

TO: Library Board of Trustees

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

DATE: April 19, 1993

SUBJECT: Submission of application for Fiscal Year 1993-1994 Families for
Literacy Grant to the State Library of California.

BACKGROUND:

Placentia Library District is eligible to submit an application to the State Library of California for the third year of funding for its Families for Literacy program.

The Application was prepared by the Families for Literacy Coordinator, Gwen Joseph.

A copy of the Application is Attachment A.

RECOMMENDATION:

Approve submission of the Application; and receive and file the Application.

PLACENTIA LIBRARY DISTRICT
FAMILIES FOR LITERACY GRANT APPLICATION
FISCAL YEAR 1993-94'

I. Rationale and integration: The original purpose of the Placentia Library District's Family Literacy program was to service eligible families in the existing library population and to reach out to families unable to take advantage of library services. In cooperation with Placentia HeadStart qualified families were identified who wanted to participate but had no means of transportation, public or private, to come to the library. During the last two years of FFL funding, the program has grown and expanded. Today three different branches of Families programs are offered.

The primary program services the library's Adult Literacy participants. While a variety of activities have been offered to try and involve all eligible tutors and students the response has not met our expectations. To try and improve participation the CLC and Families Coordinators are introducing a new "folder" program. Monthly activity folders will be provided to tutors for use with their qualifying students featuring a children's story, a variety of follow up activities, and a bibliography of additional reading material. Each folder will be goal oriented, addressing needs such as early language development, shapes and colors recognition, listening skills, and sharing. The Children's Librarian will be a part of the team helping to select folder activities that will correlate with the library's on-going children's storytimes. Two special tutor meetings, one evening and one Saturday, will be held to introduce and explain the folder program.

The original outreach program was in cooperation with Placentia HeadStart. Located in a community with no public transportation to the Placentia Library, a program was established offering literacy tutoring and family activities at the HeadStart site. If the program wasn't brought to them, then there was no way they could participate. Support from HeadStart administrators and teachers, flyers in Spanish and English, and presentations at HeadStart parent meetings established the first group of participating families. The present student population is made up of current HeadStart families, returning families from last year, and qualifying non-HeadStart families who have learned about the program from word of mouth within the community. The success of this program is obvious with all facilities being used at capacity and long waiting lists to join.

The newest outreach program is in cooperation with the Placentia Yorba Linda Unified school district's Healthy Start grant. The library participated in writing the proposal offering to supply a Family Literacy Program to qualifying families in exchange for transportation and childcare costs. With funding granted last Fall this new branch of the Families program began in February of this year. This program has been very well received by its

community, which includes a local elementary school, junior high and high school. While still small it is anticipated to grow to the size of the original HeadStart program. On going recruitment for this program has included flyers, posters, program presentations, personal contacts based on teacher referrals, and most successfully words of praise within the community from those already participating.

Planning for each of these programs has always been a team effort. The Family Literacy Coordinator, the CLC Coordinator, the Children's Librarian, and the Library Director actively participate in program planning and problem resolution. The Families Coordinator, CLC Coordinator and the Children's Librarian meet regularly to review materials, develop resources and program activities, and to plan tutor training programs. It is the ability to work as a team, sharing ideas and areas of expertise, that has created three programs that appropriately provide for the changes and growing needs of our literacy community.

The entire library staff is knowledgeable about the Families program and all are encouraged to go beyond the library and visit the outreach branches. At the library, the staff share themselves and their expertise each month when the outreach families visit the library and are introduced one section at a time to our numerous services. In this way, all library staff have become a part of the Families team, and their input into the program has made the library a friendly, welcoming place to all participants.

The Placentia Library District is committed to the team approach and making the Families program, and its participants, an integral part of the library.

II. Population to be served: The targeted population remains divided into three groups: the Adult Literacy families, the HeadStart families, and the Healthy Start families. These populations are divided, by eligibility as follows:

Adult Literacy Program	30
HeadStart Program	64
Healthy Start	24

This is the total number of currently eligible families (which can include two parents, grandparents, aunts and uncles), not eligible adults.

As stated in section I, the HeadStart and Healthy Start families have been targeted because they have an identified need, and are located in a geographical area inaccessible to the library by public transportation. The intent is to increase these families successful involvement in community activities such as the library programs, local school programs, and city programs. Providing literacy classes in this neighborhood will increase personal pride and confidence, and promote interaction with neighbors who are developing literacy and family skills. Offering

parenting/family activities in this neighborhood will help develop positive family involvement and local community awareness of positive family values.

III. Required services:

- A. Acquisition of books for ownership: The Family Literacy program currently provides all eligible families with 2-3 quality children's books each month. These books have been purchased with money from the FFL grant. As a result of a recent solicitation to local businesses, Scholastic Book Fairs, Inc. has offered to donate up to 150 books per month to the Families program. This will greatly reduce the amount of FFL money needed to help families continue to develop a "generous home library".

Books are given to the families upon mastery of the book by the parent with their tutor and/or its use in a group storytime.

- B. Regular meetings of parents and children IN PUBLIC LIBRARY SETTINGS: A Families program is held once a month at the library and is conducted jointly with the Family Literacy Coordinator, the Children's Librarian, and any other needed library staff. Transportation to the library for families at the outreach sites is provided from FFL grant funds.

Library visits involve a story and activity with the Children's Librarian for the children, a special introduction to a certain section of the library with that section's library staff for the parents, and a shared "exploring" time for the parents and children supervised by the Family Literacy Coordinator, attending tutors, and available library staff.

All Families participants are encouraged to attend the regular children's storytimes conducted weekly by the Children's Librarian and Children's staff.

- C. Promotion of enjoyment of reading and literature: Each Friday participating families gather for storytimes or field trips. Storytimes feature a special book which may be read to the group or shared individually as families. The focus is on time shared and the pleasure of being together. Each story is followed up with an activity time. These may include crafts, cooking, writing stories, making costumes and putting on a play, or even creating a circus. Modeling positive reading and sharing behaviors encourages parents to talk, share, and question ideas and concepts that are presented. Families are encouraged to bring in books, or titles of books, that they have enjoyed or that reflect something special about themselves or their culture.

Field trips offer a different kind of sharing of skills. All trips have been to nature centers, or museums with the focus on asking questions, sharing knowledge and developing new interests. Questions then need to be answered and where better to find answers or to explore new interests about a new subject than in a book!

Through donations of books by the library, a local elementary school, and Scholastic Book Fairs, Inc. a small Families lending library has been established at HeadStart. This allows participating Families to resource information from within their community. These materials are provided in English and Spanish as most of these children do not speak English.

While the long term goal is to have families reading and sharing together because they enjoy it, some incentives are needed to build that foundation. The following incentives have been successful:

1. Provide programs that are free, fun, and easy to imitate at home.
2. Give away pictures of each of the families taken during different activities. Putting them in cards or paper frames makes them excellent rewards.
3. Open field trips with limited space to those families with the best attendance or participation record.
4. Give away lots of books!

- D. Use of children's materials for adult literacy instruction: Adults spend part of each week's tutoring session developing mastery of a children's book appropriate for their language level or for their child's age level. Parents are encouraged to use these stories in many ways for their personal growth including: developing reading fluency, asking or writing comprehension questions, finding alternative words (synonyms), rewriting the story, developing follow up activities, etc. By integrating children's literature into the tutoring time, tutors and the Family Literacy Coordinator are able to monitor the relationship of the adult's literacy program with that of the Families experiences.

Tutors are also encouraged to have their students write their own stories for their children. Two computers are available at the library and at the outreach site for student use. This not only allows for a quality product but introduces students to a job training skill and the computer programs that their children are or will use in school. Tutors keep copies of some of these types of student work in the student's portfolio. Each student's portfolio also has a "comments" section used to note special progress or needs.

The literacy tutor training program focuses on techniques and methodologies for use with ESL students. ESL students make up the majority of students requesting Adult Literacy services. Learning styles, student oriented learning, language experience and storyboards, cultural and communication barriers, and many other issues are addressed. Half of one session is conducted by the Family Literacy Coordinator and is devoted to the Families programs. The Families portion of the training reviews the history of the program, explains how each of our programs function and reinforces the use of ideas and techniques already presented but utilized in a small group setting.

Tutors volunteering in the HeadStart and Healthy Start Families branches receive three extra hours of training on small group instruction methodologies, facilities, resources, evaluation procedures and materials available on site. All tutoring done at the outreach sites is supervised.

- E. Parental book selection: When adults join the Family Literacy program they receive a folder with suggested books for children divided into age categories. At storytime questions are asked of both adults and children concerning what they liked and didn't like about a book, what they would change, what pictures would they make, etc. The goal is to learn to ask questions about personal likes and dislikes in any story read. Parents are encouraged to listen to their children's answers and use their answers to help select future books. All families are invited to spend a morning at Scholastic Book Fairs, Inc., learning about different kinds of bindings and selecting books for their families under their tutor's and/or Family Literacy Coordinator's supervision.
- F. Services to enhance full family participation: Our goal is to empower parents with the confidence to read and share their experiences with their children in such a way that the whole family anticipates that time together. Providing families with quality children's books that the parents can read and expand on with comfort and confidence is a beginning. Sharing stories in a group provides positive modeling of families snuggling, laughing, and enjoying a time together. Introducing them not just to the library but to the people who work in the library means that when they come to us, they are not coming to a building but to people they know and know want to help them.
- G. Assistance to parents in using all library services: Part of the Tutor Training program is devoted to instructing tutors on the various services of the library. Tutors are expected to integrate library usage into the one to one tutoring program. Families in the outreach branches are transported to the library once a month as explained in section IIIB. Giving the Families small group introductions to the

different library services by the library staff responsible for that section helps develop a relationship between the Families and library staff. It also allows these services to be addressed in detail. The adults have the undivided attention of an expert to answer any personal needs. One entire session is spent on how to use the library's computer catalogue system enabling them to access all materials available through our library system.

- H. Other necessary services to enable participation:
Providing transportation enables families to come to the library who have no other way to get here. It also allows us to expose participants to museums, and other new experiences in a secure, positive environment.

Providing admission fees for families on field trips increases the number of families who can participate.

Providing childcare during parent informational meetings, and small group tutoring sessions enables the parent to focus on the material being presented without distraction. Childcare, while the greatest long term expense, has also been our greatest advantage in advancing adult learning and in positive modeling. The childcare program (for children two and up) offers planned activities, outdoor play time on the HeadStart playground, snacks, stories, and exposure to Nursery rhymes, songs, and games. These outstanding caregivers are daily models to the parents in positive child oriented activities and problem resolutions.

IV. Staff resources: Staff involved and percentage of time devoted to FFL.

Gwen Joseph, Family Literacy Coordinator	100%
Melanie Daniels, CLC Coordinator	20%
Kay Schneider, Children's Librarian	10%
Elizabeth Minter, Library Director	5%
All other library staff	2%

- V. Evaluation component: Quantitative measures of evaluation will be:
- Attendance to families program activities
 - Records of books checked out through the lending library--
HeadStart and Healthy Start only
 - Consumption of folder materials--Adult Literacy Program only

Qualitative measures of evaluation will include:

- Fall and Spring family reading surveys, completed by both adults and children.
- Portfolio of sample materials completed at activity times, tutoring sessions, and at home during the course of the 93-94 program
- Tutor and Literacy Coordinator evaluations of behavioral and attitudinal changes--to be listed in student files
- Teacher surveys of changes in the child's behavior/attitude--HeadStart and Healthy Start only

VI. Prospects for continuance in the future: The Placentia Library District like most is facing considerable cut backs in funding. Literacy is now and will continue to be a priority but no financial commitment to the program can be guaranteed. Solicitations to community businesses have already begun in a search for material and financial support. Outreach for support from the community will continue.

HeadStart and Healthy Start have both supplied some monetary support for the program. The level of Healthy Start support will remain the same for the next two years. Notification on 1993-94 funding for Families from HeadStart indicates a 60% reduction. The City of Placentia supplies the outreach facilities free of charge and will continue to do so.

While continuation of the program cannot be guaranteed without grant funding, all possible aspects will be continued as is financially possible for the library.

VII. Years funded and lessons learned: 1992-93 is the second year of FFL grant funding. Many changes have occurred since opening the program in October 1991. These changes have been based upon input from participating students, tutors, and library personnel. Since the success of any program is based on its ability to understand and respond to the needs of its participants, changes will continue to occur so that the program will accurately reflect the needs and interests of the families currently participating.

Tailoring meeting times and locations, meeting structures, types of materials and activities, varieties of speakers and locations of field trips to the expressed needs and desires of the students (which change as participating families enter and leave the program) has increased the participation level considerably.

Many students expressed or demonstrated extreme anxiety when given individual assessment tests, and tutors did not feel that these tests were providing accurate usable assessments of student's language abilities or their level of ability to learn. To better assess student's literacy and behavioral growth a portfolio evaluation system has been instigated. A portfolio containing samples of the student's work is maintained jointly by the student and the tutor. This allows the student to participate in charting growth in a non threatening way and gives the tutor a clear insight into techniques that are successful with that student and areas of continued need. By occasionally reviewing previous and current work together, students and tutors can see the progress. In June the entire portfolio is reviewed and an assessment of progress is written up by the tutor and the student.

A take home reading calendar program was used the first year of funding to try and track home behaviors. Few were accurately and regularly maintained. A new Fall and Spring "questionnaire" on

things families do at home when used with both parents and children separately and then shared, has produced a fairly clear picture of how family time is utilized. It also can spark some great family interaction!

The first year of funding the literacy and literature needs of the families were addressed but not the cultural needs (100% of the participating families are ESL/immigrant families). This year a "culturalization" section was added to the program. Kindergarten teachers and child welfare workers address differences in school expectations and discipline techniques. Discussions of American attitudes, expectations, and language patterns are integrated into tutoring times (including exposure to the Pledge of Allegiance and rules for the American flag). By helping the adults understand the environment their children are in or are entering in school, many fears and myths about life in America are being addressed. Parents who have been in the program more than one year have verbalized how this change has helped them deal with educational and behavioral issues at home, and made it easier for them to approach schools for assistance.

By continuing to listen and respond to the expressed needs and interests of the families, new and different activities and methodologies for success can be developed.

VIII. Why another year of State funding? With funding for our library seriously threatened, maintenance of all library services is in question. The Placentia Library District has made the Family Literacy program a priority in staff time and support. While that attitude will not change, it is only with outside funding that the program will be able to continue.

With the State Library's funding suffering, future State funding for the Family Literacy program is uncertain. The best chance for continuation of this program is to find funding sources outside of the State government. Support from the State Library system both in personnel and resources has been outstanding. With that support, Placentia Library District has developed a strong Family Literacy program. Another year of funding will allow us to actively demonstrate this outstanding program to the community, increasing the probability of locating outside funding sources for the following year. While finding sufficient resources to totally eliminate the need for State aid next year is unlikely, the goal is to reduce the 1994-95 grant request by at least 50%.

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Agenda Item 22

Fiscal Year 1993/94

Attachment A

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Placentia Library District

Name of Library

April 12, 1993

Library Director Signature

Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Gary E. Strong
1. Personnel	21,400.00	11,500.00	32,900.00	
2. Library Materials		1,500.00	1,500.00	
3. Operations	3,525.00	5,000.00	8,525.00	
3a. Contract Services	50.00	250.00	300.00	
3b. Travel	500.00	0	500.00	
3c. Office Supplies	25.00	450.00	475.00	
3d. Printing	200.00	400.00	600.00	
3e. Instructional Resources	500.00	400.00	900.00	
3f. Children's Book Resources	750.00	3,000.00	3,750.00	
3g. Other	1,500.00	500.00	2,000.00	
4. Equipment		0	0	
5. Indirect	280.00	0	280.00	
6. TOTAL	25,205.00	18,000.00	43,205.00	

1993/94 CLAIM FORM
California Library Services Act
Families For Literacy (Educ. Code Sec. 18735)

Agenda Item 22
Attachment A
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Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

Library Director (signature) Elizabeth D. Minter
Typed Name of Signator

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 E. Chapman Ave., Placentia, Calif. 92670

Date April 12, 1993

Amount Claimed:

CLSA Literacy \$ _____ PCA #53249	State Library Fiscal Office Use Only Office Use Only
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CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By _____ Library Director
Official Representative of Fiscal Agent Title

Note: Warrant to be issued for payment to the library to be addressed to:

Elizabeth D. Minter
(Authorized agency to receive, disburse and account for CLSA funds)

411 E. Chapman Ave., Placentia, Calif. 92670
(Address of above agency)

Approval by State

STATE LIBRARY FISCAL OFFICE BY: _____ DATE: _____



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: April 19, 1993
SUBJECT: Approval of awards for the "Libraries Change Lives" Contest.

BACKGROUND:

Prizes for the "Libraries Change Lives" Writing Contest have been solicited from businesses in Placentia.

A copy of the staff recommendation for the distribution of the prizes is Attachment A.

RECOMMENDATION:

Approve distribution of the prizes as recommended by staff.

TO: Elizabeth Minter, Library Director
FROM: Suad s. Ammar, Principal librarian
Date: April 14, 1993
SUBJECT: "Libraries Change Lives" Awards

The "Libraries Change Lives" entries have been judged and the winners have been notified.

The First Place winner in the Adult Category is Rosemary Pfortmiller.

The First Place winner in the Literacy Category is Jess Ramirez.
The First Place winner in the 4th-7th Grade Category is Carolyn Hislop.

The First Place winner in the 8th-12th Grade Category is Stephanie Chao.

Members of the Chamber have been approached for donating prizes for the winners and We have received:

- \$50.00 from CenFed Bank.
- \$25.00 from Landmark Bank.
- \$25.00 from Norton Palm Cleaners.
- \$20.00 from Castners Auto Service.
- \$25.00 gift certificate from Pace Membership Warehouse.

