss goals/objectives for 1998. The Executive Committee will meet with Catherine prior to the March meeting and report.

Directors John Fox and Jim Meredith (Region 5) gave the Board an overview of their visits with candidates for the Region 5 vacancy. **Action:** Director Meredith moved for the nomination of David Lesser (Yuciapa Valley Water District), Director Fox seconded. Discussion took place on nomination procedures. Motion carried.

Action: Director Bill Miller moved that CSDA develop a formal procedure for nominations that includes submission of a resume and recommendation for selected candidate in the board packet prior to coming to the full Board for ratification. Director Robert Bare seconded. Motion carried.

Staff will work with directors in Region 1 (Bare and Bommer) to seek candidates for the Region 1 vacancy.

Director Fox stated that the CSDA Finance Corporation Board of Directors/Finance Team members will be holding a planning session on January 27-28, 1998.

Association liaisons (Beesley, Rodriguez, Asmus) gave reports on their respective associations.

The next CSDA board meeting will be held on Friday, March 13, 1998 in Ontario.

For additional information on any of the issues addressed in this update, please feel free to contact Catherine Smith at CSDA (916) 442-7887 or your regional CSDA directors.

CSDA Staff/Consultants (days in the office) - email address

Catherine Smith, Executive Director - casmith@cwo.com
Belinda Bunac, Executive Assistant/Meeting Planner - bendy@cwo.com
G. Scott Finney, Database Coordinator (Wednesday, Friday) - horshak@cwo.com
Michael Gotch, Local Government Consultant (Monday)

Karen L. Roberts, Controller
Ralph Heim, Legislative Advocate
David McMurchie, Legal Counsel

**Please feel free to contact staff at (916) 442-7887, (916) 442-7889
FAX, or email address.**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report on Trustee Handbook for Placentia Library District
DATE: March 17, 1998

BACKGROUND:

There has been no activity on the Trustee Handbook since the February 17, 1998 Board Meeting.

RECOMMENDATION:

Receive and File

CALIFORNIA STATE LIBRARY

LIBRARY DEVELOPMENT SERVICES • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



TELEPHONE: (916) 653-5217

MEMORANDUM

TO: Members, California Library Services Board

FROM: Patricia Earnest, CLSA Program Coordinator *Patricia Earnest*

DATE: March 4, 1998

SUBJECT: CLSB Actions taken at the February 18-19, 1998 Meeting

Purpose of the California Library Services Act:

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or the tax base of their local government. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.

Goals of the California Library Services Board:

The California Library Services Board will be and will be known as a pro-active Board with an impact on state and federal legislation affecting libraries.

The California Library Services Board will continue to support the California Literacy Campaign.

The California Library Services Board will develop and implement a statewide program for young adult services, based on appropriate supporting statistics and evaluation.

The California Library Services Board seeks to provide adequate financial and technical support to libraries for resource sharing services.

By the year 2000, the California Library Services Board will have successfully implemented the Library of California.

By the year 2000, the California Library Services Board will have been successful in seeing that unfunded components of the California Library Services Act are funded.

The California Library Services Board will continue to seek a higher visibility throughout the state.

The California Library Services Board will review and develop initiatives to ensure adequate citizen participation.

CLSB Actions, February 18-19, 1998

Page 2

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on February 19, 1998:

1. Adoption of Agenda

It was moved, seconded (Fong/Harris) and carried unanimously that the California Library Services Board adopt the agenda as modified.

2. Approval of Minutes

It was moved, seconded (Patria/Fong) and carried unanimously that the California Library Services Board approve the draft minutes of the November 13, 1997 CLSB meeting as corrected.

3. Web Page Policy

It was moved, seconded (Dawe/Kennedy) and carried unanimously that the California Library Services Board approve the adoption of the CLSB Draft Web Page Policy as amended and that the Policy be included in the minutes of this meeting. (See Attachment A)

4. Statewide Data Base

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to expend existing 1997/98 Statewide Data Base funds to fund a workshop on technology planning for CLSA Cooperative Library Systems to further effective planning for the Statewide Data Base Program.

Special Services

5. It was moved by the Literacy Committee (Fong) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 1998/99 California Literacy Campaign funds to local programs in accordance with the provisions of Section 18733.2 of the Education Code of California.
6. It was moved by the Literacy Committee (Fong) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 1998/99 Families for Literacy funds in accordance with the provisions of Education Code Section 18735 to local participants based upon the criteria set forth in the Families for Literacy application materials and prior performance in the Program, where applicable.

Legislative Committee

7. It was moved by the Legislative Committee (Dawe) and carried unanimously that the California Library Services Board support full funding for PLF and that letters be sent to the appropriate legislators.
8. It was moved by the Legislative Committee (Dawe) and carried by a vote of 10 yes, 1 opposed (Spence) that the California Library Services Board support the public library construction bond act in the amount of 500 million dollars and that letters be sent to the appropriate legislators.
9. It was moved by the Legislative Committee (Dawe) and carried unanimously that the California Library Services Board urge the United States Postal Rate Commission to adopt the alternative rates as proposed by its Consumer Advocate and that letters be sent out to the California Congressional Delegation asking members to do the same.

10. Equal Access/TBR Ad-Hoc Committee

It was moved, seconded (Kallenberg/Dawe) and carried unanimously that the California Library Services Board authorize the President and the chairs of the Budget & Resource Sharing Committee and the Legislative Committee to undertake with staff a legislative solution to the under funding of the Transaction-Based Reimbursements program and to report back to the Board at the May meeting.

11. Resolution

It was moved, seconded (Frizzelle/Patria) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-01 in honor of David L. Snyder for completion of his term of the service on the California Library Services Board. (See Attachment B)

12. Distinguished Library Award

It was moved, seconded (Spence/Frizzelle) and carried unanimously that the California Library Services Board establish an ad-hoc committee of California Library Services Board to develop a Distinguished Library Award for the State of California including the costs and evaluation of such award.

CALIFORNIA LIBRARY SERVICES BOARD WEB PAGE POLICY

Purpose:

The California Library Services Board home page will provide information to the public via the Internet on CLSA activities, give descriptions of the function of the board and the duties of its members. It will provide information on CLSA programs and a schedule of events relating to CLSA and CLSB.

In addition to providing information, the page will also provide a mechanism for public and library input to Board members and the CLSA Program Coordinator and other staff via clickable e-mail addresses.

Content:

The basic outline for a Board presence on the web should include:

- Biographies and photos of Board members including clickable e-mail addresses, a description of the function of the Board, and a description of the duties of the members
- Quarterly CLSA calendar, including schedule of Board meetings
- Description of CLSB Committees linked to appropriate sections of the Minutes
- Agenda for the next meeting
- Key actions from the last meeting
- Minutes of the last meeting (Estimated available 2-3 weeks after approval)
- California Library Services Act (This section will include current information about the act, descriptions of the programs, and a list of library systems with hot links to their home pages and/or e-mail)
- Cross links with California Library Laws
- Publications produced as part of CLSA activity

Location of Information:

The CLSB home page will reside on the same server as the California State Library home page.

Maintenance:

Agendas will be posted to the web page approximately two weeks prior to each meeting. After minutes from the last meeting have been approved and edited, they will also be made available on the web page two to three weeks after approval. Key actions from each meeting will be posted two to three weeks after the meeting. Quarterly CLSA deadline calendars will be posted at the same time as key actions.

When new Board members are appointed, biographies will be added to the home page within one month. Biographies of members no longer serving will be removed as soon as possible.

Links to the CSL home page will be maintained. CLSA and Board information other than biographies, agendas, and minutes will be updated on an annual basis by CLSA staff on the same schedule as the LDS updates.

Sections such as minutes, agendas and key actions will be archived based on results of hit rate statistics.

Funding and Staffing:

The CLSB home page will be created and maintained by CLSA staff and funded completely by CLSA. The CLSA Technician, Secretary, and Administrative Assistant will be trained in basic HTML and have a basic understanding of the procedures for creating and maintaining information on the CSL server.

It is recommended that an Office Assistant or Office Technician be employed to do the actual HTML document conversion and maintenance of existing information. The CLSA Administrative Assistant will be responsible for overseeing the work and maintaining deadlines. The CLSB Secretary is responsible for producing information in appropriate format for conversion and meeting maintenance deadlines. The CLSA Program Coordinator, with Board approvals, is responsible for design and overall appearance of the page. The Program Coordinator is also responsible for determining content and accuracy.

Annual input and maintenance duties will take approximately 150 to 200 hours..

CLSB RESOLUTION 98-01

WHEREAS, the California Library Services Board desires to recognize the distinguished contributions of one of its members on the occasion of the completion of his term of service as a member of the Board; and

WHEREAS, the Board wishes to honor him for his outstanding public service representing the public-at-large since his appointment by the Senate Rules Committee on August 13, 1990; and

WHEREAS, it should be noted that he served with distinction on all standing committees of the Board; and

WHEREAS, it should be noted that he served as a Board member and Chairman of committees including the Budget Committee, the Citizens Participation Committee and the SAB Award Committee.