The prizes will be distributed as follows:

- \$45.00 check to the winner in the Adult Category.
- \$45.00 check to the winner in the Literacy Category.
- \$30.00 check to the winner in the 8th-12th grade Category.
- \$25.00 Gift Certificate to the winner in the 4th-7th grade Category.

First place winners will also receive Recognition Certificate, and the Second place winners will receive Honorable Mention Certificates.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: April 19, 1993
SUBJECT: **FY1992-1993 Budget**

BACKGROUND:

Lawsuits Concerning 1992-1993 State Budget

The Supreme Court of California has refused to rule on the lawsuit filed by the Calleguas Water District and other special districts in Ventura County. This lawsuit now has to be started again at the Superior Court level.

The Cities of Placentia and Newport Beach have sent letters of support for the lawsuit filed by the City of Alhambra concerning many of the same issues as the Calleguas lawsuit. The League of California Cities has not given its support.

Legislative Alerts

No communications were received from the CSDA lobbyist.

California Library Association (CLA) Legislative Alerts concerned SB566. See Attachment A. A letter was sent to Friends of the Library members, literacy tutors and students, and other library supporters asking them to make calls or write letters in support of SB566. The letter is Attachment B.

The most interesting response came from Rita Chang, age 10 1/2, who called to see if she could do something to help.

Establishment of Library Benefit Assessment Districts - SB566 Roberti

The Benefit Assessment Legislation, sponsored jointly by CLA and Los Angeles County, was introduced by Senator Roberti on March 1, 1993, as SB 566.

The Resolution of support requested by CLA is Attachment C.

Report from Independent Special District Lobbyist

Mike Belote reported to me on the Hearing for SB566 held by the Senate Local Government Committee on April 14, 1993.

He said that the Hearing opened at 9:30 A.M. but that SB566 was not heard until just before lunch after Chairwoman Bergeson and all but four of the Members had already left the room.

Senator Roberti did not appear personally but had given a letter of authorization to CLA lobbyist Mike Dillon and a Los Angeles County lobbyist. Mike reported that the remaining Committee Members were not interested in hearing any testimony.

Mike also reported that he had heard that there is opposition to SB566 by the California Taxpayers Association and the California Association of Realtors but that they also had left the Hearing room before SB56 was presented.

Mike reported that he sensed that the Committee Members present would vote to keep SB566 alive and moving but that they also expressed the concept that they viewed this as a replacement, not a supplement, for property tax support of public libraries.

SB566 is scheduled for a Committee vote on April 28, 1993. Further testimony, perhaps from the opposition, may be heard at that time.

Mike indicated that public libraries need to be closely monitoring SB695 (Leonard) which redesigns the whole benefit assessment process. SB695 requires that all benefit assessment issues be presented on a ballot with direct benefits requiring a simple majority and indirect benefits (libraries fall in this category) requiring a two thirds majority.

AB491 (Farr) concerns special district consolidation and needs careful watching.

Meeting with Orange County Supervisor John Steiner

Board President Peggy Dinsmore, Trustee Al Shkoler and Library Director Elizabeth Minter met with Orange County Supervisor John Steiner on March 29, 1993.

Supervisor Steiner was knowledgeable about public library services and expressed an interest in the operations of independent special library districts. We discussed the elements of local control and the need to secure funding for public library services.

Other Activities

A copy of the Los Angeles Times front page article on special district consolidation is Attachment E. A copy of the response prepared by Robert Niccum of the Buena Park Library District is Attachment F.

RECOMMENDATIONS:

1. To read Resolution 93-1 by title only. *Dist/Fin ... all my*
2. To adopt Resolution 93-1. *{ Dist/Fin }*
3. Determine response, if any, to Los Angeles Times editorial position on consolidation of independent special library districts.
4. Give direction on future activities. *— Secunder will work on it.*

REVISED LIBRARY LEGISLATIVE ALERT

TO: Legislative Network Members
 FROM: Linda Elliott
 CLA Legislative Network Coordinator
 DATE: March 28, 1993
 RE: ACTION ON SB 566, BENEFIT ASSESSMENT BILL
CORRECTED INFORMATION RE COMMITTEE ASSIGNMENT

1 PAGE

SB 566 (Roberti)
 will be heard in Senate **Local Government Committee**
 on Wednesday, April 14.

Organize letters and phone calls to your contact Senator from:

- directors and staff of libraries in his/her district,
- Friends of the Library members,
- known local library supporters.

Communicate the following information:

- Provide an overview of the legislation (he/she may not know the bill yet).
- Tell how it could benefit your library or other libraries in his/her district.
- Give specific examples of the loss of revenues due to the State property tax shift.

Make a special effort to reach those Senators who sit on the Senate Local Government Committee:

Marian Bergeson, Chair
 Ruben Ayala, Vice Chair
 Charles Calderon

Teresa Hughes
 William Craven
 Newton Russell
 Quentin Kopp

(Detailed list attached)

The CLA Legislative Committee (GRC) Benefit Assessment Task Force is preparing informational material for your use in promoting support for SB 566. This will be coming shortly. In the meantime, the FAXed Leg Alert of March 16 included a summary of the measure.

PLEASE SEND COPIES OF YOUR LETTERS TO CLA OFFICE

If you have questions on this material or your requested action, call Linda Elliott, Director, Palos Verdes Library District, at (310) 544-3800, or Nancy Mahr, Palos Verdes Library District, at (310) 544-3822

Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

April 6, 1993

Dear Friends of Placentia Library District:

Many of you have called us in response to the Library's brochure explaining the impact of last year's State budget revenue reductions for the independent special district libraries.

The result at Placentia Library District so far has been a loss of 3.5 full time staff positions and a delay of maintenance and capital improvements for our building.

The only reason that this year's losses were barely noticeable to the public was that the Board of Trustees transferred funds from its reserve account in order to make the transition to the reduced budget level less immediately disruptive to public service levels.

Closing the Audio Visual Desk and the Check In Desk have allowed for improved allocation of existing staff time without significantly reducing service levels.

Future cuts, however, will mean loss of additional staff, which in turn will mean fewer hours and/or days of library services, and probably a reduction of the book budget.

In light of the recent media coverage of the benefits paid to the County of Orange management employees and the Board of Supervisors, and to the Santa Margarita Water District managers, we want you to know that Placentia Library District provides neither a car nor a car allowance to any of its employees, and that the members of the Board of Trustees receive no salary, per diem, nor any benefit other than reimbursement for actual travel expenses. The Board has established limits and requires receipts for all travel and meal expenses.

It is also a matter of public record that the District's wage and salary scale and personnel benefit package for staff at all levels, is one of the lowest of the public library agencies in Orange County.

Having your public library administered by an independent special library district means that its funds are handled separately from the City of Placentia's or the County of Orange's and that they cannot be diverted to other purposes -- they are used exclusively for the provision of public library services.

Having an elected Library Board of Trustees to manage the District means that the Board focuses entirely on library issues and plans its budget and services around identified community needs. In Placentia this has resulted in a wide range of programs from the business and telephone book collections, to curriculum-related programs in support of local schools, to the literacy and family literacy programs.

As you are talking with legislators and friends about the need for preserving the existing property tax funding for the Placentia Library District, and for the establishment of the authority for Benefit Assessment Districts for public libraries, please keep the following special issues in mind:

- » At the Placentia - Yorba Linda School District the elementary level school libraries have no paid staff; the junior high libraries do not have certified school librarians; and, while the high school libraries have certified school librarians, they are open only during school hours, and are closed during breaks, lunch periods, and sick and vacation leaves.

Placentia Library District has been providing direct support to the classrooms at all levels through visits by qualified librarians and provision of materials for classroom assignments.

Since there is no projection of any immediate improvement in the funding or staffing of local school libraries, Placentia Library District will remain an important link in the local education process. It is not a good time to be cutting back the hours of service or the book budget at the public library.

- » In these times of poor economy, citizens with limited financial resources need access to up-to-date health care information, home maintenance and improvement guides, car repair guides, travel information, and other consumer-related information and materials provided at Placentia Library District.
- » Residents of Placentia Library District should be able to determine the level of funding and quality of services offered at their public library.

Legislative establishment of the authority for Benefit Assessment Districts for public libraries will help guarantee local control over the level of service.

- » Last year's State Budget cost Placentia Library District \$127,967, 11% of its operating budget.

The action being proposed for this year by the Governor's Budget, and supported by Assembly Democrats, shifts an additional \$2.6 billion in local government revenue, primarily property taxes, to the State. This is twice the amount of last year's shift!

If this shift occurs Placentia Library District would permanently lose an additional \$254,000 from its property tax allocation, for a total two year loss of \$381,000 or 34% of our operating budget.

It is very important to the existence of Placentia Library District that all the provisions of the State AB8 Bailout be repealed and that those funds revert to the State before it takes any additional property taxes from non-enterprise independent special districts like Placentia Library District.

Please contact the legislators representing Placentia Library District and express your support of the preservation of the existing property tax allocation, as well as your support of Senate Bill 566 (Roberti) which authorizes the establishment of benefit assessment districts for public library services.

The Honorable John Lewis
California State Senate, 35th District
3074 Capitol Building
Sacramento, CA 95814

The Honorable Ross Johnson
California State Assembly, 64th District
5160 Capitol Building
Sacramento, CA 95814

(714) 939-0604 (Orange)
(916) 445-4264 (Sacramento)

(714) 738-5853 (Fullerton)
(916) 445-7448 (Sacramento)

If you live in a different legislative district please call the Placentia Library Reference Desk for the information about your Senator and Assemblyperson.

If you would like additional information please contact Elizabeth Minter at 714-528-1925.

Yours truly,

Peggy Dinsmore
President

Sandra Stark
Secretary

Ray Evans
Trustee

Al Shkoler
Trustee

Fred West
Trustee

Elizabeth Minter
Library Director

RESOLUTION NO. 93-1

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ENDORSE AND SUPPORT THE PASSAGE OF SB 566
BY THE LEGISLATURE OF THE STATE OF CALIFORNIA

WHEREAS, public libraries throughout California are experiencing significant budget reductions which threaten the future of local public library services; and

WHEREAS, the State shift of property taxes to schools is further affecting the ability of local governments to adequately finance all public services, including libraries; and

WHEREAS, the California State Library has recently published a report showing that funding for public library services is eroding on a statewide basis; and

WHEREAS, the California Legislature has declared that public libraries are a supplement to the formal system of free public education and deserve adequate financial support from government at all levels; and

WHEREAS, a viable statewide system of public libraries is essential to assist the schools, support children and to serve the general public in all local communities; and

WHEREAS, public libraries lack sufficient fee authority to replace lost revenues resulting from the State budget crisis and need a stable and independent source of financing; and

WHEREAS, the public interest is served by providing adequate resources to properly fund public library services; and

WHEREAS, the California Library Association and the County of Los Angeles are co-sponsoring legislation to provide authority for local agencies to use benefit assessment financing for public libraries, and Senator David Roberti has introduced SB 566 for that purpose; and

WHEREAS, approval by the Legislature of SB 566 would provide an added local revenue

Resolution 93-2

option to protect the financial future of California's public libraries without appropriating additional State funds or creating a new state mandate on local governments;

NOW, THEREFORE, BE IT RESOLVED THAT The Placentia Library District of Orange County hereby endorses and supports the passage of SB 566 (Roberti) by the Legislature, and directs the President of the Board of Trustees to notify the Speaker of the Assembly, the President pro Tempore of the Senate, the Governor and Senator John Lewis and Representative Ross Johnson of its support.

AYES:	TRUSTEES: <i>Drin, Stark, Sun</i>
NOES:	TRUSTEES: <i>Wat</i>
ABSTAIN:	TRUSTEES:
ABSENT:	TRUSTEES: <i>Shub</i>

State of California)
) ss.
County of Orange)

I, Sandra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of April, 1993.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April, 1993.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

04/09/93
California Advocates, Inc.

AB 491



important

AUTHOR: Farr
TITLE: Local government: local agency commissions
INTRODUCED: 02/15/93
COMMITTEE: Assembly Local Government Committee
HEARING: 04/14/93 1:30 pm

SUMMARY:

Permits the local agency formation commission of each county to initiate proposals for the consolidation of a district, dissolution, merger, or establishment of a subsidiary district, or a reorganization that includes any of these changes of organization.

STATUS:

02/18/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA AB 868

AUTHOR: Woodruff
TITLE: San Bernardino County Free Library
INTRODUCED: 02/25/93
LOCATION: Assembly Local Government Committee

URGENCY

SUMMARY:

Provides that, on or after July 1, 1992, for the purpose of property tax revenue allocation, the county free library in the County of San Bernardino shall not be considered a special district.

STATUS:

03/04/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA AB 937

AUTHOR: Campbell
TITLE: Taxation: counties
INTRODUCED: 03/01/93
LOCATION: Assembly Local Government Committee

URGENCY

SUMMARY:

Authorizes the board of supervisors of any county to impose a special tax if the ordinance or resolution proposing imposition of the special tax is submitted to the voters and approved by 2/3 of the voters voting on the issue. Requires that the taxes be applied uniformly to all taxpayers or all real property within the county, except as specified.

STATUS:

03/15/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA AB 1580

AUTHOR: Hauser
TITLE: Local government finance
INTRODUCED: 03/04/93
COMMITTEE: Assembly Local Government Committee
HEARING: 04/14/93 1:30 pm

URGENCY

SUMMARY:

Provides that a special district's total annual revenues shall exclude any revenues received by that district that are one-time aid from another governmental agency. Requires county auditors to make necessary adjustments.

STATUS:

03/18/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA AB 1904

AUTHOR: Campbell
TITLE: Library benefit assessments: Contra Costa County
INTRODUCED: 03/05/93
LOCATION: Assembly Local Government Committee

SUMMARY:

Permits Contra Costa County, by ordinance or by resolution adopted after notice and hearing, to determine and levy an assessment for library services, as specified, pursuant to a prescribed procedure.

STATUS:

03/25/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA AB 2351

AUTHOR: Farr
TITLE: Property tax revenues
INTRODUCED: 03/05/93
LOCATION: Assembly Local Government Committee

URGENCY

SUMMARY:

Adds technical, clarifying changes to provisions of the existing property tax law.

STATUS:

04/01/93 To ASSEMBLY Committee on LOCAL GOVERNMENT.

CA SB 368

AUTHOR: Kopp
TITLE: Property taxes: county free libraries
INTRODUCED: 02/19/93
LAST AMEND: 03/31/93
COMMITTEE: Senate Local Government Committee
HEARING: 04/14/93 9:30 am

SUMMARY:

Includes county free libraries within the definition of "special district" for purposes of allocating property tax revenues.

STATUS:

03/31/93 From SENATE Committee on LOCAL GOVERNMENT with author's amendments. Read second time and amended. Re-referred to Committee.

A SB 544

AUTHOR: Killea
TITLE: Public libraries: funding
INTRODUCED: 03/01/93
COMMITTEE: Senate Education Committee
HEARING: 04/14/93 8:30 am

SUMMARY:

Provides that, in any year that specified tax revenues are less than the tax revenues for the prior fiscal year, the level of appropriations of local revenues required to receive state funds shall be reduced by an amount equal to the difference between the specified tax revenues made available for the prior fiscal year and for the current fiscal year.

STATUS:

03/10/93 To SENATE Committee on EDUCATION.

CA SB 566

AUTHOR: Roberti
TITLE: Library services assessments
INTRODUCED: 03/01/93
COMMITTEE: Senate Local Government Committee
HEARING: 04/14/93 9:30 am

URGENCY

SUMMARY:

Permits any local agency, as defined that provides public library services to establish, by resolution or ordinance, after notice and hearing, an assessment district and to determine and levy an annual assessment for library services and facilities pursuant to procedures prescribed by this bill.

STATUS:

03/10/93 To SENATE Committee on LOCAL GOVERNMENT.

CA SB 695

AUTHOR: Leonard
TITLE: Local government finance: fees and assessments
INTRODUCED: 03/03/93
COMMITTEE: Senate Local Government Committee
HEARING: 04/14/93 9:30 am

SUMMARY:

Enacts the Homeowners' Relief Act of 1993 to generally impose various requirements and limitations with respect to the imposition of new and existing local assessments and fees.

STATUS:

03/10/93 To SENATE Committee on LOCAL GOVERNMENT.

CA SB 1233

AUTHOR: Committee on Budget
TITLE: Government funding
INTRODUCED: 03/16/93
LOCATION: Senate Rules Committee

URGENCY

★
important

★
important

04/09/93
California Advocates, Inc.

SUMMARY:

States the intent of the Legislature to make the necessary statutory changes to implement the Budget Act of 1993, relative to financing cities, counties, special districts, and redevelopment agencies.

STATUS:

03/25/93 To SENATE Committee on RULES.

END OF REPORT

LATimes
4.16.93, A1

Ills Foretold by Two O.C. Juries

By KEVIN JOHNSON
and LEN HALL
TIMES STAFF WRITERS

SANTA ANA—Two separate Orange County grand juries warned in the 1980s that an obscure-layer of government largely made up of water and sewer districts was a breeding ground for financial waste and abuse, foreshadowing the troubles that have engulfed the Santa Margarita Water District.

In damning reports, the grand juries called for greater accountability and consolidation, but their recommendations were ignored.

"It's pretty clear that the grand jury had a vision as to what could happen," said James Colangelo, director of the county's Local Agency Formation Commission, which recently launched a reorganization of special districts in Dana Point.

With the Santa Margarita Water District embroiled in controversy over questionable spending by its top two managers and an investigation of possible conflict-of-interest violations, Assemblyman Mickey Conroy (R-Orange) said Thursday that he wants to restructure the water agency. He has called a news conference today to announce details of his plan.

One grand jury, convened in 1981, predicted that change would be difficult given the presence of "vested interest groups" that benefited from the millions of dollars in public money spent to keep the districts operating.

In its most comprehensive probe of the county's entire special district system of government, the same jury panel found that the agencies operated in a climate of obscurity and were perpetuated by a core of directors who remained insulated from public scrutiny.

Please see **DISTRICTS, A30**

DISTRICTS: Ills Foretold by O.C. Juries

Continued from A1

Many directors serve on multiple district boards and overlapping government agencies, records show. For example, Walter W. (Bill) Knitz, recently suspended manager of the troubled Santa Margarita district, serves on five separate water-related agency boards.

Lloyd Woerner, a director of the Dana Point Sanitary District as well as a South County sewer service conglomerate, is an outspoken proponent of consolidation of special districts. He said too many attorneys, engineers and consultants have enjoyed lucrative earnings at taxpayers' expense.

"I call it bureaucratic welfare," Woerner said. "It's a group of public agencies sucking at the public trough."

District directors were singled out for criticism in the 11-year-old grand jury report when a survey of 29 officers found that more than half "did not have some of the most basic information about the districts they governed."

The jury also found that public meetings by the special district boards "generally have dismal attendance records by the citizenry. In several cases where boards govern special districts with multimillion-dollar annual budgets, directors informed the jury that several years have elapsed since more than one citizen has attended a meeting."

In addition to the county's 19 separate agencies that now govern water distribution, more than 90 others have existed to manage such services as cemeteries, libraries, parks and even mosquito control. All of the agencies have boards of directors that are elected or appointed.

The 1981 grand jury report was supported by an independent study by the accounting firm of Price Waterhouse, which recommended that the county's special districts be dramatically scaled back to save in operating costs.

As a result, the second grand jury issued further recommendations calling for state legislation to increase oversight authority and urged that the county's Local Agency Formation Commission be granted greater authority to force consolidation.

Only in the wake of reports about improprieties within the Santa Margarita Water District, first disclosed in The Times, has the issue of consolidation begun to re-emerge. Knitz and his assistant, Michael P. Lord, are the focus of a joint investigation by the FBI and Orange County district attorney's office into possible violations of conflict-of-interest laws.

In the last six years, the men accepted nearly \$60,000 in gifts from companies that they recommended for district contracts.

Santa Margarita district records also show that Knitz and Lord have been reimbursed tens of thousands of dollars in questionable expenses over the last decade, including cross-country trips for their wives, rooms at posh hotels, four-figure room-service tabs and expensive dinners at local restaurants.

Since the spending habits of Knitz and Lord were first reported, the district has begun to formulate new policies governing expense accounts. The revelations have also caused water districts throughout the county to review their expense account policies and reconsider how they do business.

The consolidation effort is gaining further momentum as the state prepares for the second successive year to tap special district revenues to help offset a massive state budget shortfall.

"We are in a changing scene now and people have to accept that," said Ray Miller, retired general manager of the South Coast Water District. "With the loss of tax monies, these things finally have to be looked at."

Ingrid McGuire, a South Coast director, said the Santa Margarita case particularly has stirred new interest in reorganization of district governments.

"The grand jury reports seemed to have had less credence than perhaps they should have been afforded," McGuire said. "The public was never made aware of what the grand jury recommended. . . . But now, everybody in the water community is talking about consolidation."

The county's local agency commission has begun a consolidation effort in Dana Point, where seven water-related agencies serve one of the county's smallest cities.

Commission director Colangelo said the independent agencies are governed by a total of 39 officials, making tiny Dana Point easily the most governed city per capita in the county and perhaps all of Southern California. Dana Point is also the only city in the county with an independent park district, which is governed by another five elected officials.

"If you look at just the numbers of elected officials serving Dana Point, that's pretty incredible," Co-

langelo said. "With all of those people involved in making decisions on issues, it makes it tough to get questions answered. It's a real strange situation down there."

Newport Beach attorney Alex Bowie, whose specialty is water and special district law, places much of the blame for the unwieldy system of government at the door of Colangelo's local agency commission.

Bowie said the commission was created to exercise some control over the formation of such agencies but has failed to include special district members on its panel to work toward possible solutions.

"Who is the watchdog?" Bowie asked. "Has the watchdog been asleep? And why haven't those who are part of the problem been included as part of the solution?"

But Colangelo said the commission has always lacked the authority to eliminate unnecessary districts. The commission may only recommend reorganization or elimination, but the action must come from the districts involved, he said.

That lack of authority, Colangelo said, has been the "biggest stumbling block" to initiating the change recommended by the grand juries.

In its own investigation, the 1981-82 grand jury apparently foresaw the obstacles to changing such a structure.

"One consideration of the jury in deciding to make this study was the impression that, if any changes in the existing system were recommended, there may be strong negative reactions from the sizable vested interest groups. . . ." the report stated.

Miller, the retired South Coast Water District official, said the county cannot afford to resist massive government reorganization any longer.

"Public agencies better take a look at consolidation before somebody does it for them," he said.

Times staff writer Mark Platte contributed to this report

Warnings Unheeded

More than a decade ago, Orange County grand juries warned that the proliferation of special districts had created a hidden layer of government. Officials say those warnings were never heeded and that inaction may have bred a climate that has helped foster problems similar to the Santa Margarita Water District scandal.

1981-82 grand jury report:

Independent special districts exist in a barely visible manner that diminishes citizen participation and skews representation. Special district elections (or lack of them), incumbency patterns, and candidate requirements contribute to the low visibility of special district governments. Special district elections are held in November during odd numbered years. In 1981 only 10.8% of the electorate voted. This is typical of voter turnout in special district elections: in 1977, 7.1% voted; in 1975, 10% voted; in 1973, 10% voted.

The dearth of candidates on the ballots was even more revealing of the may be even more difficult.

Once the director was contacted, a common set of questions (Attachment C) was asked regarding current district studies, future planning, sources of revenue, budget reserves, and user fees. Although there was a mixed set of responses to the opinion questions, as one would expect, "ball park" answer led the jurors to conclude that over half of the directors did not have some of the most basic information about the districts which they governed.

1987-88 grand jury report:

may, can have impact on the initial applications. 87-788
RECOMMENDATION #9: The Board of Supervisors should sponsor legislation to increase the powers of a Local Agency Formation Commission (LAFCO) to include the ability to initiate changes in special district organizational structure, then LAFCO could take a more active role in the investigation of special district consolidation or reorganization of special districts. In addition, cities and LAFCO should be granted eligibility to seek loans from the Special District Augmentation Fund under the terms of the California Special District Consolidation Assistance

FINDINGS:
In 1982, the Grand Jury reviewed compliance with Government Code 65401 (see Appendix I) which requires special districts to submit to the city and/or county a list of proposed public works recommended for planning, initiation or construction during the ensuing fiscal year. The Grand Jury found that this practice had not been followed.

To address this problem, improved coordination between the County and special districts was recommended. The Grand Jury

Source: Orange County Grand Jury reports

Agenda Item 23
Attachment F

BOB NICCUM

8532 LINKS ROAD OF BUENA PARK, CALIFORNIA 90621 OF (714) 739-8210

April 16, 1993

Letters to the Editor
The Times, Orange County

VIA FAX: (714) 966-7711

SPECIAL DISTRICTS

Your article headlined "Special District Ills Forstold by Two O.C. Juries" paints with a broad, dirty brush an entire system of citizen governance.

Far from being "insulated from public scrutiny," California's special districts provide for direct participation in the running of agencies by ordinary people instead of professional politicians.

Voters can easily displace a special district board member who makes the wrong decisions about water, sewer, or library policies. It is vastly more difficult to dislodge a county supervisor or city council member because of a single issue, since these representatives deal with such a wide array of questions.

As an example, I offer for your consideration the Buena Park Library District, where I serve as an elected trustee. Members of our board are drawn to service not by political opportunity (since there is none) nor by money (since we serve by law without compensation). Instead, we give our time because we care about libraries.

In other jurisdictions, libraries have been closed and service to the public curtailed by city or county officials who had other uses for their budget dollars. We, too, have had to deal with severe budget shortfalls, but the public's access to books and knowledge is protected by the fact that our only mission is the library.

Beware those politicians who seek to dismantle special districts and consolidate all power and responsibility into their own hands. If you believe their agenda is better government, I have a bridge for sale



**BOB NICCUM
TRUSTEE, BUENA PARK LIBRARY DISTRICT**

Daytime telephone: (213) 742-7599

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *adm*
DATE: April 19, 1993
SUBJECT: 1993 Staff Appreciation Dinner

BACKGROUND:

At its meeting on March 15, 1993, the Board voted to sponsor the 14th Annual Staff Appreciation Dinner at the home of Board Secretary Sandra Stark on Friday, June 4, 1993, at a cost not to exceed \$600.00.

The date selected is not possible with the hostess and an alternate date of Friday, June 18, 1993, has been suggested.

The Friends of the Library have agreed to co-sponsor the Dinner at a cost to them not to exceed \$300.00.

RECOMMENDATION:

Set date of Friday, June 18, 1993, for the 17th Annual Staff Appreciation Dinner.

TO: Library Board of Trustees

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

DATE: April 19, 1993

SUBJECT: Special District Augmentation Fund (SDAF) Application for 1993-1994.

BACKGROUND:

At its meeting on March 15, 1993, the Board instructed me to file a Special District Augmentation Fund (SDAF) Application for 1993-1994 in the amount of \$400.947.

A copy of the Application as submitted to the Orange County Administrative Office on April 14, 1993, is Attachment A.

The Board of Directors of the Independent Special Districts of Orange County (ISDOC) has agreed to form a "Selection Committee" to advise the Orange County Board of Supervisors on the Distribution of the Special District Augmentation Funds for 1993-1994. I have been asked to coordinate this presentation for ISDOC and there will be a meeting in our Meeting Room on Friday, April 23, 1993, at 10:00 A.M. A copy of the Meeting Notice is Attachment B.

RECOMMENDATIONS:

Give direction on level of participation in application review process with the Orange County Administrator's staff.

Name of District: Placentia Library District of Orange County Return by April 14, 1993 to:
 Address: 411 East Chapman Avenue, Placentia, CA 92670 County Administrative Office
 Contact/Person Title: Elizabeth D. Minter, Library Director Attn: Denise Gordon
 Phone Number: (714) 528-1925 P.O. Box 22014
 Santa Ana, CA 92702-2014
 FAX (714) 834-4416

1. Is your district interested in being considered for the Special District Augmentation Fund? Yes X No

2. The amount of Augmentation Fund Revenue requested is \$.

3. Please list the total amount of revenue available to your district during fiscal year 1992-93 and projected for 1993-94, by source. For fiscal year 1993-94, please provide the percentage growth assumption used.

<u>FUNDING SOURCE</u>	<u>1992-93</u>	<u>1993-94</u>
a. Fund Balance (carryover) from prior year (include all reserves)	<u>411,493</u>	<u>273,962</u>
b. Property Taxes - Secured (Assumed <u>(26)%</u> Growth) (incl. public utility)	<u>935,910</u>	<u>690,383</u>
c. Property Taxes - Unsecured (Assumed <u>(26)%</u> Growth)	<u>68,729</u>	<u>51,000</u>
d. Property Taxes - Prior years (26% loss)	<u>35,000</u>	<u>25,900</u>
e. Interest (26% loss)	<u>30,250</u>	<u>22,400</u>
f. Special District Augmentation	<u>Ø</u>	<u>400,947</u>
	(Received)	(Received)
g. Homeowners Subvention (Assumed <u>(26)%</u> Growth)	<u>17,530</u>	<u>13,000</u>
h. User Fees, Connection Fees, other charges	<u>30,000</u>	<u>30,000</u>
i. Other revenue (Specify <u>State & Federal Grants & Reimbursements</u>)	<u>55,472</u>	<u>55,472</u>
TOTAL FUNDING	<u>\$1,584,384</u>	<u>\$1,563,064</u>
	=====	=====
j. % of service to New Annexation Areas		<u>Ø</u>

4. Please list the total budget and major expenditure classifications for fiscal years 1992-93 and 1993-94.

	<u>1992-93</u>	<u>1993-94</u>
a. Salaries/Employee Benefits	<u>896,875</u>	<u>815,555</u>
b. Services and Supplies	<u>411,047</u>	<u>411,047</u>
c. Other Charges (Sales Tax)	<u>1,500</u>	<u>1,500</u>
d. Land	<u>Ø</u>	<u>Ø</u>
e. Structures/Improvements	<u>Ø</u>	<u>60,000</u>
f. Equipment	<u>1,000</u>	<u>1,000</u>
SUBTOTAL-EXPENDITURES	<u>\$1,310,422</u>	<u>\$1,289,102</u>
	=====	=====
g. Appropriations for Contingencies	<u>Ø</u>	<u>Ø</u>
h. General Reserve	<u>272,962</u>	<u>272,962</u>
i. Imprest Cash Reserve	<u>1,000</u>	<u>1,000</u>
j. Other/Reserves (Specify)	<u>Ø</u>	<u>Ø</u>
SUBTOTAL-RESERVES/CONTINGENCIES	<u>\$ 273,962</u>	<u>\$ 273,962</u>
	=====	=====
TOTAL REQUIREMENTS	<u>\$1,584,384</u>	<u>\$1,563,064</u>
	=====	=====
k. % for Services to New Annexations		<u>Ø</u>

5. Has your district considered establishing new fees for service, user charges, etc.? X Yes No
 (Please provide details. Use additional paper, if necessary.)
Fines and fees schedule was changed July, 1992, with 100% increases
in most categories. Schedule will be revised in June, 1993.

6. For each fee or charge please specify:

<u>Title</u>	<u>FY Last Updated</u>	<u>% Cost Recovered</u>	<u>\$ Amt</u>	<u>FY Next Update</u>	<u>% Cost Recovered</u>	<u>Constraints to Full Recovery</u>
<u>Fines</u>	<u>1992-93</u>	<u>100%</u>	<u>.20/day</u>	<u>1993-94</u>	<u>100%</u>	<u>None</u>
<u>Reserves</u>	<u>1992-93</u>	<u>100%</u>	<u>.50/item</u>	<u>1993-94</u>	<u>100%</u>	<u>None</u>
<u>Lost Material</u>	<u>1992-93</u>	<u>100%</u>	<u>cost+5\$</u>	<u>1993-94</u>	<u>100%</u>	<u>None</u>
<u>Room Rental</u>	<u>1992-93</u>	<u>100%</u>	<u>\$30/use</u>	<u>1993-94</u>	<u>100%</u>	<u>None</u>

7. Please list or describe the services provided by your district, including the level, cost, and justification. Please include sufficient detail to enable an adequate review of your needs as compared to other districts within the County. Be sure to compare levels of service proposed for FY 1993-94 to that which was actually provided during 1992-93.
The District has a collection of approximately 128,000 of informational, educational and recreational reading, listening and viewing items for adults and children. The Library is open 7 days per week with 64 hours per week of full public service. Total staff is 19.2 full time employees, including 6.0 full time professional librarians. This year's circulation will be approximately 355,000 items to over 36,133 registered borrowers. The District has an adult literacy program established in 1985 with over 121 active volunteer tutors and 150 students. The Library also has a one-year-old family literacy program operating in cooperation with the Placentia Head Start. Service levels will be maintained in Fiscal year 1993-94.
 Are there any financial obligations, contracts, indebtedness, or any other information we should know about to assist our evaluation of your fiscal situation? if so, please explain: \$70,000 per year debt retirement on bonds held with Civic Center Joint Powers Authority with City of Placentia.

9. Please indicate what percentage of your district's budget is utilized in support of the following services:

- | | | | |
|---|-------|---|-------------|
| (a) Fire Protection | _____ | (i) Sewage Treatment Services | _____ |
| (b) Flood Control | _____ | (j) Library Services | <u>100%</u> |
| (c) Police Protection | _____ | (k) Street Lighting | _____ |
| (d) Local & Community
Parks & Recreation | _____ | (l) Road Related Landscape
Maintenance | _____ |
| (e) Regional Parks &
Recreation | _____ | (m) Street Sweeping | _____ |
| (f) Sewer Services | _____ | (n) Security Services | _____ |
| (g) Trash Collection
Services | _____ | (o) Dump of Gate Fees | _____ |
| (h) Water Services | _____ | (p) Administration | _____ |
| | | (q) Other (specify) | _____ |

10. Have the voters of your district approved the adoption of a special tax to benefit your district pursuant to Government Code Section 50077? Yes _____ No X . If yes, please specify the amount of special tax revenues expected to be received by your district during 1993-94. \$ _____.

11. Has your district levied an assessment for fire suppression services pursuant to Government Code Section 50078? Yes _____ No X . If yes, please specify the amount of the assessment revenues expected to be received by your district during FY 1993-94. \$ _____.

12. Please specify the services and service levels your district plans to provide with the augmentation funds requested. Prioritize these services relative to other services provided, (e.g., 3rd. of 10.) Please indicate what the incremental impact will be to your level of service, in the event less money is appropriated than what is being requested. Use additional paper if necessary.

Maintenance of current hours, library materials budget and services.

13. Please specify actions you have taken in the past year to achieve significant efficiencies and improve services (e.g., reorganizations, consolidation planning, or major operational/technical improvements).
Retirement incentive program resulting in a 3.5 FTE reduction in staff.

14. District's Gann Limit for FY 1993-94 is \$ not available . Please attach a copy of Board's Resolution Resolution setting the Gann Limit for the district's 1993-94 year. (An estimated Gann limit may be submitted in lieu of a formal resolution, if one cannot be adopted by April 14, 1993. However, the actual resolution must be submitted prior to the final Board Hearing date.)