NOW, THEREFORE, BE IT RESOLVED, that

*the California Library Services Board
extends its sincere appreciation and deep regard to*

DAVID L. SNYDER

*for his contributions to the libraries and people
of the State of California*

Adopted: February 19, 1998

Attachment C

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

| | |
|---------------------|---|
| January 12-25 | 3rd 1997/98 Direct Loan sample period |
| February 9 | 3rd 1997/98 Direct Loan sample data due at the California State Library |
| April 13-26 | 4th 1997/98 Direct Loan sample period |
| April 15 | 3rd Quarter ILL claims due at the California State Library |
| May 11 | 4th 1997/98 Direct Loan sample data due at the California State Library |
| April 30 | 3rd Quarter California Library Literacy Service reports due at the California State Library |
| May 1 | Families for Literacy 1998/99 Applications due at the California State Library |
| May 5-6 | CLSB Meeting, Sacramento |
| May 15 | California Library Literacy Service 1998/99 Applications postmarked to the California State Library (libraries applying for first year funding) |
| May 22 | California Library Literacy Service 1998/99 Plans of Service postmarked to the California State Library (for programs in years 2-5) |
| June 1 | 1998/99 System Plans of Service due at the California State Library |
| June 1 | System Advisory Board Rosters due at the California State Library |
| On or about June 30 | 1998/99 State Budget adopted |

TO: Elizabeth Minter, Library Director ^{AM}

FROM: Suad Ammar, Principal Librarian

DATE: March 17, 1998

SUBJECT: **Common Ground Forum**

On November 19, 1997, the Library received a notice from Bea Chute, the Southern California Coordinator for the Common Ground Forum Project. This Forum is part of the Common Ground Series to be held at twenty-one public libraries in Southern California throughout February, March and April. The Forums are a partnership between the County of Los Angeles Public Library, the Metropolitan Cooperative Library System (MCLS) and the Los Angeles Times. The Project has been funded by LSCA for the third year and expansion has been planned for Orange County. Four Library sites were made available to library jurisdictions in Orange County and Placentia accepted to be one of them, Fullerton being the other library in North Orange County. The League of Women Voters of North Orange County eagerly agreed to partner with both libraries and Education was one of the subjects chosen for both sites.

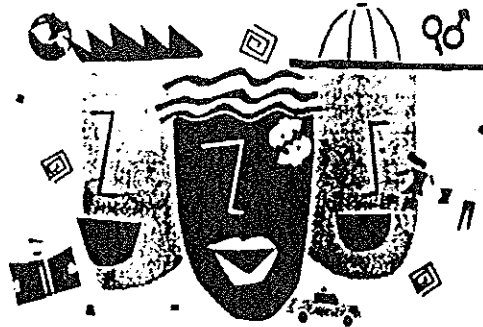
On Tuesday, March 31, 1998 from 7:00-9:00 P.M. the Placentia Library and the League of Women Voters of North Orange County will co-host this event. The public is invited to participate in this important discussion. Moderators, assigned by the Common Ground Forum, will encourage discussion on the topic and which values should children learn in our public schools.

Should we promote traditional values?
Personal responsibility?
Societal responsibility?

Participants will receive a free booklet called "*Contested Values: Tug-of-War In The School Yard.*"

The discussion will be structured with choices participants will make to find common ground. Moderators will encourage participants to create a community action plan to deal with this problem.

Parent groups, community based organizations, church groups, and the community are encouraged to attend the Forum. Letters have been sent to community leaders and press releases to the local papers to advertize this event and invite people to pre-register.



YOUR VOICE COUNTS!

OPEN COMMUNITY FORUMS
COMMON GROUND PROJECT

JOIN US!

WHAT IS COMMON GROUND?

Common ground is a community discussion which brings people of diverse viewpoints together. At each public meeting place, participants are invited to discuss various critical issues of current importance.

THE APPROACH

*Non-confrontational, Nonpartisan, Candid.
Respectful of different opinions.*

There are no experts in Common Ground. And there is no right outcome, no universal consensus. The intent is not to change opinions, but to reduce polarization and find areas of agreement where possible.

THE PARTICIPANTS

You! Ordinary people who are interested in making a difference in their communities by participating in discussion groups at public libraries. Remember, your voice counts!

THE FORUM

All forums have a neutral facilitator whose job is to ensure that everyone has a chance to speak and be listened to with respect. It is the discussion among community members that gives Common Ground its unique identity.

CONTESTED VALUES:

Tug-of-War in the School Yard
Tuesday, March 31, 1998, 7-9 p.m.

Placentia Library District

411 East Chapman Avenue, Placentia, CA 92670

Cosponsor: League of Women Voters of North Orange County

Common Ground, a partnership between the Metropolitan Cooperative Library System, *Los Angeles Times*, and the County of Los Angeles Public Library, is funded under the Library Services and Technology Act, and administered in California by the California State Library.

For more information, contact MCLS at (626) 683-8244, or project headquarters: (415) 349-5538, x 3050.



Metropolitan
Cooperative
Library System

Los Angeles Times



COUNTY OF LOS ANGELES PUBLIC LIBRARY



Aon Consulting

*Employee Benefits
Consulting Group*

3/13/98

Elizabeth Minter, M.L.S.
Library Director
Placentia Library District
411 East Chapman Ave.
Placentia, CA 92870-6198

Re: Group Medical Insurance

Dear Elizabeth,

Here is the final determination from Prudential regarding Placentia Library District's application for the Point of Service (POS) group medical plan.

Prudential initially advised us that they would issue coverage to your group at 110% of the standard rate. An appeal of this decision proved fruitless even though it was emphasized to Prudential that the inforce carrier, CareAmerica, was renewing the group at 90% of standard rates.

My assessment as to why CareAmerica would renew your group at 90% of standard and Prudential would rate the same group at 110% is that CareAmerica is aware of the medical history of the group but has the benefit of knowing what the claims experience has been, i.e., the medical conditions exist but have not resulted in adverse claims experience. Prudential looks at the same information and assumes the worst.

On a prospective basis here are my observations for the Board:

- 1) I would continue to pursue a POS plan in the future
- 2) It is important for budgetary purposes to be prepared for a swing in rates from year to year, i.e., the fact that you received a 90% of standard rate this year does not mean that the same carrier or a prospective carrier would not rate you at 110% of standard next year due to adverse medical claims which had the ability to persist. It is simply the nature of the beast in the small group medical arena that much larger rate swings can occur than in previous years due to the 90% - 110% approach in rating

Aon Consulting & Insurance Services

2495 Campus Drive • Irvine, California 92612-1584 • fax: (714) 833-0228 • License No. 0764901

3/13/98

Elizabeth Minter, M.L.S.

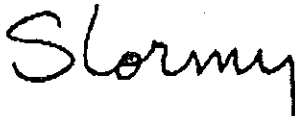
Page 2

- 3) It also is important to understand that we have had an artificial market the last several years as carriers were playing the acquisition game. Both the carriers that were looking for acquisitions and those that were maneuvering to be acquired were holding rates in order to maximize market share - the name of the game in stock values. Now that several of the large mergers have occurred the carriers are looking to make up for their artificial pricing. The bottom line is it would be wise to anticipate at least a 10% increase in premiums for the next several years. If it doesn't materialize to that extent it has not hurt your anticipated budget

As per our conversation we will continue this next year with CareAmerica and notify Prudential that their offer is unacceptable.

Take care and thank you for your help. Please also thank Charlene for her help and all of the employees for their cooperation.

Sincerely,



Stormy Waldeck, CLU, ChFC

Aon Consulting

MEMORANDUM

City of Placentia

TO: Elizabeth Minton, Director, Placentia Library District
FROM: John Fraser, Administrative Coordinator
DATE: March 12, 1998
SUBJECT: STATUS - SEISMIC REINFORCEMENT OF CITY LIBRARY

This following is an update on the City's application to the Governor's Office of Emergency Services (OES) for FEMA funding to perform seismic-related structural upgrades to the Placentia Library. Unfortunately, the City of Placentia has not yet received word from OES as to whether the Library will be allocated funding for structural improvements.

On November 17, 1997, the City did receive notification from OES that funding had been made available for a portion of the cost of a structural evaluation for the Library (along with the City Corporation Yard). The City is, however, looking into the possibility of conducting an "in-house evaluation" of the Library and Corp. Yard. This would result in an evaluation, at no cost, to help OES/FEMA determine the viability of providing funding for the necessary seismic reinforcement to these facilities. This was previously done for the Civic Center (City Hall and the Police Station), as well as the City's Fire Stations. This is, however, subject to approval by OES.

To date, the City has been allocated funding for seismic upgrades to the Civic Center, but, was denied funding for the Fire Stations. The rationale for the denial of funding for the Fire Stations was that the City had already been allocated funding for these facilities by the State Department of General Services. OES/FEMA was not going to allow the City to "double-dip" into funding for these structures. The City has been allocated \$66,000 to upgrade the Civic Center. Since FEMA grant funding for these projects is allocated on a 75%-25% match-funding basis, the City is responsible for \$16,500 of the allocated \$66,000.

We are in periodic contact with the OES offices in Pasadena regarding potential funding for both the Library District and the City Corporation Yard. We will inform you of the decision by OES/FEMA as soon as we are notified.

The City initially requested \$40,000 to upgrade the Library, and \$75,000 for the Corp. Yard. However, the City had asked for \$50,000 for the Civic Center, but as a result of the in-house evaluation of the building, the City was actually granted \$16,000 above that initial estimate. Consequently, if funding is ultimately allocated for the Library, it may be greater than \$40,000. Again, the Library District would be responsible for 25% of the total seismic reinforcement costs (\$40,000 - \$50,000). Consequently, you might want to estimate a budget amount of 25% of the approximate total amount.

If you have any additional questions regarding this matter, please contact me at 993-8117. Thank you.

cc: City Administrator
Director of Public Works
Director of Administrative Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Continue Discussion of the proposal by Pat Irot to establish a Study Committee to review the impact on the community of the library's service reductions
DATE: March 17, 1998

BACKGROUND

At the December 16, 1997 Board Meeting President Dinsmore read a memo from Pat Irot in which she suggested the establishment of a study committee that would review the District's financial condition and subsequent service cuts. Mrs. Irot stated that she made this proposal in the spirit of providing a number of community opinion leaders who will become more articulate about the Library's needs for increased funding.


The Board requested that discussion of this item be included on the March 17 Agenda.

RECOMMENDATION

1. Determine whether to establish a Study Committee
2. Give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.

DATE: March 17, 1998

BACKGROUND:

Library Revenue Issues

At its Meeting on April 15, 1997, the Board requested that an item for the discussion of Library Revenue Issues be included on each Agenda.

1. Property Tax

Library Director Minter and California Advocates Representative Mike Belote met with Assemblyman Dick Ackerman and Administrative Assistant Sheron Violini in the Assemblyman's Sacramento office on February 18.

Mr. Belote presented the District's proposal that the Assemblyman sponsor legislation that would exempt the special library districts from the Educational Revenue Augmentation Fund (ERAF).

Assemblyman Ackerman asked a number of questions and agreed to take the issue under consideration.

At this point in time it would be appropriate for the Trustees to solicit letters of support of the ERAF reversal from local Library supporters. A sample letter is Attachment A.

Library Director Minter is scheduled to attend the California Special Districts Association (CSDA) Government Affairs Day in Sacramento on Monday, April 13. This is a one day trip leaving Ontario at 6:30 A.M. and returning on the 7:00 P.M. flight from Sacramento. It would be helpful if a District Trustee would be able to participate in the meeting with Assemblyman Ackerman that day. Buena Park will be represented by Library Director McGregor and several Trustees.

2. State Funds

The California Library Services Board budget indicates no anticipated increases in funding in any programs affecting Placentia Library District.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services. Anaheim Library is currently negotiating a solution to the software-related issues for the new service with Ameritech, the consortium's library software provider.

Parcel Tax Election Considerations

No activity to report.

RECOMMENDATION:

1. Determine if any Trustees will attend the CSDA Government Affairs Day on April 13 and authorize payment of travel, meal and registration expenses.
2. Give direction for future action.

Attachment A

Assemblyman Dick Ackerman
State Capitol
Sacramento CA 95814

PHONE: 916-445-7448
Office Manager is Susie

Or

District Office
305 North Harbor Boulevard, Suite 303
Fullerton, CA 92632

PHONE: 714-525-0175
Office Manager is Wendy Lee

Thank him for his continuing leadership for, and support of, improving the funding of all cities, counties and special districts by reversing the 1992-93 and 1993-94 property tax shifts from local governments to the Education Revenue Augmentation Fund (ERAF).

Placentia needs to have its Independent Library District restored to full funding as soon as possible. The Library needs to have sufficient financial resources to purchase the books and information services needed to properly serve our residents of all ages. Funding is also needed to return to a full schedule of Library hours. Both of these goals could be met if the ERAF were fully reversed for our libraries.

Full restoration of the ERAF property tax reversals for California's independent and dependent library districts will benefit millions of Californians, including approximately 1,379,675 residents of Orange County – those served by Placentia Library District (48,025), Buena Park Library District (72,700), and the Orange County Library (1,258,950).

Thank him for his support and urge his leadership in making the restoration of California's dependent and independent special district libraries a reality.

Sacramento Government Affairs Day

Rec'd in Item 3-2
Attachments B

Monday, April 27, 1998

SACRAMENTO CONVENTION CENTER
1400 J Street, Rooms 202 & 204, Sacramento, California

TENTATIVE AGENDA

| | |
|--------------------|---|
| 8:00 - 9:00 a.m. | REGISTRATION/CHECK-IN |
| 9:00 - 9:15 a.m. | WELCOME AND INTRODUCTIONS |
| 9:15 - 9:45 a.m. | What the 1998-99 State Budget Means for Local Government <i>Elizabeth Hill, Legislative Analyst</i> |
| 9:45 - 10:15 a.m. | Presentation on the 1998 Park Bond Act <i>Senator Mike Thompson*</i> |
| 10:15 - 10:30 a.m. | BREAK |
| 10:30 - 11:45 a.m. | Legislative Year in Review. What's in Store for Special Districts in 1998? <i>Ralph Heim, CSDA Legislative Advocate</i> |
| 11:45 - Noon | Grassroots Lobbying—Tips to Success <i>Mike Gotch, CSDA Local Government Consultant</i> |
| Noon - 1:30 p.m. | LEGISLATORS' LUNCHEON (Participants are encouraged to invite legislators and/or Capitol staff members as guests to lunch) |
| 1:30 - 2:15 p.m. | An Insider's View of the Capitol <i>Steve Scott, Managing Editor, California Journal</i> |
| 2:15 - 3:15 p.m. | Presentation on the 1998 Water Bond Act <i>Senator Jim Costa</i> |
| 2:45 - 3:15 p.m. | Presentation on the Commission on Governance for the 21st Century <i>Assemblymember Bob Hertzberg*</i> |
| 3:15 - 3:45 p.m. | Changes in the Ralph M. Brown Act and Why <i>Senator Quentin Kopp</i> |
| 3:45 - 4:00 p.m. | ANNOUNCEMENTS/CONFERENCE WRAP-UP |

*Invited

REGISTRATION: Register now for the 1998 Sacramento Government Affairs Day by completing the registration form below, and returning it on or before April 20, 1998 to CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814, (916) 442-7887, (916) 442-7889 FAX. Registration requested after April 20 will be subject to space availability and registration fee increase.

HOFL ACCOMMODATIONS: If your travel arrangements indicate you will need to stay overnight in Sacramento, the following hotels are close to the Sacramento Convention Center: Hyatt Regency (800) 233-1234; Residence Inn or Courtyard by Marriott (800) 331-3131; Holiday Inn (916) 446-0100 and The Clarion (916) 444-8000.

LEGISLATORS' LUNCHEON: Delegates are requested to invite their legislators and/or Capitol staff members to join them at the CSDA Legislators' Luncheon. *Delegates must purchase a luncheon ticket for each guest.* CSDA will be coordinating luncheon tables to try and ensure all delegates from a legislative district are seated with an attending legislator or Capitol staff member. If a legislator is unable to attend the luncheon, delegates may want to arrange for an appointment with their legislative representative(s). However, no specific time period is designated for Capitol visits. If you wish to meet with one or more of your legislative representatives or their aides or have them join you at the Legislators' Luncheon on April 27, 1998, please phone each respective Member's Capitol office appointment secretary as soon as possible to invite him or her to the luncheon and/or to schedule the visit(s).

Call CSDA for appropriate telephone numbers or if you have any questions. CSDA staff is available to help you coordinate a luncheon table or an appointment with your legislators. If you would like this assistance, please indicate who your representatives are on the registration form. If you know other district representatives in your area who are also attending the Government Affairs Day, you may wish to combine invitations and appointments.

DELEGATES ARE REQUESTED TO INVITE LEGISLATORS AND/OR CAPITOL STAFF MEMBERS TO THE LEGISLATORS' LUNCHEON.

CANCELLATION POLICY: Cancellations received on or before April 22, 1998 receive a full refund less a \$25 processing fee. No refunds will be granted for cancellations received after April 22. If you register by telephone and do not show up or cancel, you will be billed. ALL CANCELLATIONS MUST BE IN WRITING.