Gann Statement: "I certify that if the requested augmentation is granted by the Board of Supervisors the limits imposed by Article XIII B of the California Constitution will not be exceeded."
Authorized Signature Margaret V. Dinamore
Title President, Library Board of Trustees
Date April 13, 1993
(Authorized signature should be Board Chairman.)

NOTE: The completed Special District Augmentation Fund Response Form must be received by the County Administrative Office by 4:00 p.m. April 14, 1993 to receive consideration.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

TO: Executive Directors and Board Presidents
Independent Special Districts of Orange County

FROM: Elizabeth D. Minter, Chairperson
Ad Hoc Special District Selection Committee for Orange County

DATE: April 13, 1993

SUBJECT: Meeting Notice

Friday, April 23, 1993
10:00 A.M.
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670

The 1993 Budget as adopted by the State contains a provision that an independent special district selection committee may meet and adopt a resolution recommending a particular distribution of the Special District Augmentation Fund for that fiscal year.

Representatives of a majority of all the independent special districts in the county is required to constitute a quorum for the transaction of business by an independent special district selection committee.

The Board of Directors of ISDOC (Independent special Districts of Orange County) has asked me to coordinate this project for all of us.

In order for us to submit a resolution we must have the recorded vote of the majority of the total membership of the committee.

It is really important that each independent special district in Orange County send a representative to the meeting who is authorized to vote on behalf of his/her district!

Please bring with you to the meeting a copy of your application form, if any, for SDAF for the 1993-94 budget year.

If you have any questions please contact me at (714) 528-1925.



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: April 16, 1993
SUBJECT: Longing for Community: Dream or Nightmare, California Council for the Humanities Grant Report.

The participants of the "Longing for Community: Dream or Nightmare" were called for an additional meeting on April 15 to finalize what was discussed in previous meetings and to assess the project and their accomplishment as a group, what they got out of this project and what they can bring into it, and whether or not to put together a brochure that will be used as a future Reference tool for connecting and networking.

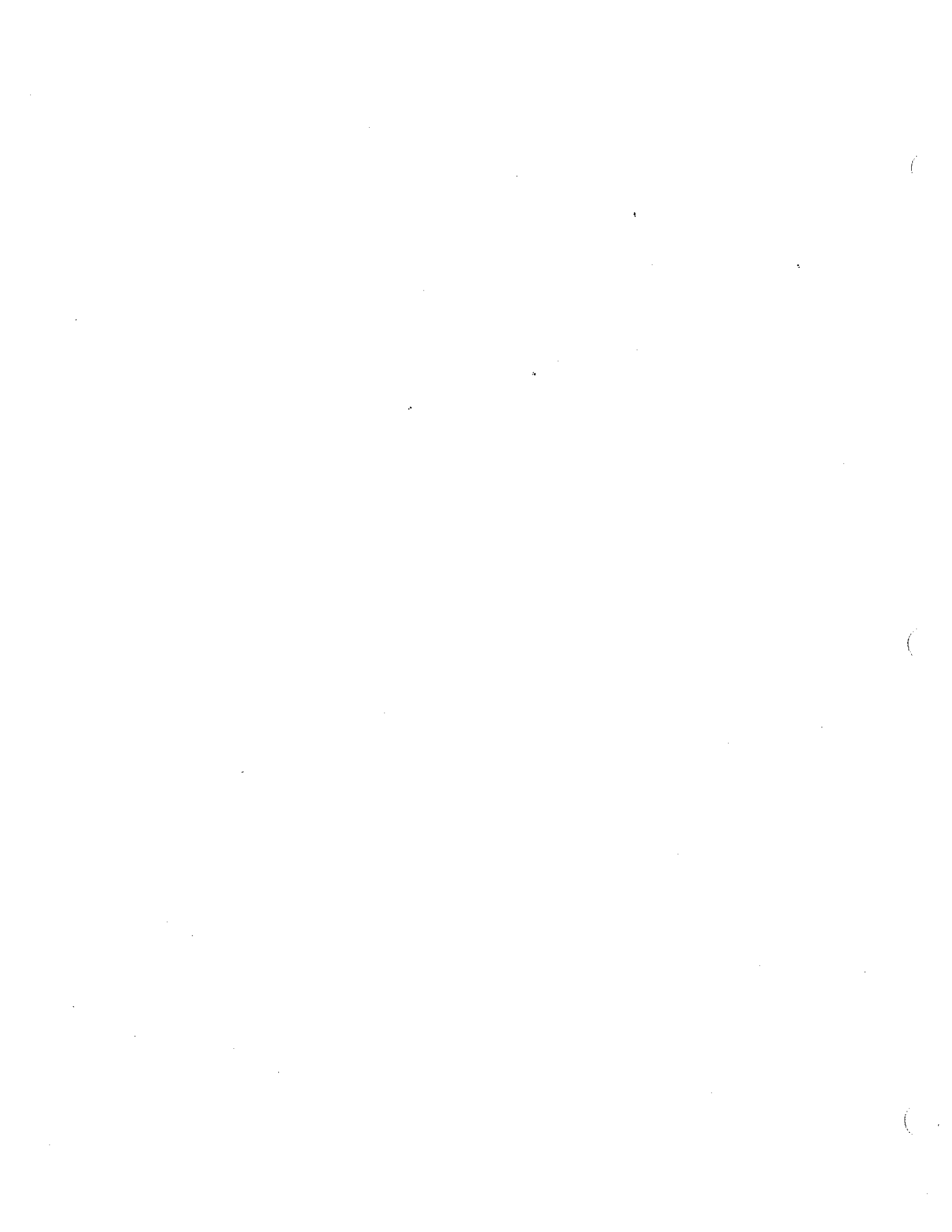
Even though the whole group was not in attendance as was expected, the discussion was very focused and fruitful. It was agreed that:

- 1- A brochure will be published.
- 2- The Theme and the brochure's title will be "Placentia Pride: a Sense of Community"
- 3- Everybody's profile will be turned in along with the project evaluations by Friday April 30th.
- 4- The brochure will consist of the participant's profiles, and introduction only.
- 5- The brochure will be ready on June 3rd, at which date there will be a group meeting.

It was made clear that the profiles will include the participants' personal data, information about the organization they represent, and ideas of what they think they can or may do, alone or with other organizations, to bring about a better sense of community to our City.

Certificates of appreciation were then presented by Peggy Dinsmore, the President of the Library Board of Trustees, to Dr. Susan Parman, the Scholar moderator and to all the participants.

The group felt that this project was very well presented, that it was well worth their time, that it made them aware of the existence and functions of organizations they did not know about before. They all agreed that future meetings will be important and necessary.



TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: April 19, 1993

SUBJECT: **Submission of Application for a LSCA Title II Grant for Disabled Access Remodeling of Main Library**

BACKGROUND:

At the February 16, 1993 board meeting, the Library Board was notified that the State Librarian had reviewed favorably the District's Notice of Intent for LSCA Title II funds, and had encouraged an Application for those funds.

These funds will help pay for modifications to the building to ensure compliance with the Americans with Disabilities Act (ADA).

The Library has received a draft of the City Advisory Committee on the Disabled's letter of commendation for its ADA Self-Evaluation plan. Formal adoption will be at their next meeting, Thursday, April 22, 1993.

West/E

RECOMMENDATION:

1. Approve submission of the Application for Library Services and Construction Act (LSCA) Title II funds for the Disabled Access Remodeling of Main Library Project.
2. Authorize Library Director, Elizabeth D. Minter, to sign such application on behalf of the Library Board of Trustees.
3. Adopt Final ADA Self-Evaluation Plan as presented.

PLACENTIA LIBRARY DISTRICT

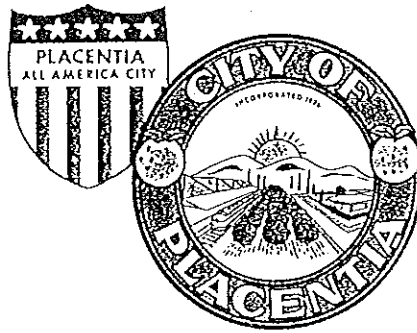
ADA SELF-EVALUATION

Area Surveyed	Status	Proposed Action	Target Completion Date
Parking	accessible	none	N/A
Entrance	fully accessible	automatic doors installed Feb. 1991	completed
Entryway footing	tiles partially accessible	replace as part of remodeling project	FY93-94
Restrooms	legal, but largely in- accessible	redesign as part of remodeling project	FY93-94
Drinking fountains	marginally accessible; too high; activator stiff	redesign as part of remodeling project	FY93-94
Public telephones	legal and fully accessible	telephone booth added at lower ADA height	completed
Signage	procedures written for helping disabled	signs produced and posted	completed
Access to staff and collections	counters at Ref/Circ desks are too high for persons in wheelchairs;	clipboards provided with pens and pencils at Ref/Circ desks	completed
Access to staff and collections	same as above	<u>permanent solution</u> is to lower counters at Ref/Circ	FY93-94
Telephone access for deaf users	no access	install TDD equipment	FY93-94

The People are the City

Mayor
MARIA MORENO

Administrator
JEROME D'AMATO



Councilmembers
CAROL DOWNEY
NORMAN Z. ECKENRODE
MICHAEL L. MAERTZWEILER
JOHN O. TYNES

401 East Chapman Avenue - Placentia, California 92670

April 1, 1993

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

Dear Ms. Minter:

At the February 25, 1993 meeting of the Advisory Committee on the Disabled for the City of Placentia, each committeemember received a copy of the Library District's ADA Self-Evaluation Program.

Our Committee wishes to thank and commend the Library District on their Self-Evaluation Program. Our Committee realizes that the Library District must accept the financial restraints before the District can make all its suggested improvements. We were pleased to accept the several improvements already made that were listed in the Library District's Self-Evaluation Program.

Again, our Committee would like to extend our thanks to the Library District for their co-operation and their Self-Evaluation Program commitment.

THE ADVISORY COMMITTEE ON THE DISABLED

Earl E. Mills, Chairperson

Moyra Wilkins, Vice Chairperson

Dale Goodman, Committeemember

Dana Haas, Committeemember

David Keup, Committeemember

Georganne Yarger, Committeemember

LIBRARY SERVICES AND CONSTRUCTION ACT, TITLE II
PUBLIC LIBRARY CONSTRUCTION PROJECT
CONSTRUCTION PROJECT APPLICATION, 1993

A. PROJECT DATA

1. Legal name of jurisdiction owning the facility: Placentia Library District
2. Contact person's¹ name: Sal Addotta Title: Assistant Library Director
Telephone: 714-528-1925 Address: 411 E. Chapman Ave., Placentia, CA 92670
3. Name of project² Disabled Access Remodeling of Main Library
4. Has project scope changed since Notice of Intent³? Yes/No: Yes *If Yes, attach explanation. see note below
5. If new building, addition or conversion, including additions in conjunction with an access remodeling project, name of professional librarian as project consultant: _____
6. Name of architect⁴ or engineer (circle applicable word) preparing cost estimate: Allen L. Hibbs
1290 N. Hancock, Ste. 204
Anahcim, CA 92807 Address (firm name if applicable): Dan L. Rowland & Associates AIA
_____ Registration no.: C-10511 I
7. Congressional district(s): 39th
8. Is the Library which operates the service in the proposed project involved in any other applications? Yes/No NO
*If Yes, attach list showing the Library's priorities among them.
- *9. If the project is for Handicapped Access remodeling, and with the Notice of Intent a draft self-evaluation plan under ADA Regulation §35.105 was submitted, is the final plan as adopted enclosed?(Yes/No): Yes
NOTE: Current cost estimate refined the construction costs and architect's fees. Refer to plans and cost estimate included with construction project application.

SEE HOW TO APPLY FOR LSCA TITLE II CONSTRUCTION FUNDS, 1993

FOR FURTHER INFORMATION, CONTACT CY SILVER, FACILITIES PLANNING CONSULTANT, Phone (916) 322-0360; FAX (916) 323-1870; 1001 6th Street, Suite 300, Sacramento, California 95814

¹ This person should be available from submission of Application until May 27, 1993.

² Repeat from Notice of Intent. If name has changed, please provide clarification.

³ For purposes of the Application, cost changes of not more than 15% are not considered a scope change.

⁴ For general library construction projects, the estimate must be prepared by an architect. For remodeling projects, all but the simplest projects will require an architect. If an engineer is desired, State Library *prior* approval is *required*.

* Indicates required enclosure (unless obviously Not Applicable because of nature of project or local situation); in case of doubt, inquire. Failure to enclose may void Application. To avoid confusion on the part of reviewers, please provide a list of the enclosures, and label each enclosure to correspond with the requirement.

B. PROJECT FINANCE

1. Eligible local⁵ construction funds available now or expended on project since April 1, 1990:

<i>To Be Expended:</i>		(Round to nearest dollar)
a. Tax levy or General Fund:		\$ <u>0</u>
b. Bonds, amount authorized for this project only:		\$ <u>0</u>
c. Accumulated capital improvement fund:		\$ <u>55,439</u>
d. Revenue sharing/FHA:		\$ <u>0</u>
e. CDBG:		\$ <u>0</u>
f. Other eligible funds (specify) _____:		\$ <u>0</u>

Already Expended Since April 1, 1990:

g. Advance plans:		\$ <u>3,500</u>
h. Estimates:		\$ <u>2,000</u>
i. Site acquisition:		\$ <u>0</u>
j. Other (specify) <u>cost of library officials work to date</u> :		\$ <u>5,000</u>
2. Sum of 1a. through 1j.:		\$ <u>65,939</u>

Line 2 is Local Funds for Match

3. Other, non-eligible funds available (specify) _____:	+ \$	<u>0</u>
4. Sum of Lines 2 + 3:	\$	<u>65,939</u>

Line 4 is Total Funds Available for Project

5. LSCA requested:	+ \$	<u>43,959</u>
<ul style="list-style-type: none">• If access remodeling project, including any additions needed to meet square foot minima, must be at least \$15,000⁶.• If new building unrelated to access remodeling, must be at least \$25,000⁷.• Neither may exceed \$1,000,000.		
6. Sum of Lines 4 and 5 (= total funds needed):	\$	<u>109,898</u>

Line 6 Should Equal Line C.8 on Next Page

7. Line 2 divided by line 5: <u>1.5</u>	
<ul style="list-style-type: none">• For Disabled Access Remodeling Projects, result must be at least 1.5⁸.• For New Buildings in High Minority Areas, result must be at least 1.0⁸.	

⁵ FHA, Revenue Sharing, CDBG, state, local and donated moneys are considered "local" funds for LSCA purposes. Other federal is considered non-local, and may *not* be included. Documented expenditures for staff involved in project planning and administration (e.g., portions of library director, public works and other staff), as well as other local expenditure (e.g., overhead; plantings), may be included. In-kind contributions are by definition not "expenditures", and may not be included.

⁶ \$15,000 is 40% of the minimum eligible project cost of \$37,500.

⁷ \$25,000 is half the minimum eligible project cost of \$50,000.

⁸ That is, eligible local match for access remodeling must be at least 60% of project cost (excluding ineligible funds).

C. ELIGIBLE PROJECT EXPENDITURES SINCE APRIL 1, 1990 AND ESTIMATED TO COMPLETION

(Include in Lines E.1-E.8 all costs from Part D., next page)

- 1. Planning and architect's fees (including initial planning cost: \$ 19,117
Basis for fees: 15 % of construction ~~or other~~ (specify):
1993 Means Construction Cost Data
- 2. Site acquisition: \$ 0
- 3. Site development *(if unusual costs, attach explanation): \$ 0
- 4. Construction (not including interiors even if in construction contract. Include cost of construction estimates if incurred.): \$ 0
- 5. Interiors (including finishes, floor and window coverings, shelving, furnishings, public use microcomputer and facsimile equipment, built-in equipment, whether or not in construction contract): \$ 90,781
- 6. Landscaping: \$ 0
- 7. Other (specify¹⁰) _____: + \$ 0
- 8. Sum of Lines 1 through 7 (= project cost): \$ 109,898

This Should Equal Line B.6 On Previous Page

- 9. If new building/addition/conversion (incl. addition in conjunction with access remodeling project, meeting current sq.ft./cap. requirements), gross square footage to be built: _____ sq.ft.

GROSS SQ.FT. IN NOTICE OF INTENT OUTLINE BUILDING PROGRAM IS _____.

Attach Explanation if Sq.Ft. in C.9.a. Differs by More Than 15%.

- b. Construction cost/sq.ft. (E.4. above divided by E.9 above): \$ _____
- c. Local standard cost per sq.ft. for similar construction or conversion: \$ _____
- 10. If addition or remodeling is to be done in conjunction with non-eligible purpose (e.g., general rehabilitation project), cost of total project: \$ _____

Basis for determining the part eligible for LSCA (whose cost is the sum of Line B.2 plus B.5)

¹⁰ Cost of bond sale may be included in the cost of construction if the bond is sold for the project.

D. HANDICAPPED ACCESS REMODELING COMPONENTS

Note: Costs in this section are totally subsumed within, but may be less than, the work summarized in lines C.1.-8. on the previous page.

Enter requirements for access remodeling for *minimal* compliance with the more restrictive of ADA, T. 24 or local code. In the second column, use Y/N or units, as indicated in italics at end of each line in first column. In the third column, enter a ballpark approximation of total cost in \$1,000s; include directly associated finishes, repairs, etc. (not ineligible other remodeling / repairs); omit design fees (which are of course included on Line C.1.).

PURPOSE/OBJECT OF EXPENDITURE	# or Y/N	Nearest \$1,000
<i>A. ELIGIBLE:</i>		
1. Path of travel from handicapped parking to entry (<i>Y/N</i>)	N	
2. Path of travel from bus/trolley stop to entry (<i>Y/N</i>)	N	
3. Path of travel from car drop-off to entry (<i>Y/N</i>)	N	
4. Entrances/exits (#)	N	
5. Toilet rooms (<i># of public-area men's, women's, etc. rooms</i>)	6	43,000
6. Vertical transportation (<i># of elevators/lifts</i>)	N	
7. Public bookstacks with aisles less than 36", including compliance with T.24 seismic requirements only for installations in area now less than 36" aisles (<i># sq.ft. of stack area with less than 36" aisles</i>)	3,360	4,000
8. Public-area storage cabinets per ADAAG §4.13(12)(<i># of cab's</i>)	N	
9. Drinking fountains (#)	2	3,000
10. Public telephones (#)	2	2,000
11. Tables/carrels etc. for users of library materials (<i># of seats or stations</i>)	N	
12. Signs (<i># of signs</i>)	20	1,000
13. Path of travel within facility not involved in above? (<i>Y/N</i>)	Y	28,000
14. <i>Subtotal lines 1-13:</i>		81,000
<i>B. OTHER PURPOSES/OBJECTS, ALLOWABLE AT STATE LIBRARIAN'S OPTION:</i> (enter similar to lines 1.-13.)		
15. Check-out area/counter height	1	5,000
16. Reference Desk/counter height	1	5,000
17.		
18.		
19.		
20.		
21. If additional beyond line 20, attach*; subtotal of attached:		
22. <i>Subtotal lines 15-21:</i>		10,000
23. <i>Total lines 14 + 22:</i>		91,000

* Indicates required enclosure (unless obviously Not Applicable because of nature of project or local situation); in case of doubt, inquire. Failure to enclose may void Application. To avoid confusion on the part of reviewers, please provide a list of the

E. ESTIMATED SCHEDULE OF EVENTS

(Time periods for State Library review are from *California Code of Regulations*, Title 24, Part 1, §16-304, utilized by the State Librarian to the extent practicable for LSCA Title II.)

1. For new buildings/additions/conversions, including access remodeling projects that include additions, indicate date of submittal to State Library of:
 - a. Complete building program and schematic drawings / outline specifications:
(State Library will require 15 working days for review.) _____
 - b. Preliminary drawings/specifications:
(State Library will require 15 working days for review.) _____
 - c. Working drawings/specifications:
(State Library will require 22 working days for review.) _____
2. For access remodeling projects not involving additions, indicate date of submittal to State Library of:
 - a. Schematic or preliminary drawings/specs: _____ 3 weeks
(State Library will require 15 working days for review.)
 - b. Working drawings/specifications: _____ 4 weeks
(State Library will require 22 working days for review.)
3. For all projects:
 - a. Beginning date of construction: _____ September 1, 1993
 - b. Completion of construction, including installation of shelving and furnishings if not in construction contract: _____ January 1, 1994

F. LOCAL FISCAL REQUIREMENTS

1. Local ordinances or regulations with regard to allocation of expenditures for construction to different fiscal years when obligations carry from one fiscal year to another are:

As an Independent Special District Library Board, the Placentia Library District Board of Trustees has the sole authority to re-appropriate from year to year monies not expended, as appropriate.
2. Local accounts for construction purposes are on: cash basis accrual basis, obligation basis. (Circle applicable phrase(s).)

CERTIFICATION OF APPLICATION

I certify to the best of my knowledge that the preceding application of the

Placentia Library District

(name of jurisdiction)

is true and complete. Upon approval of this application, design and construction of the project will begin promptly and be completed without unreasonable delay in accordance with the application. It is understood that all design documents will be subject to State Library approval, and that LSCA grant funds herein applied for are subject to receipt from the U.S. Department of Education. ~~All contracts for library construction shall be awarded to the lowest responsible bidder on the basis of open competitive bidding.~~

SIGNATURE OF OFFICIAL AUTHORIZED TO MAKE APPLICATION BY
ATTACHED ORDINANCE, RESOLUTION OR MINUTE ORDER OF THE
GOVERNING BODY.

Elizabeth D. Minter
PRINT NAME

Library Director

TITLE

DATE

Return this application and all other required application materials so they are received (not postmarked) by 4 p.m., Monday, May 3, 1993, at:

Cy Silver - Title II Applications
Library Development Services
1001 - 6th Street, Suite 300
Sacramento, CA 95814

SEE HOW TO APPLY FOR LSCA TITLE II CONSTRUCTION FUNDS, 1993
FOR LIST OF ALL REQUIRED SUBMISSIONS

* Indicates required enclosure (unless obviously Not Applicable because of nature of project or local situation); in case of doubt, inquire. Failure to enclose may void Application. To avoid confusion on the part of reviewers, please provide a list of the enclosures, and label each enclosure to correspond to the list.



Don L. Rowland and Associates, AIA, Inc.
 Architects and Planners
 1290 North Hollywood Street, Suite 201
 Hollywood, California 92807
 (714) 777-8778

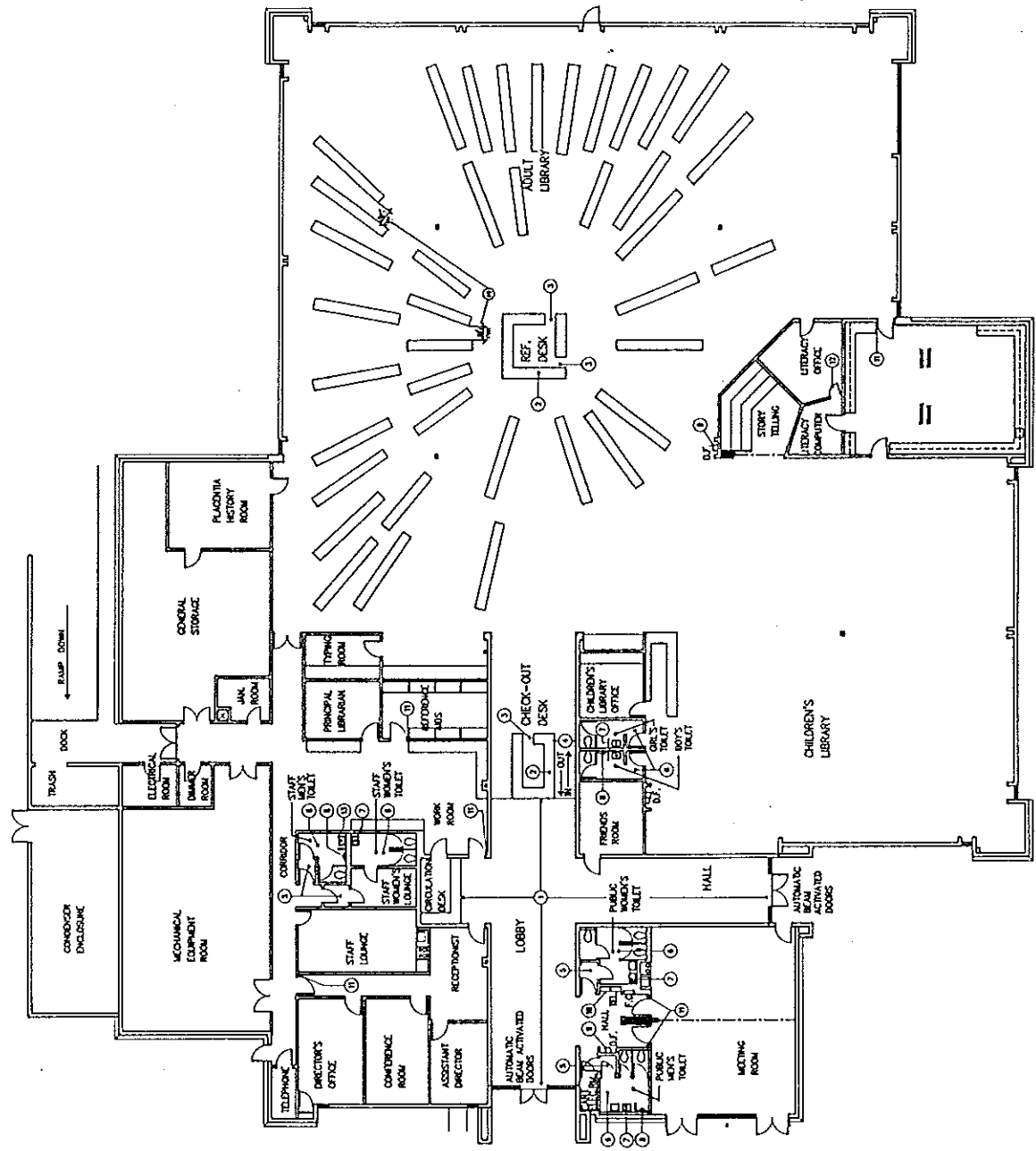
DISABLED ACCESS REMODELING
 MAIN LIBRARY
 PLACENTIA CIVIC CENTER
 PLACENTIA CIVIC DISTRICT
 411 EAST CHAPMAN AVENUE, PLACENTIA, CALIFORNIA 92870

DATE	11/11/88
BY	DLR
PROJECT NO.	88-001
CLIENT	PLACENTIA CIVIC CENTER
SCALE	1/8" = 1'-0"
DATE	11/11/88
BY	DLR
PROJECT NO.	88-001
CLIENT	PLACENTIA CIVIC CENTER
SCALE	1/8" = 1'-0"

DISABLED ACCESS (ADA)
 DEFICIENCY NOTES

1. Check the parking lot, sidewalks, building, and other exterior areas for compliance with applicable provisions of the ADA.
2. Check the building entrance for compliance with applicable provisions of the ADA.
3. Check the building interior for compliance with applicable provisions of the ADA.
4. Check the building exterior for compliance with applicable provisions of the ADA.
5. Check the building interior for compliance with applicable provisions of the ADA.
6. Check the building exterior for compliance with applicable provisions of the ADA.
7. Check the building interior for compliance with applicable provisions of the ADA.
8. Check the building exterior for compliance with applicable provisions of the ADA.
9. Check the building interior for compliance with applicable provisions of the ADA.
10. Check the building exterior for compliance with applicable provisions of the ADA.

Agenda Item 27
 Attachment C
 Page 1



SCALE 1/8" = 1'-0"

FLOOR PLAN

DATE: APRIL 16, 1988
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]
 PROJECT NO. [Number]
 SHEET NO. [Number]

RECORDED
 FLOOR PLAN
 SHEET NO. [Number]

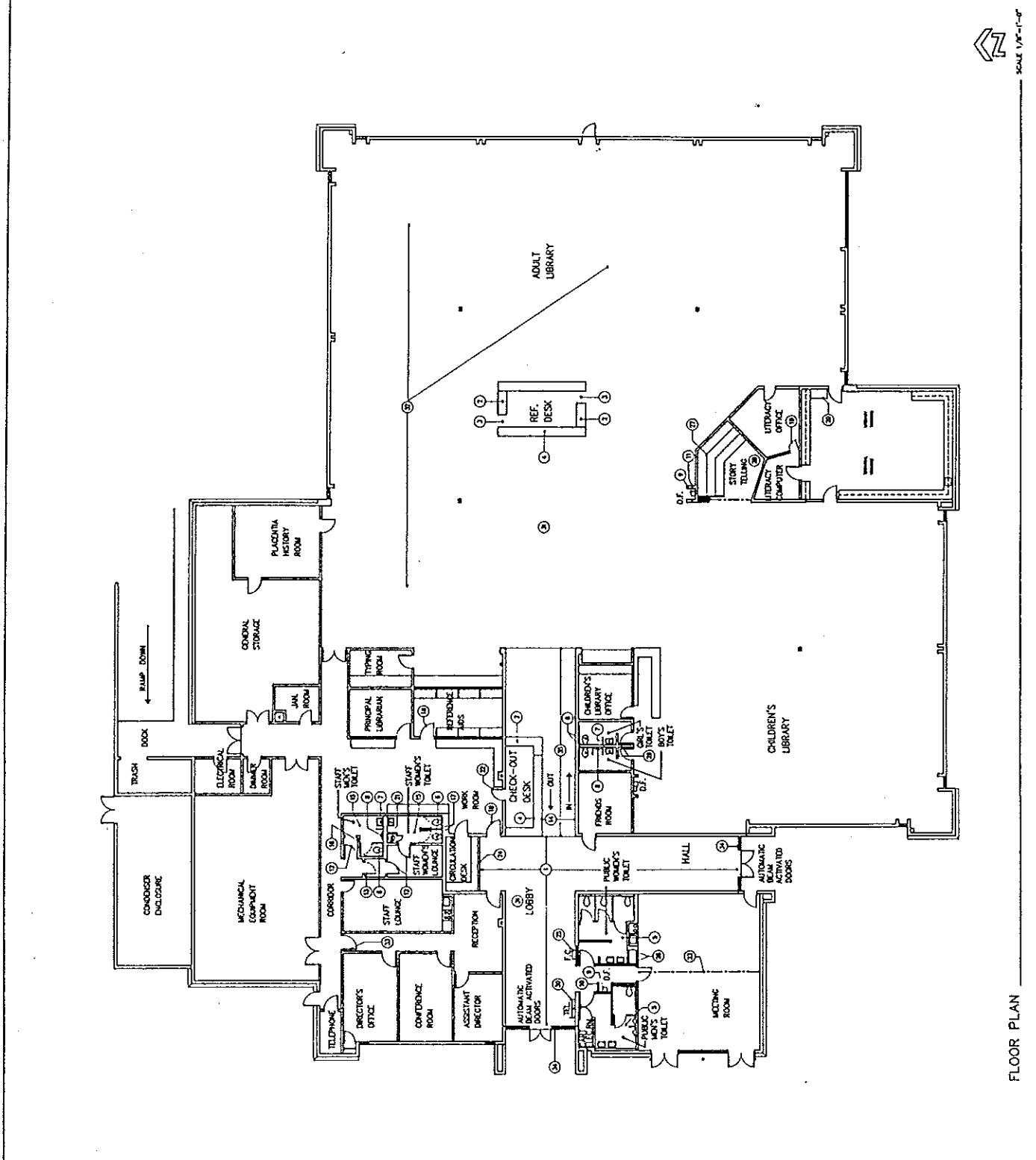
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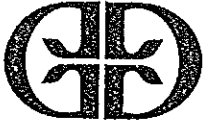
Dan L. Reynolds and Associates, AIA, Inc.
 Architects and Planners
 1220 North Woodloch Street, Suite 104
 Azusa, California 91707
 (714) 777-6378

DISABLED ACCESS (ADA) DEFICIENCY NOTES

- 1. [Note 1]
- 2. [Note 2]
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- 100. [Note 100]



FLOOR PLAN



Dan L. Rowland and Associates, AIA, Inc.
Architecture and Planning

Agenda Item 27
Attachment D
Page 1

DISABLED ACCESS REMODELING
MAIN LIBRARY
PLACENTIA LIBRARY DISTRICT
PLACENTIA CIVIC CENTER
411 EAST CHAPMAN AVENUE
PLACENTIA, CALIFORNIA 92670

COST ESTIMATE
April 15, 1993

ITEM

1.	DEMOLITION						
A.	TILE	1800 SF	@	.65/SF	= \$	1,170	
B.	CARPET	500 SF	@	.20/SF	=	100	
C.	WALLS	700 SF	@	1.80/SF	=	1,260	
D.	CEILING	500 SF	@	.40/SF	=	200	
E.	PLUMBING FIXTURES	20	@	.30/EA	=	600	
F.	SAWCUTTING	40 SF	@	5.00/LF	=	200	
G.	MISC. DOORS CASEWORK, TIERED SEATING			LS	=	200	
					\$	<u>4,530</u>	
2.	TILE PAVERS	1300 SF	@	6.00/SF	= \$	7,800	
3.	CHECK-OUT REFERENCE DESK	86 LF	@	120.00	= \$	10,320	
4.	PUBLIC RESTROOMS						
A.	TILE FLOORING	460 SF	@	6.00/SF	=	2,760	
B.	FRAME WALLS	500 SF	@	.90/SF	=	450	
C.	WALL TILE	1200 SF	@	5.00/SF	=	6,000	
D.	CEILING	460 SF	@	1.00/SF	=	460	
E.	PLUMBING FIXTURES	10 EA	@	1000.00/EA	=	10,000	
F.	TOILET ACCESSORIES			LS	=	1,000	
G.	TOILET PARTITIONS	4	@	600.00/EA	=	2,400	
H.	HVAC			LS	=	2,000	
I.	ELECTRICAL			LS	=	2,000	
J.	MISC.			LS	=	1,000	
					\$	<u>28,070</u>	

DISABLED ACCESS REMODELING MAIN LIBRARY
 PLACENTIA LIBRARY DISTRICT
 COST ESTIMATE
 April 15, 1993
 Page 2

5.	WATER CLOSETS	4	@	700.00/EA	= \$	2,800
6.	GRAB BARS	4	@	100.00/EA	= \$	400
7.	LAVATORIES	4	@	350.00/EA	= \$	1,400
8.	URINALS & SCREENS	2	@	500.00/EA	= \$	1,000
9.	DRINKING FTNS	2	@	750.00/EA	= \$	1,500
10.	DRINKING FOUNTAIN ALCOVE (FRAME & FINISH)			LS	= \$	600
11.	DOORS					
	A. FLUSH PANEL	5	@	500.00/EA	=	2,500
	DOOR & FRAME					
	B. DOOR	1	@	750.00/EA	=	750
	W/VISION PANEL & FRAME					
	C. AUTOMATIC	1	@	600.00/EA	=	600
	CLOSING DEVICE					
					\$	<u>3,850</u>
12.	STAFF TOILETS/LOUNGE (EXCLUDING PLUMBING FIXTURES)					
	A. PATCH & REPAIR			LS	=	1,500
	B. FLOORING			LS	=	750
	C. WATER HEATER RELOCATION & CABINET			LS	=	750
	D. PAINT			LS	=	500
					\$	<u>3,500</u>
13.	WALL ENCLOSURE W/BOOK RETURN PASS-THRU			LS	= \$	750
14.	FIRE CABINET W/EXTINGUISHER			LS	= \$	400
15.	REFINISH MEETING ROOM WALL	250 SF	@	4.00	= \$	1,000

DISABLED ACCESS REMODELING MAIN LIBRARY
PLACENTIA LIBRARY DISTRICT
COST ESTIMATE
April 15, 1993
Page 3

16.	STORY TELLING ROOM					
	A.	PATCH & REPAIR		LS	=	500
	B.	CARPET	25 SY @	15.00/SY	=	375
	C.	PAINT		LS	=	250
	D.	FLUORESCENT LIGHTING		LS	=	500
						<hr/>
					\$	1,625
17.	TELEPHONE BOOTHS (SHELF TYPE WALL HUNG)	2	@	650.00/EA	= \$	1,300
18.	SIGNAGE (ADA COMPLIANCE)					
	A.	DOORS	6 @	75.00/EA	=	450
	B.	BLDG ENTRANCE	2 @	30.00/EA	=	60
	C.	KEY AREAS	6 @	50.00/EA	=	300
	D.	DIRECTIONAL	6 @	50.00/EA	=	300
						<hr/>
					\$	1,110
19.	REVISE STACK LAYOUT (INCLUDING SEISMIC RESTRAINT)	672/LF	@	5.50/LF	= \$	3,696
	CONSTRUCTION SUBTOTAL				= \$	75,651
	CONTRACTOR OH & P	@	20%		=	13,130
						<hr/>
	CONSTRUCTION TOTAL				= \$	90,781
	ARCHITECT'S FEE	@	15%		= \$	13,617
	(EXCLUDING INITIAL PLANNING FEES OF \$5500)					<hr/>
	PROJECT COST					\$104,398

TO: Library Board of Trustees

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

DATE: April 19, 1993

SUBJECT: Award of contract for general auditing services for fiscal years 1992-1993 and 1993-1994.