Sacramento Government Affairs Day

Monday, April 27, 1998

Sacramento Convention Center

REGISTRATION FEES

Before April 20, 1998

Full Registration (Sponsoring Member) \$95 \$ _____
(includes morning beverages, luncheon and materials)

Full Registration (Non-Sponsoring Member) \$120 \$ _____
(includes morning beverages, luncheon and materials)

After April 20, 1998

Full Registration (Sponsoring Member) \$125 \$ _____
(includes morning beverages, luncheon and materials)

Full Registration (Non-Sponsoring Member) \$150 \$ _____
(includes morning beverages, luncheon and materials)

Extra Luncheon Tickets \$25 \$ _____
(for legislators and/or Capitol staff guests)

Please Return by April 20, 1998 To:

California Special Districts Association

1121 L Street, Suite 508, Sacramento, CA 95814

(916) 442-7887 telephone • (916) 442-7889 fax

REGISTRATION INFORMATION

Name _____

District _____

Address _____

City/State/Zip _____

Telephone () _____

FAX () _____

Legislative Representative(s) _____

Charge: _____ VISA _____ MasterCard

Print Account Name _____

Account Number _____

Expiration Date _____

Authorized Signature _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Report on plans for the first joint Annual Meeting for Santiago Library System and Metropolitan Library System Members to be held at the Turnip Rose in Orange on Thursday, April 30, 11:00 A.M. to 2:00 P.M.

DATE: March 17, 1998

BACKGROUND:

The Administrative Councils and System Advisory Boards of the Santiago Library System (Orange County) and the Metropolitan Cooperative Library System (Los Angeles County) are jointly sponsoring their first annual meeting of members and associates. The meeting will convene on Thursday, April 30, 1998 from 11 A.M. to 2 P.M. at the Turnip Rose in Orange.

This meeting is specifically directed at trustees, friends, system advisory board members and others who work to support libraries.

The primary purpose of this meeting is to strengthen our personal acquaintances and working relationships. We will also celebrate the accomplishments of both cooperative systems, preview plans for the coming year, and explore emerging trends that will affect us all. Library Director Minter will be participating in the program as the Chair of Santiago Library System.


The keynote speaker will be Liz Bishoff, Vice President of OCLC, the national cataloging center headquartered in Dublin, Ohio.

Each member Library has been allocated 4 seats at the annual meeting. Additional seats may be available after the reserved places have been requested. The registration fee is \$22.

RECOMMENDATION:

Determine who will represent the District and authorize payment of registration

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: March 17, 1998

BACKGROUND:

The presidents of the three Library organizations (Library Board, Friends and Foundation) met on February 25, 1998.

The tentative calendar for the planning process is Attachment A.

The purpose and schedule for the joint planning meeting is Attachment B.

The Committee agreed to request the use of the Placentia Linda Hospital Meeting room for the joint planning meeting.

RECOMMENDATION:

Establish Saturday, June 20, 1998 as the date for all day workshop for Library Trustees, Friends Board Members and Foundation Board Members

Attachment A

Planning Steps and Proposed Calendar

1. Three presidents set planning process (February 1998 to end of process)
2. Joint meeting of the three boards (June 20, 1998)
3. Gather information/opinions from focus groups and/or surveys (July – September, 1998)
4. Each board reviews mission statement and develops draft of its plan (October, 1998)
5. Joint meeting (2 to 3 hours) of the three boards to review proposed plans and make suggestions to each other (November, 1998)
6. Public hearing on the three plans (special event for members, donors, general public with plans as part of a program) (January, 1999)
7. Adoption by each board of its own plan (February, 1999)
8. Establish annual joint meeting of the three boards to report to each other and report on plan modifications

Attachment B

Purpose of Joint Planning Session

- To prepare each Board of Directors to develop a strategic plan – education
- To inform each Board of Directors about the activities and responsibilities of each organization – clarification of roles
- To develop of list of issues to be discussed with representatives of the community in order to complete each organization’s strategic plan – research preparation
- To ensure that all three Boards are developing a shared vision of the direction for public library services in Placentia – coordination

Proposed Agenda
Meeting of the Three Boards of Directors

| | | |
|---------------|--|------------------------------------|
| 8:45 | Check-in and Refreshments | |
| 9:00 | Introductions and Review Agenda | |
| 9:15 – 10:15 | State of the Library | Minter |
| 10:15 – 10:30 | Break | |
| 10:30 – 11:00 | State of the Friends | Irot |
| 11:00 – 11:30 | State of the Foundation | Stark |
| 11:30 – 1:00 | Luncheon and Speaker (<i>Public Library of Tomorrow</i>) | Librarian |
| 1:00 – 2:30 | What kind of public library service do we want for Placentia | Small Groups with Reports to Whole |
| 2:30 – 2:45 | Break | |
| 2:45 – 3:45 | What do we need to know to make an effective plan | Small Groups with Reports to Whole |
| 3:45 – 4:30 | Scheduling future work – focus groups and calendar for plan development | |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Performance Review for Library Director *EDM*
DATE: March 17, 1998

BACKGROUND:

March is the month when the performance evaluation process for the Library Director should begin.

A copy of the executive management evaluation form that was used in 1997 is attached. This form was adapted from the one used by the City of Placentia, incorporating the Library Board's comments from 1996.

RECOMMENDATION:

Determine format and timetable for performance review process

PLACENTIA LIBRARY DISTRICT

Management Performance Evaluation

Employee Name: _____ Job Title: _____
Reporting period: From _____ To _____ Current Salary: \$ _____ per month

INSTRUCTIONS

1. In advance of an appraisal, the employee to be rated should be given a copy of this form and complete the self-rating sections.
2. The rater (supervisor) should independently complete each item on the form, attaching additional sheets as necessary. Upon completion, the rater should obtain the employee's self-ratings and include them in the appropriate boxes within the evaluation. *For the Library Director's evaluation the Library Board President or his or her appointee should prepare a composite evaluation form reflecting the opinions of the entire Board of Trustees.*
3. The rating scale at the bottom of this page should be used as a guide in making ratings. Consider each performance dimension separately and do not allow your rating in one dimension to influence your judgment on others. For each element, provide specific examples or critical incidents of performance to explain and support your rating.
4. In Section 3, the employee and the rater should list, comment on, and independently evaluate the progress made upon the previously agreed-upon goals.
5. The rater should use the "Summary Comments" and "Development Program" spaces at the end of the form to comment on any significant differences in ratings between the employee and the rater, and to recommend methods of improving performance.
6. For employees other than the Library Director, the Library Director may make a salary adjustment based upon the District's Merit Salary scale for that position. *For the Library Director, the Library Board President or his or her appointee may make a salary adjustment recommendation to the Library Board.* This form is also used to determine whether or not a probationer should be granted permanent status, if applicable.
7. After completing the form, the rater should present the form to the employee and its contents should be fully discussed between them. The employee should be given a copy of the evaluation, and the original should be forwarded to the District's Administrative Assistant for salary implementation and inclusion in the employee's personnel file.

RATING SCALE

BELOW EXPECTATIONS The employee's performance does not meet the standards for the classification. Improvement is needed in the specific areas noted in the comments.

MEETS EXPECTATIONS Results show job responsibilities are being performed competently.

EXCEEDS EXPECTATIONS Results show achievement which is valuable to the organization, and is beyond the job's objectives. Such performance is what is reasonable expected of an individual in this job classification, who is fully performing the position's responsibilities.

Section 1: GENERAL MANAGEMENT (Continued)

Problem Issues: Keeps Library Director or Library Board informed of potential problem areas and minimizes the necessity of the Library Director or Library Board addressing administrative problems associated with the employee's area.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Assignments: Completes assignments in an acceptable manner, and within stated deadlines. Promptly responds to inquiries and is responsive to complaints from the public.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Productivity: Maintains a high level of productivity by Library staff. Looks for ways and makes necessary adjustments to expand or improve service without increasing staff or personnel costs.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Affirmative Action & Disability Compliance: Complies with the spirit of the District's program goals, and adheres to the policy of equal employment opportunity.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Employee Development: Trains employees to better perform their current duties and to assume more responsibilities. Effectively uses performance evaluation.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Leadership Ability: Exercises the ability to achieve desired results through other people. Willing to assume responsibility.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Supervisory Skills: Exercises sound supervisory practices which includes reviewing work of subordinates, taking corrective action when necessary, delegating authority, etc.

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Section 2: PERSONAL CHARACTERISTICS

Imagination: Does person show originality in approaching problems? Does this person create effective solutions? Is this person able to visualize the implications of various approaches?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Objectivity: Is this person unemotional and unbiased? Does this person take a rational, impersonal viewpoint based on facts and qualified opinions?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Drive: Is this person energetic and willing to spend whatever time is necessary to do a good job? Does this person have good mental and physical stamina?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Decisiveness: Is this person able to reach timely decisions and initiate action, but not be compulsive?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Attitude: Is this person enthusiastic? Cooperative? Willing to adapt?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Firmness: Does this person have the courage of his/her convictions? Is this person firm when convinced, but not stubborn?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Communication: Does this person communicate effectively and sufficiently, both orally and in writing, to all appropriate levels of the organization?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Section 2: PERSONAL CHARACTERISTICS (Continued)

Problem-solving Ability: Does this person solve problems and issues facing him/her in a timely and effective manner?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Organization: Does this person effectively organize and plan his/her work?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Interpersonal Sensitivity: Is this person sensitive to the feelings of others and able to establish and maintain positive, effective working relationships with employees, public officials, support group members, donors, and the public?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Technical Knowledge: Does this person possess the technical knowledge commensurate with the position he/she holds?

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |
| Comments: | | | |

Section 3: ACHIEVEMENT OF LIBRARY MISSION; GOALS

Each management employee interprets the mission statement, goals, and objectives of Placentia Library District, as adopted and approved by the Library Board of Trustees, in the operation of his/her department.

These mutually agreed-upon objectives, responsibilities and work goals become jointly understood standards for later evaluation of performance in terms of results achieved in accordance with the following criteria:

1. Evaluation of preparation and analysis of goals themselves.
2. Were goals attained?
3. Method by which attained.
4. Obtained in a timely manner.
5. Objectives reached within the estimated costs.

List, comment on, and evaluate the progress made on each of the goals in the space provided below. Use an additional page if necessary.

| Met | Not Met | Exceeded |
|-----|---------|----------|
|-----|---------|----------|

1. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

2. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

3. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

4. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

5. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

6. GOAL: _____
 COMMENTS: _____

| | | | |
|------------|--|--|--|
| Employee | | | |
| Supervisor | | | |

Section 4: EXTERNAL RELATIONSHIPS

1. **Community Reputation:** What is the general attitude of the community to this person? Is he/she regarded as a person of high integrity, ability and dedication to Placentia Library District?
2. **Professional Reputation:** Stature among others in profession. Effective dealings with other library, special district, city and county professionals.
3. **Inter governmental Relations:** Does staff member work closely with other federal, state and local government representatives? What is relationship with others? Does person provide requested assistance to other libraries, special districts, the City of Placentia, Orange County, Santiago Library System, and the State Library of California?
4. **Community Relations:** Does staff member skillfully represent Placentia Library District to the press and public? Does this person avoid politics and partisanship? Does this person show an honest interest in the community and properly defend Placentia Library District and its reputation?

EXTERNAL RELATIONSHIPS:

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |

COMMENTS:

Section 5: OVERALL EVALUATION

RECOMMEND PROBATIONER BE
GRANTED
PERMANENT STATUS
YES NO

| | Below Expectations | Meets Expectations | Exceeds Expectations |
|------------|--------------------|--------------------|----------------------|
| Employee | | | |
| Supervisor | | | |

Summary Comments: _____

Development Program: _____

BASED UPON THIS EVALUATION, RECOMMEND EMPLOYEE'S SALARY BE ADJUSTED BY ____%

Rater's Signature

Date

THIS REPORT HAS BEEN DISCUSSED WITH ME AND I HAVE RECEIVED A COPY.

Employee's Signature

Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Pursuant to California Government Code Section 54957.6 a closed session will be held to discuss collective bargaining issues relating to the renewal of the Memorandum of Understanding. The purpose of this closed session is to review the Board's position and instruct the Library Director prior to her consultation with the designated representative(s) of the Orange County Employees Association.

DATE: March 17, 1998

BACKGROUND:

The District's three-year Memorandum of Understanding (MOU) with the Orange County Employees Association will expire on June 30, 1998.

Prior to the beginning of negotiations by the Library Director with the representative(s) of the Orange County Employees Association it is appropriate for the Board to review its position and to make recommendations.

A copy of the current MOU and the Employee Handbook referenced therein is Attachment A.

RECOMMENDATION:

Action as required



MEMORANDUM OF UNDERSTANDING
BETWEEN
PLACENTIA LIBRARY DISTRICT
AND
PLACENTIA LIBRARY DISTRICT CHAPTER
OF THE
ORANGE COUNTY EMPLOYEES ASSOCIATION

The wages, hours and conditions of employment that are set forth in this Memorandum have been discussed and jointly proposed by and between the staff officials of the Placentia Library District Chapter of the Orange County Employees Association (hereinafter called "THE ASSOCIATION") and shall apply to all the employees of THE DISTRICT working in the classifications set forth in Appendix "A."

The terms and conditions of employment that are set forth in this Memorandum have been discussed in good faith between the staff officials of THE DISTRICT and THE ASSOCIATION. THE ASSOCIATION agrees to recommend acceptance by its members of all the terms and conditions of employment as set forth herein, and the staff officials of THE DISTRICT agree to recommend to the Placentia Library Board of Trustees that the terms and conditions of employment as set forth herein be implemented by resolution of the Board of Trustees. Upon the adoption of such a resolution, all the terms and conditions of this Memorandum so incorporated shall become effective without further action by either party.

ARTICLE I

SALARIES

- A. Wages for the various job classes shall be set forth in Appendix "B" attached to this Memorandum, and by this reference made a part hereof, and shall reflect the following wage increases agreed upon for all classifications represented by THE ASSOCIATION.

First Year

Effective July 1, 1995, THE DISTRICT shall grant a three (3) percent general salary increase to all the classifications represented by THE ASSOCIATION.

Second Year Effective July 1, 1996

An increase equal to the percent rise (to the nearest tenth (0.1) of one percent in the cost-of-living for the period March 1995 to March 1996 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than two (2) percent, nor more than five (5) percent for all classifications represented by THE ASSOCIATION.

Third Year Effective July 1, 1997

An increase equal to the percent rise (to the nearest tenth (0.1) of one percent in the cost-of-living for the period March 1996 to March 1997 as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than two (2) percent, nor more than five (5) percent for all classifications represented by THE ASSOCIATION.

Meet and confer sessions, limited to salary only, can be reopened in the event the percent rise as described above exceeds seven (7) percent or is less than one (1) percent at the end of each year.

- B. All employees in job classes listed in Appendix "A" as covered by the terms and conditions receive all of the benefits, including, but not limited to holidays, vacation, sick leave, health and welfare benefits, and grievance procedure that are provided to employees of THE DISTRICT as set forth in resolutions adopted by the Board of Trustees of the Placentia Library District for such purposes. The staff officials of THE DISTRICT will not recommend any revision or modification to such conditions or benefits without first discussing such recommendations with THE ASSOCIATION.

ARTICLE II

RECOGNITION

THE DISTRICT hereby recognizes THE ASSOCIATION as the representative for the Placentia Library District employees as represented within this Memorandum of Understanding to the fullest extent allowable under California law applying to public employees.

As public employees, such employees shall have the right to discuss individual problems of employment with THE DISTRICT, provided that upon request of the employee, THE ASSOCIATION shall be kept fully informed and have the right to be present at all such meetings between THE DISTRICT and the individual.

ARTICLE III

CHECKOFF

THE DISTRICT agrees to check off for the payment of all regular monthly ASSOCIATION dues, and to deduct such payments from the wages of all ASSOCIATION members and employees when authorized to do so by said members and employees, and remit such payments to THE ASSOCIATION in accordance with the terms of signed payroll deduction authorizations.

THE ASSOCIATION shall be privileged to change the amount of monthly dues upon thirty (30) days written notification to THE DISTRICT and all affected employees.

ARTICLE IV

EMPLOYEE RIGHTS

Employees of THE DISTRICT shall have all rights granted to public employees under California law applicable to special districts. Employees of THE DISTRICT shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees of THE DISTRICT also have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with THE DISTRICT. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by THE DISTRICT, or any employee organization, because of his or her exercise of these rights.

ARTICLE V

MANAGEMENT RIGHTS

THE DISTRICT management retains all inherent rights and responsibilities of management except where specifically limited by this agreement. The rights of THE DISTRICT management include but are not limited to the right to consider the merits, necessity, or organization of any service or activity provided by law; the exclusive right to determine the mission of THE DISTRICT; set standards of service; determine the procedure and standards of selection for employment and promotion; direct the employees; take disciplinary action for just cause; relieve employees from duty because of lack of work, or other legitimate reasons; maintain the efficiency of DISTRICT operations; determine the methods, means, and personnel by which DISTRICT operations are to be conducted; determine the content of job

classifications and exercise control and discretion over its organization and the technology of performing its work.

ARTICLE VI

NON-DISCRIMINATION

THE DISTRICT and THE ASSOCIATION agree that the provisions of the Memorandum of Understanding shall be applied to employees without discrimination by reasons of physical handicap, marital status, or medical condition (as defined under the Fair Employment Practices Act), or race, religion, color, sex, age, national origin of ancestry.

THE ASSOCIATION shall not discriminate in membership or representation on any basis cited above in this article.

ARTICLE VII

ASSOCIATION REPRESENTATION

A duly authorized representative of THE ASSOCIATION shall be permitted reasonable time to enter the Library during working hours in order to transact business in connection with the administration of this agreement.

ARTICLE VIII

MERIT PAY PLAN

The Pay Plan for the Placentia Library District shall be a merit plan consisting of ten (10) salary steps for each classification.