BACKGROUND:

For the past two years Anderson, Lynn, Besich, Munson & Cronick has prepared the annual general audit for Placentia Library District.

At its meeting on February 16, 1993, the Library Board approved the solicitation of bids from qualified certified public accounting firms for preparation of the annual audit for the Placentia Library District for fiscal years 1992-1993 and 1993-1994".

The Request for Bids was mailed to the ninety certified public accounting firms listed in the 1992-1993 North Orange County Telephone Directory Yellow Pages.

Four responses were received. A review of the proposals indicates that three are qualified bidders:

Anderson, Lynn, Bezich, Munson & Cronick, Fullerton
Flor & Schneider, Yorba Linda
Poortinga, Mead & McConnell, Anaheim

The bid from Nuñez Accountancy and Tax Associates, Fullerton, did not respond to item F of the proposal requirements as outlined in the Request for Bid: An expression of the maximum fee to complete the examination of the financial statements and to submit a report.

ANALYSIS OF BID RESPONSES				
	ALBM&C	F&S	PM&M	NUNEZ
Maximum Fee-1993	2,950	3,300†	3,285	--
Maximum Fee-1994	3,100	3,000†	3625	--
Hourly Rate:				
Partner	130.00	80.00	120.00	125.41
Manager(CPA)	90.00	65.00	73.00	82.44
Sr. Staff	--	50.00	65.00	65.96
Staff	65.00	40.00	--	38.98
Administrator	--	30.00	--	--
† Plus extraordinary out-of-pocket expenses				

Even / word

RECOMMENDATIONS:

1. Receive and file the bids received.
2. Award contract for general auditing services for fiscal years 1992-1993 and 1993-1994 to Anderson, Lynn, Bezich, Munson & Cronick, Fullerton, at a rate for 1992-1993 not to exceed \$2,950, and at a rate for 1993-1994 not to exceed \$3,100.

Agee & Strawn
3000 E. Birch
Brea, CA 92621

Anderson, Lynn, Bezich, Munson &
Chronick Accountancy
1661 E. Chapman Ave.
Fullerton, CA 91631

Anthony & Associates
2650 E. La Palma
Anaheim Hills, CA 92807

Ariura & Bullard
An Accountancy Corp.
5120 E. La Palma
Anaheim Hills, CA 92807

Barton & Hartfield
1698 Greenbriar Ln.
Brea, CA 92621

Elizabeth Bilinski
2555 E. Chapman Ave.
Fullerton, CA 92631

Francis Billedeaux
2320 W. Whittier Blvd.
La Habra, CA 90631

John Blair
431 W. Lambert Rd.
Brea, CA 92621

Kenneth Blake
238 S. Orange
Brea, CA 29621

Donald Buckner
2500 W. Orangethorpe
Fullerton, CA 92633

Harry L. Busby
2001 E. Orangethorpe
Placentia, CA 92670

Wilson Carole
440 S. Brea Blvd.
Brea, CA 92621

Clarida-Neilan & Co
555 Pointe Dr.
Brea, CA 92621

Cordova Accountancy
8141 E. Kaiser Blvd.
Anaheim Hills, CA 92807

Lisa Coryell
4676 Lakeview
Yorba Linda, CA 92686

Dion & Dion
721 W. Whittier Blvd.
La Habra, CA 90631

Michael Duran
1440 N. Harbor Blvd.
Fullerton, CA 92635

Eugene H. Durst
5241 E. Santa Ana Canyon
Anaheim Hills, CA 92807

Elliott Accountancy Corp.
2555 E. Chapman Ave.
Fullerton, CA 92631

Ferguson, Metzner & Co
3020 Saturn
Brea, CA 92621

Jason R. Fishbein Accountancy Cor
6200 E. Canyon Rim Rd.
Anaheim Hills, CA 92807

Laureano B. Flor Accountancy Corp.
4676 Lakeview
Yorba Linda, CA 92686

Duke A. Forbes
2260 N. State College Blvd.
Fullerton, CA 92631

Rod Fuji
565 S. Scout Trail
Anahiem Hills, CA 92807

Ed Gallagher
4948 Oak Tree Ct.
Yorba Linda, CA 92686

Felicia M. Gillett
3350 E. Birch
Brea, CA 92621

H. Gormley Co.
19781 Majorca Lane
Yorba Linda, CA 92686

Leene & Frazier
1240 N. Lakeview
Anaheim Hills, CA 92807

Kathleen Harney Accountancy Corp.
4342 San Pablo Cir.
Yorba Linda, CA 92686

Stephen Hatch
721 E. Chapman Ave.
Fullerton, CA 92631

Hay & Hay
5120 E. La Palma
Anaheim Hills, CA 92807

Stanley C. Hanslee
577 N. Sycamore
Fullerton, CA 92631

Hodges, Morris & Co.
2555 E. Chapman Ave.
Fullerton, CA 92631

Roy R. Hoffman
760 S. Fairway N.
Anaheim Hills, CA 92807

C. F. Holder Inc.
8141 E. Kaiser Blvd.
Anaheim Hills, CA 92806

Hudelson & Alton
3000 E. Birch
Brea, CA 92621

Huff & Marshall
1240 N. Lakeview
Anaheim Hills, CA 92807

Steven C. Hull
680 Langsdorf Dr.
Fullerton, CA 92631

Jacobs & Associates
1516 Avolencia Dr.
Fullerton, CA 92635

Catherine M. Janowicz
901 E. Imperial Hwy.
La Habra, CA 90631

Joseph A. Jean
2731 E. Chapman Ave. Ste. 101
Fullerton, CA 92631

Robert Johnston
121 E. Whittier Blvd.
La Habra, CA 90631

Eric Kalter & Associates
18200 Yorba Linda Blvd.
Yorba Linda, CA 92686

James L Kirby
711 W. Kimberly
Placentia, CA 92670

Kenneth H. Kirk
615 N. Berry
Brea, CA 92621

Leininger & Co.
1370 Brea Blvd.
Fullerton, CA 92635

M. Susan Malafrente Accountancy
Corp.
110 E. Wilshire
Fullerton, CA 92632

Maler & Capsuto
1140 S. Raymond
Fullerton, CA 92631

Scott D. Martin
1965 E. Chapman Ave.
Fullerton, CA 92631

McCalla & Co.
1230 N. Jefferson
Anaheim Hills, CA 92807

Robert E. McCorkle
5101 E. La Palma
Anaheim Hills, CA 92807

Ray & Bryan McCullough
151 N. Kraemer Blvd.
Placentia, CA 92670

McKinney & McPeak
1251 S. Beach Blvd.
La Habra, CA 90631

Jeffrey E. Mead
505 E. Commonwealth
Fullerton, CA 92632

Melton, Colwell & Co.
2501 E. Chapman Ave.
Fullerton, CA 92631

Sherry Mendoza Accounting
400 W. Orangethorpe
Fullerton, CA 92632

David L. Miller
430 E. Sunny Hills Rd.
Fullerton, CA 92635

William A. Mochon
749 S. Brea Blvd.
Brea, CA 92621

Roger Monteyne
2761 Bayberry Way
Fullerton, CA 92633

Sherrel L. Moore Accountancy
801 E. Chapman Ave.
Fullerton, CA 92631

Paul M. Morshita
401 S. Harbor Blvd.
La Habra, CA 90631

Musial & Simpson
120 E. La Habra Blvd.
La Habra, CA 90631

Billy G. Neighbors
616 S. State College Blvd.
Fullerton, CA 92631

Newman & Associates
2565 E. Chapman Ave.
Fullerton, CA 92631

Nunez Accountancy
1440 N. Harbor Blvd.
Fullerton, CA 92635

Bruce Nuttall
1230 N. Jefferson
Anaheim Hills, CA 92807

Don V. Ogden
24667 Via Melinda
Yorba Linda, CA 92687

Thomas J. O'Neill
905 S. Euclid
Fullerton, CA 92632

George Overmier
101 S. Kraemer
Placentia, CA 92670

Chris Philbin
17451 Bastanchury Rd.
Yorba Linda, CA 92686

Frederick L. Piterak
4848 Lakeview
Yorba Linda, CA 92686

Poortinga, Mead & Mc Connell Inc.
505 E. Commonwealth
Fullerton, CA 92632

Jordan Raum Accountancy
3000 E. Birch
Brea, CA 92621

Riquelme Accountancy Corp.
128 E. Amerige
Fullerton, CA 92632

Oscar Sendowsky
201 W. La Habra Blvd.
La Habra, CA 90631

Dennis W. Silcott
2501 E. Chapman Ave.
Fullerton, CA 92631

Silva & Silva Accountancy
3 Pointe Dr.
Brea, CA 92621

Robert H. Somerville
405 S. State College Blvd.
Brea, CA 92621

David A. Stauffer
4673 Via Del Rancho
Yorba Linda, CA 92686

Support Centre
5130 E. La Palma
Anaheim Hills, CA 92807

Sutton & Evans
1901 E. Lambert Rd.
La Habra, CA 90631

Tab R. Maudlin Accountancy Corp
121 W. Whittier Blvd.
La Habra, CA 90631

Charles A. Taylor
801 E. Chapman Ave.
Fullerton, CA 92631

Tellone Financial Services Inc.
6200 E. Canyon Rim
Anaheim Hills, CA 92807

Gerald O. Tollefson
1519 E. Chapman Ave.
Fullerton, CA 92631

Alan L. Vankirk
1152 N. Richfield Rd.
Anaheim Hills, CA 92807

VanOppen, Rezende & Zantias CPA'
110 E. Wilshire
Fullerton, CA 92632

ter Welch
2461 E. Orangethorpe
Fullerton, CA 92631

Jerold Werner
2501 E. Chapman Ave.
Fullerton, CA 92631

Philip Young
1211 W. Imperial Hwy.
Brea, CA 92621



TO: Library Board of Trustees

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

DATE: April 19, 1993

SUBJECT: Placentia Library District Policy on Staff Disclosure of Political Affiliation to the Public

BACKGROUND:

Several months ago I received a phone call from a representative of the Republican Women's Club of Brea requesting that I present a program on literacy activities at the Library at their meeting on March 25, 1993. I agreed to send Melanie Daniels and/or Suad Ammar. The person requesting the speaker did not mention any requirement of political affiliation.

Several days before the presentation a representative of the Republican Women's Club of Huntington Beach called and asked Melanie to do a program. Melanie suggested that they ask someone from either the Huntington Beach or Newport Beach programs and the woman responded that they would not do because they are not Republicans. She then straightforwardly asked Melanie if she is a Republican. Melanie told her that she is not a Republican and the woman said that she would not be able to speak at their club.

The next day I had a call from the woman representing the Brea Club telling me that she had had a call from the woman from the Huntington Beach Club formally complaining that they had scheduled an ineligible speaker because Melanie is a Democrat. I explained to her that as a public agency employer it is totally inappropriate for the District to ask about any employee's political affiliation for any reason whatsoever.

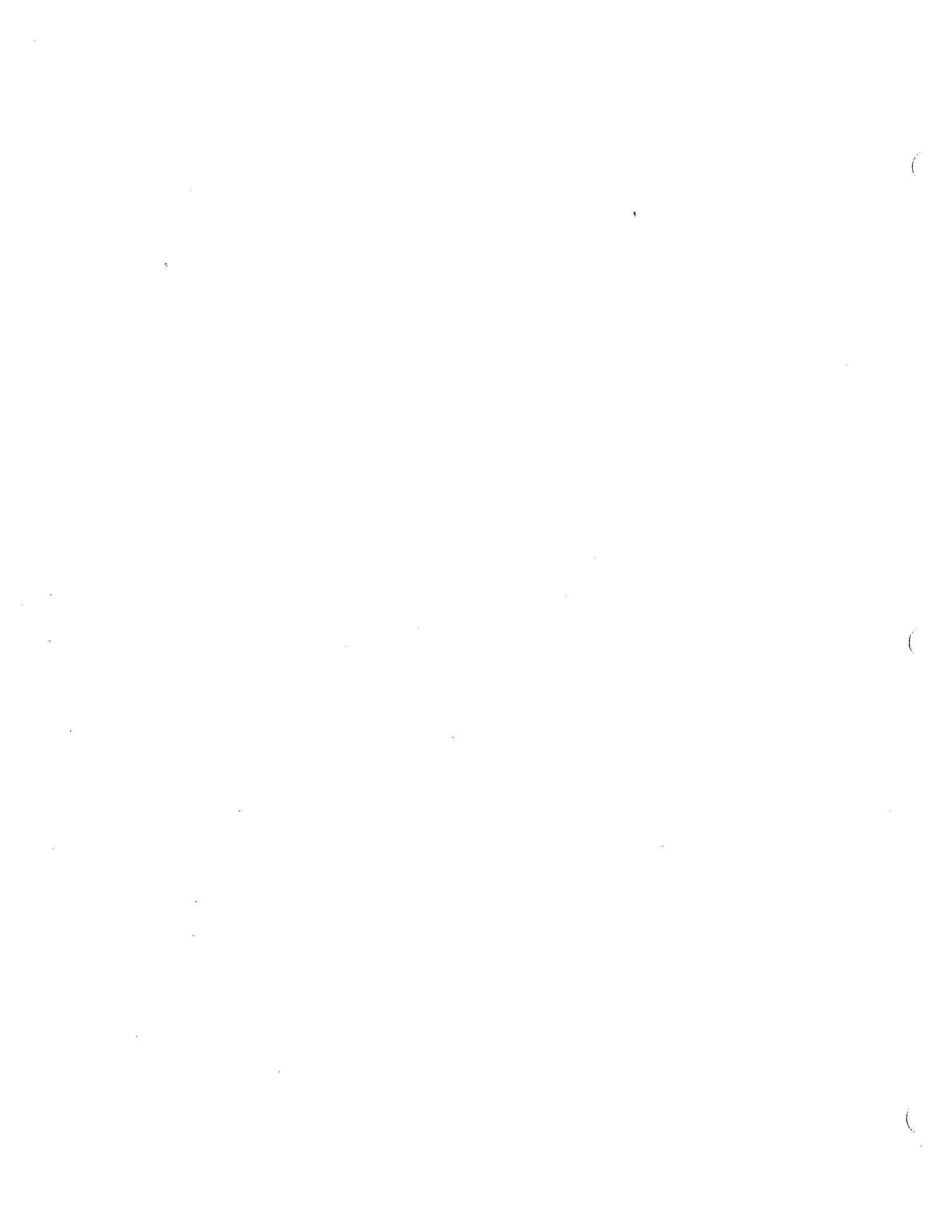
In the end I presented the program myself and Suad accompanied me.

RECOMMENDATION:

Adopt a District policy as follows:

Information about an employee's race, religion, political affiliation, or any other information protected by the civil rights laws, may not be requested by District management for any reason, or, if known through voluntary disclosure, disclosed to anyone within or outside the Library.

Wendy L...



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
DATE: April 19, 1993
SUBJECT: Travel Authorizations

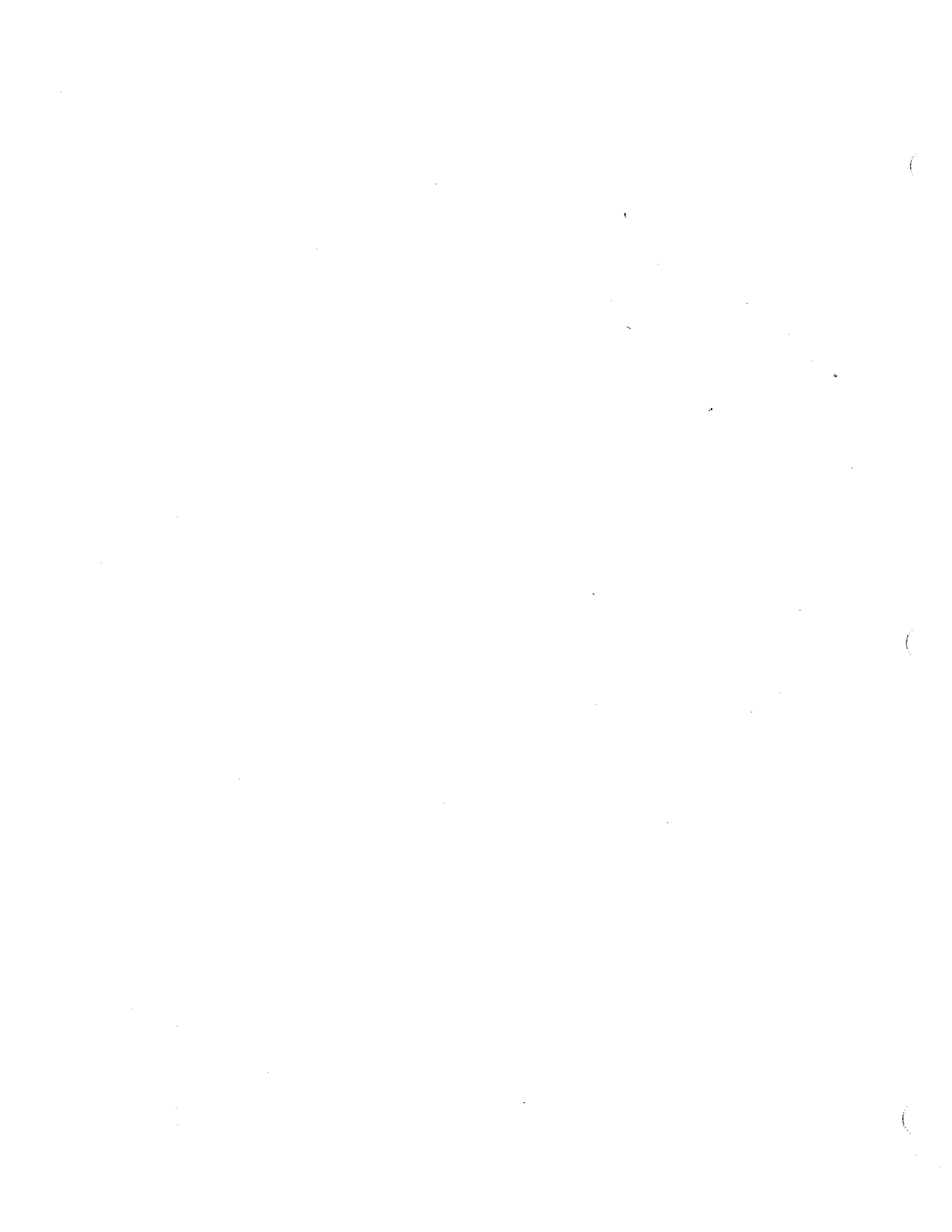
BACKGROUND:

1. Independent Special Districts of Orange County general membership meeting (quarterly); Thursday, April 22, 1993, (*new date*); Countryside Inn, Costa Mesa, \$25 per person, plus mileage (Trustees, Minter and Addotta). *EM, Addotta, Paoloff*
2. California Library Association Legislative Day, May 4, 1993, (Trustees and Minter); and California Association of Library Trustees and Commissioners Board Meeting (Dinsmore), May 3, 1993. Sacramento. There are 2 for 1 plane tickets available although they are non-refundable. Transportation, meals, accommodations and registration for CLA activities. *→ Jack + AB, EM - Paoloff*
3. California Special Districts Association Legislative Workshop, May 24 and 25, 1993, Sacramento, (Trustees and Minter). There are 2 for 1 plane tickets available although they are non-refundable. Transportation, meals, accommodations and registration for CSDA Workshop. *EM, Saunders, Al Shalabi, Paoloff*
4. Southern California Library Literacy Network Annual Conference, May 16-18, 1993, Palm Springs, (Joseph). To be funded from the Families for Literacy Grant.
5. CSDA Workshop on Legislative Issues, May 6, 1993, some place in Orange County yet to be announced, (Trustees and Minter). Mileage, registration and lunch. *put on calendar*

RECOMMENDATION:

Determine level of participation for each activity.

very soon



**I.S.D.O.C
OFFICE OF THE PRESIDENT
13762 CLAREMONT STREET
WESTMINSTER, CA. 92683
714 897 2904**

There are several very important things I wish to tell you about.

1. The April meeting date has been changed to April 22, 1993. We had to do because of a conflict with a water convention on the 29th. Please forgive the change and please come. We have a very good speaker Dr. Kenneth Entin will talk about the state budget problems and LAFCO.

He will only be speaking 30 minutes. Please send your reservations to Joan Finnegan 258 Sherwood Street Costa Mesa, CA. 92627 714 548 3690. Cost of dinner is \$25.00 per person. See the flyer enclosed. See you there!

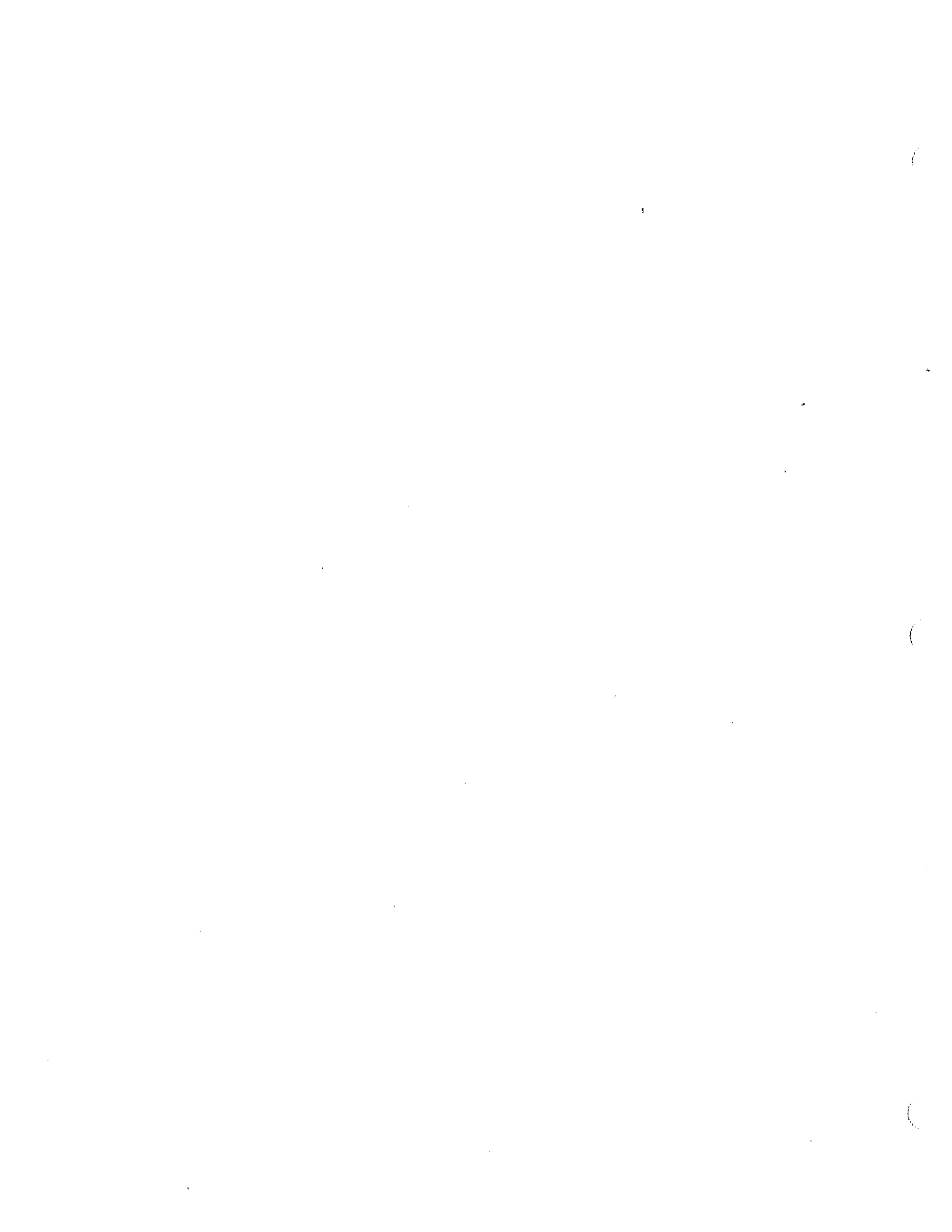
2. The State of California has passed a new law which entitles Special Districts to form a special district selection committee to submit a resolution regarding the distribution of the SPECIAL DISTRICT AUGMENTATION FUND. We have already informed the county we intend to do so and we need volunteers from all the districts to serve on the selection committee. We know some districts have no need nor do they desire to ask the county for the funds, but now is the time for all districts to unite in this effort to help those districts who do need these funds.

Lets unite behind this cause. Let Joan Finnegan know who your appointee is.

That's it for now. See you all on April 22 at the meeting. Don't miss it!!

Best regards,


Jim Evans



LAFCO  County of Orange
Local Agency Formation Commission

1200 N. MAIN STREET, SUITE 614
SANTA ANA, CALIFORNIA 92701

TELEPHONE: (714) 568-4181
FAX: (714) 569-1173

March 3, 1993

TO: LAFCO Chairman and Commissioners

CHAIRMAN
DAVID BORAN
REPRESENTATIVE OF
GENERAL PUBLIC

FROM: Executive Officer

VICE-CHAIRMAN
DON R. ROTH
SUPERVISOR
FOURTH DISTRICT

RE: Inventory of Special Districts

GADDI H. VASQUEZ
SUPERVISOR
THIRD DISTRICT

BACKGROUND

EVELYN R. HART
COUNCILWOMAN
CITY OF
NEWPORT BEACH

There are over 80 special districts within Orange County. Many of these are subsidiary districts of incorporated cities, but over fifty of these districts are independent or dependent districts providing specific services to local areas.

JAMES H. FLORA
MAYOR
CITY OF LA HABRA

There are sixteen dependent special districts within the County. These are districts governed by either the Board of Supervisors (county service areas and the Orange County Flood Control District) or appointed county supervisors, city council members, and special district board members (County Sanitation Districts).

ALTERNATE
VERNON S. EVANS
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
CHARLES V. SMITH
MAYOR
CITY OF WESTMINSTER

The other 38 districts are independent, with a board of directors which are directly elected to administer the district. A majority of these districts (twenty), serve primarily as water providers.

ALTERNATE
SUPERVISOR
VACANT

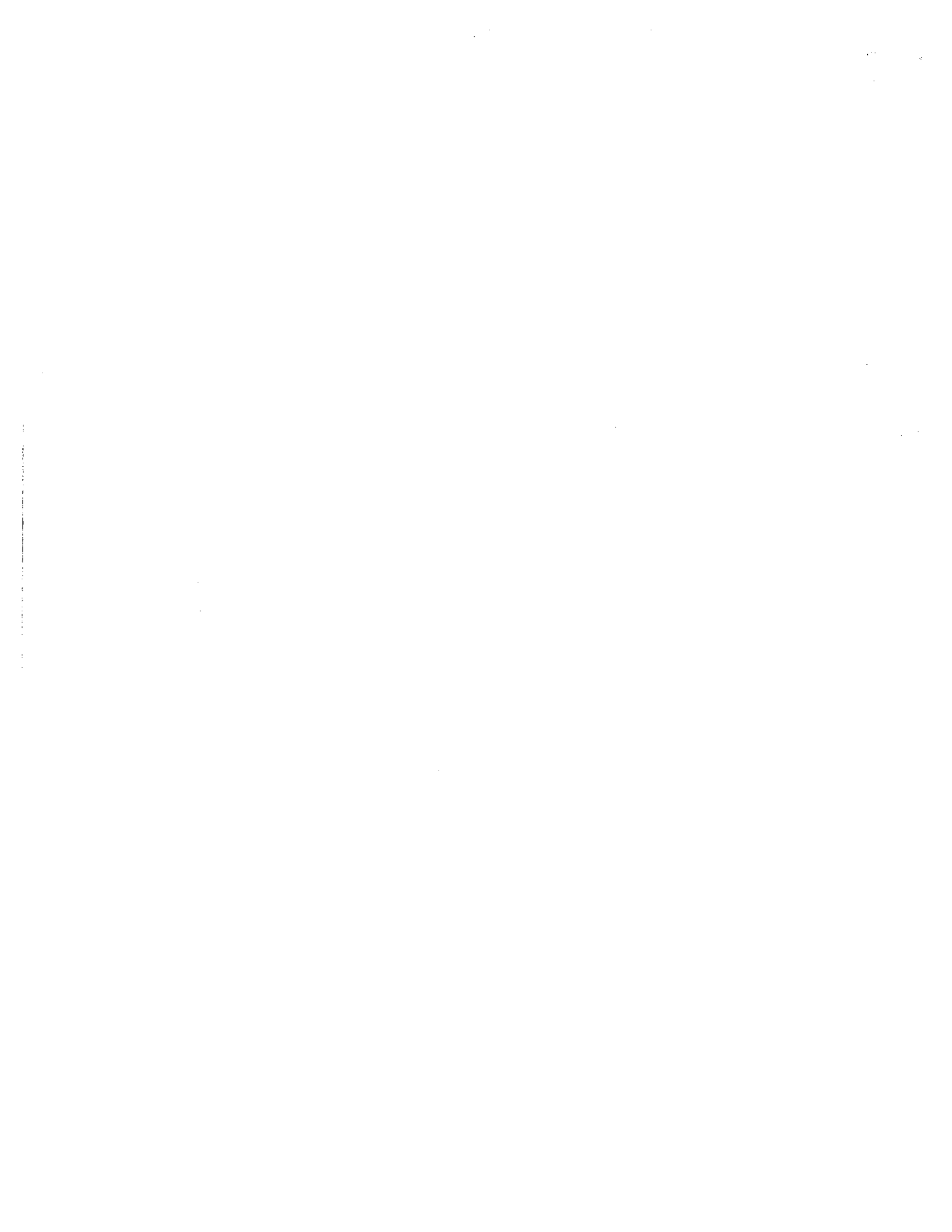
WATER DISTRICTS

JAMES J. COLANGELO
EXECUTIVE OFFICER

Nearly all of Orange County's water supply comes from two sources: imported water from the Metropolitan Water District (MWD) and groundwater managed by the Orange County Water District (OCWD). There are five agencies which receive water directly from the MWD: the Cities of Anaheim, Fullerton and Santa Ana; the Municipal Water District of Orange County (MWDOC); and the Coastal Municipal Water District (Coastal). The two municipal districts, MWDOC and Coastal, provide wholesale water to the remaining cities and districts in the County.

A 1982 Orange County Grand Jury report recommended that OCWD, MWDOC and Coastal be consolidated to provide a single agency to import water to Orange County. However, this recommendation was never implemented.

Further complicating the water delivery picture, a third municipal water district, Tri-Cities Municipal Water District (Tri-Cities) purchases water from Coastal and sells to other retail agencies.



With few exceptions, the retail water districts are located in south Orange County, which, until recently, was predominantly unincorporated. With the recent incorporation activity in this area, many of these districts now provide water service to incorporated areas. Only one district, the Los Alisos Water District, lies entirely within the boundaries of single city (Lake Forest), and one other district, the Capistrano Beach County Water District, provides service almost exclusively to the City of Dana Point. The remainder of the districts serve substantially more than just one city.

WASTEWATER DISTRICTS

The County's wastewater is managed by three agencies: the County Sanitation Districts of Orange County (CSDOC); the Alisos Water Management Agency (AWMA); and the South East Regional Reclamation Authority (SERRA). These agencies provide wastewater treatment and outflow services for the County's cities and special districts.

Within the past several years, two agencies (the Stanton County Water District and Cypress County Water District) were dissolved with the cities they served assuming maintenance responsibility for the sewer lines. Several other consolidations and dissolutions have also been considered, including: the Garden Grove Sanitary District; Midway City Sanitary District; Los Alamitos County Water District; Dana Point Sanitary District; and Capistrano Beach Sanitary District.

COMMUNITY SERVICES DISTRICTS

Four of the five community services districts (CSDs) within the county provided limited services within private, gate-guarded communities. The fifth, Rossmoor Community Services District (RCSD), provides park and recreation, street lighting, and landscape maintenance services to approximately 10,000 residents in an unincorporated area of western Orange County.

RECREATION AND PARK DISTRICTS

The Silverado-Modjeska Park and Recreation District provides recreation services to residents within approximately 1,600 acres of canyon area in the Santa Ana foothills.

The Capistrano Bay Park and Recreation District provides park maintenance and recreation services to the residents of the City of Dana Point. Dana Point is the only city in Orange County which does not provide its own park and recreation services to its residents.

LIBRARY DISTRICTS

Both the Buena Park Library District and Placentia Library District operate libraries within the boundaries of incorporated cities. Unlike the cities of Anaheim, Fullerton, Santa Ana and Yorba Linda, these libraries are not administered by the city council, but by an independently elected board of directors.

COUNTY SERVICE AREAS

Since 1986, five of the County Service Areas (CSAs) in south Orange County have been dissolved as a result of incorporation and annexation activity. Six CSAs still remain, although one, the Aliso Viejo CSA is inactive, and another, the Harbors, Beaches and Parks CSA is a countywide district.

OPPORTUNITIES FOR CONSOLIDATION

Obviously, even this brief summary of special districts raises some questions regarding the need for so many special districts within a predominantly incorporated county. In addition to reconsidering the feasibility and benefits of consolidating the water wholesalers (OCWD, MWDOC, Coastal, and Tri-Cities) and further studying the potential for consolidating or dissolving wastewater districts serving incorporated areas, several other alternatives are worth considering.

These would include further study of the services provided by the Capistrano Bay Parks and Recreation District within the City of Dana Point, and both the Buena Park and Placentia Library Districts.