Merit pay increases shall be granted solely upon approval of the Library Director for continued meritorious and efficient service and continued improvement by the employee in the effective performance of the duties of his or her position.

An employee who demonstrates these abilities in performance of his or her assigned duties shall receive merit pay increases as follows:

- A. To the third (3) step of the salary schedule after completion of six (6) months of service in the first (1) step.
- B. To the fifth (5) step after completion of one (1) year of service in the third (3) step.
- C. To the seventh (7) step after completion of one (1) year of service in the fifth (5) step.

- D. To the ninth (9) step after completion of one (1) year of service in the seventh (7) step.
- E. Meritorious tenth (10) step at the discretion of the Library Director. To be eligible for an additional five (5) percent or tenth (10) step the employee must have been at the top of their classification for four (4) years and have demonstrated to the Library Director's satisfaction four (4) years of growth and progression in their work.

In such cases as may occur wherein an employee demonstrates ability and proficiency greater than that described above, said employee may be given an advancement of three (3) or four (4) salary steps.

In such cases as may occur wherein an employee shall demonstrate ability and proficiency less than that described above, said employee may be given a one (1) step advancement or no merit advancement.

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

ARTICLE IX

FRINGES

AS DEFINED IN EMPLOYEES MANUAL

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

THE DISTRICT and THE ASSOCIATION have agreed to the following:

Continued payment of one-hundred (100) percent of the health insurance premiums will be carried on as in the past as long as these premiums do not exceed an annual increase of twenty (20) percent for the three (3) years of this contract. Premium increases in excess of twenty-five (25) percent for any year

would in turn require negotiation through the representation of OCEA.

The District shall continue to pay one-hundred (100) percent of the health insurance premium for full-time employees. Part-time employees (working twenty (20) hours or more per week) shall receive a pro-rated benefit for health insurance premiums.

ARTICLE X

GRIEVANCE PROCEDURE

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

1. First Step

An attempt shall be made to adjust all grievances on an informal basis between the employee and/or his or her designated representative and the employee's supervisor within five (5) working days after the occurrence of the incident involved in the grievance. The supervisor shall deliver his or her answer within five (5) working days after submission of the grievance.

2. Second Step

If the grievance is not satisfactorily adjusted in the First Step, it shall be submitted in writing to the Library Director within five (5) working days after the answer is received by the employee and/or the designated representative. The Library Director shall meet with the employee and/or the designated representative within ten (10) working days after submission of the grievance at the Second Step. The Library Director shall review the grievance and may affirm, reverse, or modify as deemed appropriate, the disposition made at the First Step and shall deliver his or her answer to the employee and/or the designated representative within five (5) working days after said meeting.

3. Third Step

If the grievance is not satisfactorily adjusted in the Second Step, it shall be submitted to the Board of Trustees for a final and binding decision, or, if the Board of Trustees and the employee and/or the designated representative agree, it shall be submitted to an impartial arbitrator for a final and binding decision. Such submission must occur within thirty (30) days after the Director's answer is received.

If submitted to the Board of Trustees, the Board shall meet with the employee and/or the designated representative at the next regularly scheduled Board Meeting. The Board of Trustees may affirm, reverse, or modify as it deems appropriate, the disposition made at the Second Step. The Board of Trustees shall deliver it's decision to the employee and/or designated representative within five (5) working days after said meeting, and such decision shall be final and binding on both parties.

In order to request arbitration, either party shall serve written notice to the other party specifying the grievance to be submitted. The parties shall thereafter attempt to resolve the issue and select the arbitrator. If such written notification and selection of the artibrator is not completed within thirty (30) days after the Library Director's answer is received by the employee and/or the designated representative, then either party may take action to compel arbitration. Failure to take action to compel arbitration within thirty (30) days will conclusively be deemed abandonment of the right to compel arbitration.

All expenses of the arbitration shall be borne equally by the parties.

The arbitrator's decision shall be final and binding on both parties, it being agreed that the arbitrator shall have no powers to add or subtract from nor to modify any of the terms of any MEMORANDUM OF UNDERSTANDING between the parties and that the arbitrator's award shall be consistent with and controlled by the Personnel Rules, Ordinances and Resolutions of the Placentia Library District, and the Laws and Constitution of the State of California.

- B. Any alleged violation of the MEMORANDUM OF UNDERSTANDING, any alleged improver treatment of an employee, or any alleged violation of commonly accepted safety practices and procedures shall be considered a matter subject to review through the grievance procedure.
 - 1. No supervisor shall be represented in grievance matters by an employee whom he may supervise.
- C. Any adoption, deletion, or revision of DISTRICT policy as may be suggested or recommended by any employee organization shall not be considered to be a matter subject to review through the grievance procedure.

ARTICLE XII

MISCELLANEOUS

- A. If any part of this Agreement is rendered or declared invalid by reason of any existing or subsequently enacted legislation, government regulation or order, or degree of court, the invalidation of such part of this Agreement shall not render invalid the remaining parts of this Agreement.
- B. This Agreement can be altered or amended only by a written agreement between the parties hereto.
- C. During the term of this Agreement, THE ASSOCIATION shall be the sole and exclusive representative of bargaining unit employees, except that during the period between ninety (90) and one-hundred and twenty (120) days before the termination of this Agreement, any other representative may seek the status of the majority representative of bargaining unit employees.

ARTICLE XIII

EXISTING CONDITIONS OF EMPLOYMENT

Except as expressly provided herein, the adoption of this MEMORANDUM OF UNDERSTANDING shall not change existing benefits, and terms and conditions of employment which have been established in prior MEMORANDA OF UNDERSTANDING.

ARTICLE XIV

DURATION AND TERMINATION

- A. This agreement shall be and remain in effect from the 1st day of July, 1995, to and including the 30th day of June, 1998, and from year to year thereafter, provided that should either party desire to terminate this agreement or to modify any portion of and terms hereof, it shall notify the other party in writing not less than ninety (90) days prior to the 1st day of July, 1998, or any 1st day of July of any year thereafter.
- B. In the event a written notice to terminate or to modify is given pursuant to the preceding paragraph A, the parties shall submit their proposals for changes herein no later than March 31, 1995. Negotiations upon such proposed changes shall begin as soon as mutually convenient for the parties. During these negotiations this agreement shall remain in full force and effect.

In witness whereof the parties hereto have set their hands
this 18th day of July, 1995.

PLACENTIA LIBRARY DISTRICT



LIBRARY DIRECTOR

PLACENTIA LIBRARY DISTRICT
CHAPTER OF THE ORANGE COUNTY
EMPLOYEES ASSOCIATION



OCEA REPRESENTATIVE

ASSOCIATION CHAPTER
REPRESENTATIVE

CALIFORNIA STATE LIBRARY

LIBRARY—COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



TO: Directors, Public Libraries
FROM: Dr. Kevin Starr, State Librarian of California
DATE: February 25, 1998
SUBJECT: Invitational Conference

A handwritten signature in black ink that reads "Kevin Starr". The signature is written in a cursive, flowing style.

The California State Library is sponsoring a three-day orientation, update, and training session for public library trustees, commissioners, friends, and supporters late this spring. It has been many years since the State Library has conducted intensive training for this constituency, and topics will range from public library finance to emerging statewide trends and directions. It will also provide an excellent opportunity for informal information-exchanging and networking.

The session will be held at the old Mission Inn in Riverside from April 29 (beginning at 1:00) through May 1 (closing at 1:00). Because of the importance of this session to public libraries and their statewide development, I have allocated funds to cover travel, lodging, meals, and related conference costs for 100 participants. The majority of the slots will be distributed on a first-come, first-served basis.

Interested persons should complete the enclosed registration form and return it to the office indicated as quickly as possible, and no later than April 3. Please share this information with your trustees and friends. A mailing was sent directly to CALTAC members and FCL organizations.

Confirmations, logistical information and background reading materials will be mailed to successful registrants; "sorry, we are full" notices will be sent to all others. For further information, contact Networking Coordinator Barbara Will at (916) 653-7071.

cc: Barbara Will

BW:bcm11:A:TRUSTEES.MEM

ORIENTATION AND TRAINING WORKSHOP
for Public Library Trustees,
Commissioners, Friends, and Supporters

CONFERENCE REGISTRATION
April 29 - May 1, 1998

Name: _____

Address: _____

Telephone: () _____

1. Check the category below with which you are most closely affiliated:

- trustee/commissioner
- friend
- CLSA System Advisory Board
- other; please specify: _____

2. Please identify which nights you would be staying at the Mission Inn, checking all that apply:

- Tuesday, April 28
- Wednesday, April 29
- Thursday, April 30

3. Each participant will receive her or his own room for overnight lodging. Since the cost is the same regardless of single or double occupancy, however, people are welcome to bring a companion. Please identify your room preference:

- Single occupancy
 - Double occupancy
- If double occupancy:
- a. Name of second occupant
for hotel registration: _____
 - b. Check one:
 - queen/king bed
 - twin beds


4. Do you prefer vegetarian meals?

- Yes
- No

5. List 2-3 topics which you would like to have included in the conference:

- a. _____
- b. _____
- c. _____

Please return this response form, no later than April 3, to: Barbara Will, ATTN: Trustee Workshop,
P.O. Box 942837, Sacramento, CA 94237-0001; FAX (916) 653-8443

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE: March 17, 1998
SUBJECT: **S.T.E.P Employee temporary change of status**

The Library has been the "host agency" for senior assistants through the Senior Training and Employment Program (S.T.E.P) for close to four years. These assistants have filled clerical positions in the Literacy Department, in Circulation, and, most recently, in the Friends book store.

Senior assistants are placed with host agencies for a period of two years, after which, they are supposed to find unsubsidized employment. It is assumed that, while with the host agency, they are being trained for that purpose.

Presently, the Library hosts three senior assistants, each working twenty hours a week. Upon our request, Auslyn Nieto, the program Director agreed to increase Rosemarie Andrews' hours to twenty five for a period of one month between March 16 and April 16, 1998.

Ms. Nieto, contacted me a few days ago asking if it was possible for the Library to hire Ms. Andrews for six weeks only, for twenty hours a week, in order to justify the continuation of the remainder of her time with the Library.

Rosemarie holds an AA degree in Computer Science, she is a hard worker and can be a welcome help in the Circulation Department for this period.

To: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: March 17, 1998
SUBJECT **Gold Rush Reading and Discussion Series**

The second meeting of the Gold Rush Reading and Discussion group took place on Tuesday, March 3, 1998 with twenty people in attendance. Dr. William Myers, the scholar assigned to moderate the discussion, had assigned the group ninety pages of reading from the Anthology .

More discussion and interaction took place at this meeting than the first, mainly because it was made clear by Dr. Myers, that "Reading" and "Discussion" are the main objectives of the meeting.

Two bibliographies were offered as handouts, the adult reading list was prepared by Dr. Myers with the help of the Reference staff, the Children's annotated bibliography was prepared by Cyrise Smith, the Children's Librarian.

The next meeting is scheduled for Tuesday, March 24, 1998 at 7:00 P.M.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: March 17, 1998
 SUBJECT: **Program Committee Report for the Month of February 1998**

| PLACENTIA LIBRARY DISTRICT | | |
|------------------------------|---------------|---------------|
| PROGRAM STATISTICS | | |
| DEPARTMENT | FEBRUARY 1998 | |
| | # of Programs | #of Attendees |
| <i>ADULT SERVICES</i> | | |
| Gold Rush Discussion Program | 1 | 30 |
| <i>LITERACY SERVICES</i> | | |
| Citizenship Exam | 1 | 17 |
| Conversation Group | 1 | 11 |
| Tutor Training | 3 | 8 |
| <i>CHILDREN'S SERVICES</i> | | |
| Storytimes 2-3 year old | 4 | 73 |
| Storytimes 4-6 year old | 4 | 62 |
| Lapsits | 4 | 66 |
| Class Visits & Library Tours | 3 | 41 |

TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian
 DATE: March 3, 1998
 SUBJECT: February activities in the Children's Department

Programming- Storytimes continued in February. There were a total of 12 programs this month with 121 children and 80 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

| TYPE OF PROGRAM | NUMBER OF PROGRAMS | TOTAL ATTENDANCE |
|---------------------------|--------------------|---------------------------------|
| Lapsits for under 2 years | 4 | 33 children / 33 adults |
| 2 – 3 year old storytimes | 4 | 41 children / 32 adults |
| 4 – 6 year old storytimes | 4 | 47 children / 15 adults |
| TOTALS | 12 | 121 children / 80 adults |

Class/Group visits- Class visits from local schools continued. 2 classes visited the library this month, with a total of 26 children using the library and it's services. A church group with 15 children also visited the library for a tour and instruction on how to use the on-line catalog.

Summer Reading Program- Plans for the Summer Reading Program are under way. Five performers have been booked for the Way Out Wednesday programs. We will be having a storyteller, a science exhibit, a presentation about sea otters, a musical performance, and a cartooning session.

Because the Wells Fargo Foundation is no longer sponsoring the Summer Reading Program as it has the past two years, individual libraries are now paying several items that had been paid by Wells Fargo. The following is a proposed budget for this years' Summer Reading Program.

| | |
|---|------------------|
| SRP school flyers – City (\$3.00 per 1000/ 12,000 copies) | \$36.00 |
| Lunch Menus (SRP info. printed on back of June school menu) | \$50.00 |
| Omnigraphics reprint on logs | \$120.00 |
| Materials and printing on Certificates of completion (estimate) | \$120.00 |
| Scholastic books prizes (last year \$80.00) | \$100.00 |
| Performers (last year \$755.00) | \$800.00 |
| Tee-shirts (16 @7.95) | \$128.00 |
| Smile Makers (last year \$294.00) | \$200.00 |
| 1000 Bags (use as first week prize, last year \$85.00) | <u>\$355.00</u> |
| Total | \$1909.00 |

Community Sponsored Programs- The In-N-Out Burger reading program "Feed Your Imagination" continued through February. This program encourages children to read by awarding a bookmark that can be redeemed for a burger, fries, and drink for each set of 5 books read. Children can earn up to three bookmarks each. By the end of January, approximately 150 children had registered for the program. By the end of February a total of 238 children had been registered. 95 children had completed at least 1 bookmark, and 9 children had completed all three bookmarks.

Other Programs- In support of National Library Week (April 19 – 25), the library is sponsoring an art contest for children Kindergarten through 6th grade. The art contest requires participants to submit artwork depicting a scene about the California Gold Rush. The art contest has been tied into the California Sesquicentennial. So far 68 applications for the art contest have been picked up from the Children's Department, and 3 children have returned artwork to be submitted for the judging. The librarian will be arranging for "celebrity judges" to judge the contest.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: March 17, 1998
SUBJECT: Publicity materials produced for February 1998

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. Afghan for sale at Circulation Desk.
4. Friends of Placentia Library Author's Brunch featuring Barbara Seranella
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Friends of Placentia Library bookstore and on going sale in lobby.
8. Storytimes and lapsit programs for children.
9. Holiday closing.
10. Asking for ConAgra Employees to contact Library

Newspaper articles published:

1. Lapsit storytime at Library.
2. Gold Rush group taking reservations for series.
3. Library catalog only a mouse-click away.
4. Orange Library sets new hours for next 18 months.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly FEB - 5 1998

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly FEB 19 1998

TODAY ³³²

Lapsit Storytime meets 10:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

Chamber Mixer at the Placentia Boys and Girls Club from 5:30 p.m. to 7 p.m. at the club, 132 E. Crowther Ave. Call 528-8140.

Storytime for children ages 4 to 6 meets at 3:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

Mature Women Styling Class

Gold Rush group taking reservations for series

³³² Make reservations now to take part in a California Council for the Humanities' reading and discussion group on the California Gold Rush era.

Hosted by the Placentia Library as part of the "Rediscovering California at 150" project, the group will be led by California State University at Fullerton instructor Wendy Elliott.

Sessions begin at 7 p.m. and will be held on Tuesdays, Feb. 10, March 3, March 24 and April 14.

For more information or to reserve a place for the series call librarian Suad Ammar at 528-1906 extension 207.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News FEB 26 1998
Weekly

Library friends to host fund-raising brunch

³³² The Friends of the Placentia Library is hosting a 1998 Author's Brunch at 10 a.m. March 7 to benefit the library's book budget.

The brunch will be held at the Alta Vista Country Club, 777 Alta Vista Street.

The featured author will be Barbara Seranella, who is one of Orange County's best selling

mystery novelists.

Her first book, "No Human Involved," is a gritty, gripping story about a female car mechanic with a mysterious past. Seranella herself is billed as "auto mechanic to the stars," because she did indeed, after a difficult teen life, work for 12 years as a mechanic before being bitten by the writing bug.

Copies of Seranella's book will be available for purchase as well as autographing at the brunch. Items will be raffled off, includ-

ing four Princess Diana Beanie Baby Bears.

Tickets for the brunch are \$25, and may be purchased at the circulation desk at the library. Call 528-1925, extension 203.

Library catalog only a mouse-click away

By Ibon Villalbeitia
Anaheim Bulletin

Dial the seven-digit number, click the mouse and help yourself another cup of homemade coffee.

Welcome to the Anaheim Public Library.

Library officials have set up a system that allows patrons to access the library 24 hours a day without leaving their homes.

With the simple use of a personal computer and a modem, patrons can check the library's catalog, reserve or renew a book on line.

Library card holders also have access to periodical indexes.

About half of the periodical entries include the full text of articles.

The system also includes holdings from the Yorba Linda Public Library and the Placentia Library District.

Searches allow patrons to get into databases of regional business magazines, consumer journals or a directory of the country's leading 150,000 private and public businesses, among others.

“What we offer now is about a

66
What we offer now is about a token of what the future may hold.

99
MATTHEW SAXTON

token of what the future may hold,” said Matthew Saxton, reference librarian.

“In the future we hope to provide more and more digital services here at the library and to folks at home,” he said. “The city's creation of the fiber-optic network puts us in a position to be a leader in the information services.”

City officials are building a 50-mile fiber optic network in partnership with a private San Diego-based company.

Saxton said libraries will be among the first services in the city to get connected to fiber-optic technology.

According to library estimates, 1208 people accessed the

ACCESSING THE LIBRARY

- ▶ Using your computer's communications program and modem, dial (714) 765-1775.
- ▶ Once connected, hit the enter key three times to get a log in prompt.
- ▶ Type public and then hit enter. The menu is number and letter based. Prompts are explained.
- ▶ You need a library card to access the periodical indexes. You will be asked for the card's bar code number. Author, title and other searches do not require a card.
- ▶ For more information, call the Anaheim Central Library at 765-1880.
- ▶ You can also send your comments to library officials by using the city's web site at www.anaheim.net

library by computer from Jan. 15 to Feb. 15.

Library officials expect those numbers to soar.

“This broadens the scope of resources the library provides,” said Kevin Moore, Anaheim Central Library's manager.

“Now you almost don't need to come in the library,” she said.

Foothill Monthly FEB 10 1998
Sentry

Orange Library sets new hours for next 18 months

332 New library hours have been announced for the Orange Public Library following closure of the Main Library for renovation which will continue for the next 18 months at a cost of at least \$1.5 million.

The new hours which became effective Feb. 2 for both the Taft and El Modena libraries are:

Monday-Wednesday, 10 a.m. to 9 p.m. Thursday & Saturday, 10 a.m. to 6 p.m. Every other Friday, 10 a.m. to 6 p.m.

The Taft Branch Library is located at 740 E. Taft Ave. and the El Modena Branch Library at 380 S. Hewes St.

During closure of the Main Library, it was emphasized, children's storytimes and other events are being continued at both locations.

At the El Modena branch, storytimes are being held on Wednesdays. They began Feb. 11 at 10 a.m. and will be held weekly through March 18.

At the Taft branch, storytimes will be held on Tuesdays. They began on Feb. 10 at 10 a.m. and will be held weekly through March 17.

Registration for these storytimes can be done by calling either El Modena at (714) 288-2450 or Taft at (714) 288-2430.

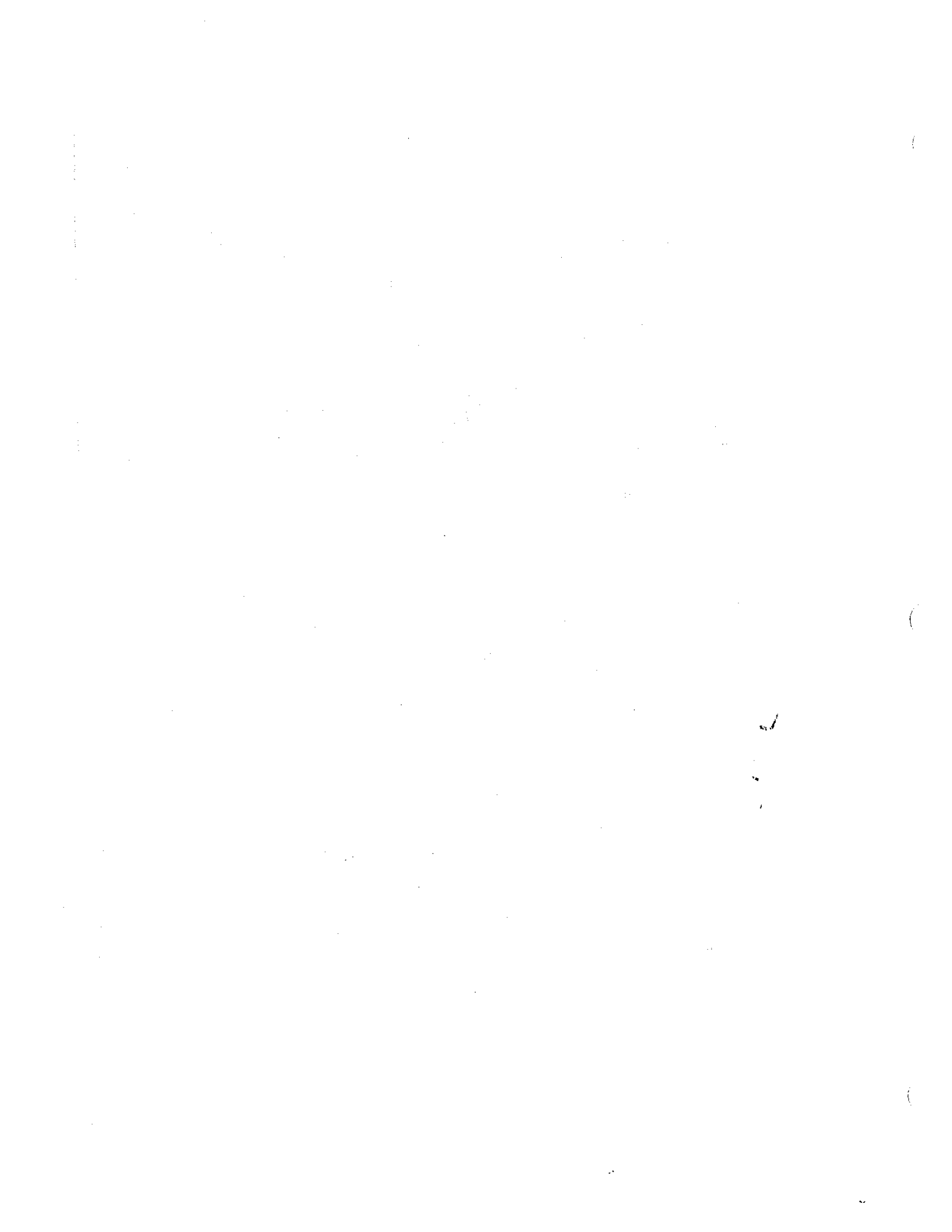
Flyers giving dates and times for other events are available at each branch and more materials and books have been added to branch collections for the duration of the Main Library closure.

Library officials expressed their thanks to patrons for their support and patience during renovation of the Main Library and said persons having questions and/or concerns could contact Library Administration at (714) 288-2471.

The Orange City Council had been expected to appropriate \$2.4 million for the renovation project but this was trimmed to \$1.5 for the time being after the council

approved purchase of the former Bank of America site across Chapman Avenue from City Hall as the site of a new, state of the art Main Library.

The council will reconsider additional expenditures for the Main Library renovation when more information is available about the cost of converting the former bank facility into a library and about any unexpected problems which may arise during work on the Main Library renovation.



Agenda Item

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: March 17, 1998
SUBJECT: **Placentia Library Literacy Services Report for the month of February**

Program Statistics

Active tutors: 55

Active students: 62

Students waiting to be matched: 17

Percentage of tutors reporting (February hours): 91%

Tutoring hours reported: 293

Other volunteer hours reported: 157

Total volunteer hours: 450

Citizenship Exam. The citizenship exam was administered Saturday, February 21, 1998. Seventeen people took the exam. The next exam is scheduled for Saturday, March 21, 1998. The Immigration and Naturalization Service (INS) has notified all five citizenship testing companies that as of August 30, 1998, the INS will terminate the citizenship testing program as provided by these testing organizations. At this time the INS has not provided any additional specific information as to the type of testing program that will replace the current one or when the new program will become effective. According to the INS, the entire naturalization process is currently under review. Placentia Library will continue to offer the exam through August.

Tutor Training. A 15-hour tutor training workshop concluded Tuesday, February 17, 1998. Six new tutors were matched with waiting adult learners.

Conversation Groups. Twice-weekly conversation groups are being offered to adults who wish to improve their English conversation skills. The groups meet Sunday and Wednesday from 2:00 P.M. - 3:30 P.M. beginning February 25, 1998 and ending May 3, 1998. An intern from California State University, Fullerton is coordinating and facilitating the sessions.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network.

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SAFETY COMMITTEE MEETING
FEBRUARY 25, 1998
MINUTES

I. Call to Order: 3:15 P.M.

II. Members Attending: Katie Matas
Cindy McClain
Esther Guzman

Members Absent: Jerry Conn

III. Old Business

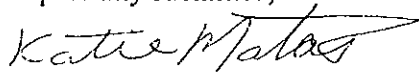
1. Jerry Conn and Katie Matas attended the Special District Risk Management Authority workshop in Ontario on February 18, 1998.

IV. New Business

1. The rain gutter along the east wall of the library was full of debris causing water to be forced into the building during the rain. The gutter has been cleaned, and ceiling tiles damaged by the water will be replaced after the rainy season.

The next meeting will be March 24, 1998 at 5:00 P.M.

Respectfully submitted,



Katie Matas