CONCLUSIONS

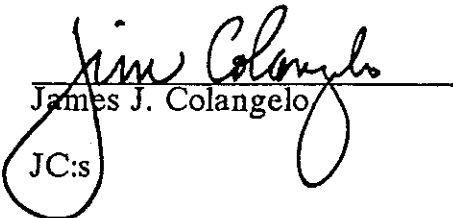
The intent of this report is to provide your Commission with an overview of the organization of special districts within Orange County. While staff has identified several districts for further study, it is not anticipated that all of these districts will be recommended for consolidation or dissolution. Likewise, other districts may be identified in the future for evaluation of the most efficient provision of the services they provide.

March 3, 1993
Re: Inventory of Special Districts
Page 4

RECOMMENDED ACTION

1. Direct staff to begin comprehensive sphere of influence reviews on special districts within Orange County to determine where, if any, opportunities exist for consolidation or dissolution.

Respectfully submitted,


James J. Colangelo
JC:s

**ATTENTION ALL
DISTRICTS**

CSDA IS COMING

TO ORANGE COUNTY

MAY 6, 1993

TO TALK ABOUT THE

STATE BUDGET.

MORE INFORMATION

COMING LATER.

REMINDER 00
00

**ISDOC MEETING
APRIL 22 1993
COUNTRYSIDE INN
335 BRISTOL
COSTA MESA
\$25.00 PER PERSON
6:00 PM RECEPTION
DR KENNETH ENTIN
IMPACT OF STATE
BUDGET ON SPECIAL
DISTRICTS
RESERVATIONS
CALL JOAN FINNEGAN
714 548 3690**

YOUR CHOICE POLYNESIA CHICKEN or LONDON BROIL



TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: April 16, 1993
SUBJECT: Program Committee Report for the month of March.

Humanities Discussion Series: Due to the Holidays and the school vacation, many of the participants missed what would have been the last session on Thursday April 8th.

This was supposed to have been the "Where do we go from here" meeting, during which participants would share their organizations' and their own reflections to the Readings and Discussions that took place during the previous meetings. A few ideas were discussed.

- a. Create a brochure i.e a compilation of individual "Profiles" of participants and their organizations that could be used as a reference tool for factual information, ideas and suggestions that would be used either for networking or for plan implementation in the future.
- b. Compile a list of the participants and their organizations, to be used by one entity (the Chamber of Commerce) to inform others of upcoming events and activities using a telephone tree method of getting the message across.
- c. The "Group" will adopt a theme "Placentia Pride", a steering committee will be formed, a calendar will be set, the Committee will manage the publicity, and try to tie-in with the Heritage Committee's activities, the theme will create "inclusion" and although participation will be voluntary, it will be open to all community groups.

These ideas and more will be discussed at an additional meeting that was scheduled for Thursday, April 15th.

Libraries Change Lives: Mr. Ray Evans received a Proclamation from Mayor Maria Moreno on Tuesday, April 6th on behalf of Mrs. Peggy Dinsmore, it proclaims April 18-24, 1993 as National Library Week in the City of Placentia, and "encourages all residents to use their library for the purpose of improving their lives and to join in the thanking our librarians for the valuable and helpful services that they provide our community." The Contest entries were judged and we have four winners, one in each of the categories, Adults, Literacy, Children 4th through 7th Grades, Children's 8th through 12th Grades. The judges were Dr. Joseph Arnold from California State University at Fullerton, Pat Irot, Lietta Wood (Literacy trainer) Dorothy Freeman (local Children's author) and Lottie Gopalakrishnan, (LVA-Placentia Treasurer.)

Solicitation letters were sent to Chamber members asking for prizes, and we received positive responses from CenFed Bank, Landmark Bank, Castners Auto Service, Pace Membership warehouse and Norton Palm Cleaners.

All the winners have been notified and plans are now being made for the Recognition Ceremony that is scheduled to be held on Tuesday, April 20th at 7:00 pm.

The entries are being forwarded to ALA to be entered in the National competition.

Mixer in the stacks. For the first time, the Library will be hosting the Chamber of Commerce Mixer. A flyer advertizing the event was included in the "Placentia's Business Link" the Chamber's newsletter.

The Reference Department is preparing a Business Pamphlet, listing the most sought after Reference Business Resources that will be of great interest to the Placentia Business community.

The Children's and Literacy departments are also busy preparing handouts and literature promoting their services and activities.

Staff members from all Departments will be on hand to answer any questions the Chamber members and visitors may have.

Homework Assistance Program. Very few students from Kraemer Junior High School have been taking advantage of the Homework Assistance program that we have been offering. In talking with Lynette Ward, the Program Director, I have learned that this has been the case with similar programs, she thinks that the Program will attract more students in the future, since it is scheduled to continue for two more years.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	MARCH 93	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Community Grant	4	66
Visits by classrooms	1	48
<i>CHILDREN'S SERVICES</i>		
Boy Scouts 7-10	1	10
Grandparents and Books	14	44
FFL Story Hour	2	61
Visits by Classrooms	17	519
Preschool Story Hours 3-5	4	65
Toddler Times Age 2	2	47
First Grade Story Hour 5-7	2	15
After School Specials Ages 7-10	2	36
<i>LITERACY SERVICES</i>		
Student-Tutor Meeting	N\A	N\A
Student Support Group	1	27
Tutor Followup session	1	11
Tutor Workshops	N\A	N\A
Tutor Workshop Makeup	N\A	N\A
Testers' Training	N\A	N\A

TO: Elizabeth Minter, Library Director

FROM: ^{ms}Melanie Daniels, Literacy Coordinator

DATE: April 8, 1993

SUBJECT: Placentia Library Literacy Services Report

PROGRAM STATISTICS

✓Active tutors: 68
✓Active students: 82
✓Inactive tutors: 32
✓Tutors available to be matched: 14
✓Students waiting to be matched: 16
✓Percentage of tutors reporting: 88%
✓Tutoring hours reported: 504.5
✓Other volunteer hours reported: 116
✓Total reported volunteer hours: 620.5

Active tutors not reporting hours as of March 5:

Suzanne Clifford: (693-0202)

Called 4/8/93 5:15pm - no Answer

Called 4/9/93 10:00am - left message

Sandra Field: (522-9580)

Called 4/8/93 4:52pm - no answer

Called 4/9/93 10:00am - left message with family member

Mary Wells: (974-2506)

Called 3/27/93 12:00pm - left message

Called 4/9/93 10:00am - left message

Dorena Rodriguez: (961-8780)

Called 3/27/93 12:00pm - said she would send monthly report

Called 4/9/93 10:00am - left message

Gary Mizumoto: (870-5448)

Called 3/27/93 12:10pm - left message

Called 4/9/93 11:00am - left message

Winnie Westburg: (524-6594)

Called 3/27/93 12:08pm - left message with husband

Called 4/9/93 11:00am - spoke with, # of hours not ready

John Strub: (523-2299)

Called 4/2/93 5:01pm - no answer

Called 4/8/93 5:20pm - no answer

Called 4/9/93 10:00am - no answer

Letters will be sent to above tutors. Non-reporting tutors last month both contacted the office shortly after the PLLS Report was prepared, so no letters were mailed.

ACTIVITIES/PROGRAMS

Tutor and Student Support Groups - A combined meeting was held on March 15; a total of 27 tutors and students attended. The groups decided to continue joint meetings indefinitely, with time scheduled at each meeting for informal networking and socializing.

Tutor Training Workshop - A followup meeting was held on March 11 for graduates of the last workshop; 11 of the 15 tutors attended. All but one (student recovering from surgery) have begun meeting with their students and most are enthusiastic about their matches.

Literacy Bulletin Board - The March bulletin board encourages registration in the April tutor training workshops.

Newsletter - A combined January-February/March-April issue will be distributed this month with the assistance of a newly recruited newsletter volunteer.

Families for Literacy - The Literacy Coordinator made a site visit on March 18 to observe program operations and facilities. The Children's Librarian, Literacy Coordinator, and Family Literacy Coordinator attended the Families for Literacy conference in Norwalk on March 31. The highlight of the conference was the workshop on fundraising, presented by Renata Rafferty.

CLSA REPORTS

In response to a request from the California State Library, the attached missing quarterly financial reports were faxed and mailed on April 6.

NETWORK ACTIVITY

The Placentia Community Service Organization Network met on March 15 to discuss network goals and objectives. The Volunteer Fair co-sponsored with the Library on February 27 was acknowledged as a success, and there is strong interest in repeating the event.

A subgroup of the Orange County Literacy Network named Workplace Literacy Providers of Orange County (WPLPOC) met on March 3. Meeting highlights included a discussion of San Diego's Workforce Literacy Resource Guide as a model for an Orange County provider list and a review of literature in the field of workplace literacy. The next meeting is scheduled for April 28.

UPCOMING ACTIVITIES

Two tutor training workshops begin in April: a Monday/Thursday evening class for three weeks beginning April 12, and a Saturday class meeting from 9am to 4pm for three weeks starting April 24.

Chamber of Commerce members attending the April 21 mixer will have an opportunity to see the Literacy Center.

PLLS Student and Tutor Support Group will meet on Monday, April 19, from 6 to 8pm at Rosa's Pizza.

Volunteers interested in doing learner assessment will be trained in a two hour workshop on April 27 in the Literacy Center.

Placentia Library District
Name of Library

Quarterly Financial Report (FY 90/91)

Please check appropriate boxes:

AMENDED

- Instructions:
1. Following completion, submit one original plus THREE copies of this report with other reports required.

Send to: California State Library
Fiscal Office
P.O. Box 942837
Sacramento, CA 94237-0001

Agenda Item 32
Page 4

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) other	(f) CLSA	(g) other	(h) TOTAL Expenditure (f+g)	
1. Personnel	49,563	7,413	56,976	13,684	1,563	48,784	7,413	56,197	
2. Library Materials	0	1,000	1,000	10,822	700	45,922	1,045	53,340	
3. Operations	8,525	2,020	10,545	0	642	9,304	2,110	11,414	
4. Equipment	0	1,000	1,000	0	0	0	150	150	
5. Indirect	5,050	915	5,965	1,262	177	5,050	915	5,965	
6. TOTAL	63,138	12,348	75,486	16,632	3,082	63,138	11,633	74,771	

OPERATIONS BREAKDOWN

	BUDGET			EXPENDITURES THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) other	(f) CLSA	(g) other	(h) TOTAL Expenditure (f+g)	
1. Contract Services	2,000	0	2,000	264	0	3,113	0	3,113	
2. Travel	1,000	500	1,500	30	350	585	500	1,085	
3. Office Supplies	500	200	700	0	70	371	201	572	
4. Printing	1,400	1,200	2,600	570	222	1,580	1,171	2,751	
5. Instr. Resources	2,125	0	2,125	606	0	2,707	0	2,707	
6. Communications	1,500	120	1,620	216	0	948	238	1,186	
7. Other	0	0	0	0	0	0	0	0	
TOTAL	3,525	2,020	10,545	1,686	642	9,304	2,110	11,414	

Your CLC Funding Request:

Requesting Period:

1st Quarter: Jan. - Mar.

2nd Quarter: Apr. - Jun.

3rd Quarter: July - Sept.

4th Quarter: Oct. - Dec.

Requesting Period: 1st Quarter

Requesting Period: 2nd Quarter

Requesting Period: 3rd Quarter

Requesting Period: 4th Quarter

Signature of Representative of Fiscal Agent
or of Library receiving funds:

Melanie Daniels

Library Director 7-25-91
Date:

Melanie Daniels
Contact Person

Literacy Coordinator
Title

(714) 524-8408
Phone

California Literacy Campaign
California Library Services Act
CLSA Form-52 (Rev. 9/90)

Melanie Daniels
Library Director

4/5/93
Date

* Sources of other funds of \$200 or more attached.

LITERACY PROGRAM

Quarterly Financial Report (Fiscal Year 91/92)

CHECK APPROPRIATE BOXES:

Placencia Library District
Name of Library

Instructions:

Following completion, submit one original plus three copies of this report with other reports required.

Send to: California State Library
Fiscal Office, Room 215 - Literacy
P. O. Box 942837
Sacramento, CA 94237-0001

FUNDING BEGAN

- JAN '84
- JAN/JUL '85
- JUL '87
- JUL '88
- JUL '89
- JUL '91

REPORTING PERIOD

- 1ST QUARTER
JUL - SEPT
- 2ND QUARTER
OCT - DEC
- 3RD QUARTER
JAN - MAR
- 4TH QUARTER
APR - JUN

BUDGET CATEGORIES	BUDGET		EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE			
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
1. Personnel	31,175	11,278	42,453	9,942	2,947	32,096	11,513	43,609
2. Library Materials	0	1,000	1,000	0	0	0	790	790
3. Operations	7,799	670	8,469	883	196	6,878	3,208	10,086
4. Equipment	0	100	100	0	0	0	0	0
5. Indirect	3,118	0	3,118	779	0	3,118	0	3,118
6. TOTAL	42,092	13,048	55,140	11,604	3,143	42,092	15,511	57,603

Agenda Item 33
Page 5
Signature of Representative of Fiscal Agent
or of Library receiving funds
E. Daniels
Library Director 4/5/93
Date

Melanie Daniels
Contact Person

(714) 524-8408
Literacy Coordinator

Phone

OPERATIONS' BREAKDOWN	BUDGET		EXPENDITURES THIS QTR.		EXPENDITURES YEAR-TO-DATE			
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
1. Contract Services	1,750	0	1,750	58	0	226	0	226
2. Travel	664	200	864	354	0	590	754	1,344
3. Office Supplies	500	50	550	54	29	643	58	701
4. Printing	1,360	220	1,580	106	79	1,914	807	2,721
5. Instr. Resources	2,125	0	2,125	0	0	1,919	0	1,919
6. Communications	1,400	200	1,600	311	88	1,586	332	1,918
7. Other	0	0	0	0	0	0	0	0
TOTAL	7,799	670	8,469	883	196	6,878	1,951	8,829

Amounts of "other" funds of \$200 or more attached.



TO: Elizabeth Minter, Library Director
FROM: ^{WJ}Gwen Joseph, Family Literacy Coordinator
SUBJECT: Family Literacy Project
DATE: April 5, 1993

Program Participation: The HeadStart (Tuesday/Thursday) classes are holding at capacity of 30 students. One tutor has left the program and been replaced by a student from California State University, Fullerton who is majoring in teaching English as a Second Language. This tutor is very enthusiastic and it is hoped she will help us recruit more students from her department.

The Healthy Start (Monday/Wednesday) classes have fourteen students. A letter listing all participating families was sent to the Ruby Drive principal with a request for more referrals.

Family Activities: This month one Friday session was spent with Chief Ortega discussing Police vs. Immigration, police programs in the neighborhood, and answering many questions. That was followed by a storytime featuring "Whose Mouse Are You?" and story writing and craft activities.

There were two field trips, one to the Discovery Museum and one to the La Habra Children's Museum. Group sizes are limited at both museums so participants were allowed to participate in only one trip. One day was also spent at the library. Cheryl Hyman and Ester Guzman did a wonderful job explaining circulation to the parents while the children enjoyed a storytime with Kay Schneider and Sylvia Macaluso.

Program Solicitations: The first response to our solicitation letter to local businesses was from Scholastic Book Fairs, Inc. in Anaheim. They are making monthly donations of children's books to the program. The first donation was more than 150 books. The Literacy office will be contacted when they have any materials that may help the program, estimated to be once or twice a month. The contact person with Scholastic, Jonelle Allen, has worked with the Family Literacy Coordinator on book selections and has helped when the parents have taken their Christmas and end of the year book buying trips to Scholastic. She is very aware of the program's material needs and very generous.

Lending Library: The lending library continues to grow with donations from the GATE program at Golden School and from Scholastic Book Fairs, Inc.

TO: Library Board of Trustees
FROM: Karen Cushing ^{KC}
DATE: April 15, 1993
SUBJECT: Publicity Materials produced for March 1993

The Program Committee has continued to keep busy throughout the month of March developing flyers, materials and press releases to advertise Winter and Spring library events. This includes: Winter Story Hours, Upcoming Spring Story Hours, Literacy Tutor Training Workshop, Teacher Newsletters, the Summer issue of the Placentia Quarterly, National Library Month's "Libraries Change Lives" Writing Contest, and tax form availability.

Please see attached materials.

We continue to advertise all events on our own Placentia Library Cable Station - Station #69.

This last month, we had a power failure that caused some concern (the cable company had not been backing up our files!), but measures have been taken to insure that this does not happen in the future. Please continue to give me your input on what you would like to view on Station #69!

Placentia Library Presents

BARNYARD BUZZ!

Story Hours

April 5 through May 27

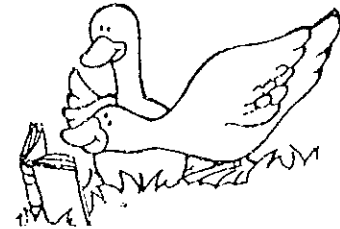
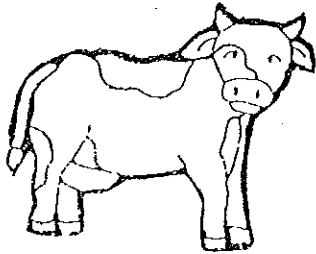
Preschool Story Hours

Ages 3 - 6

Mondays 1:00 - 1:45 PM April 5 - May 24

or

Wednesdays 10:30 - 11:15 AM April 7 - May 26



Toddler Times

Stories & activities for 2 year olds accompanied by an adult.

Tuesdays 10:30 - 11:00 AM April 6 - May 25

After School Story Hours

for ages 5 and up

Wednesdays 3:30 - 4:15 PM April 7 - May 26

After School Specials

Stories & crafts for children ages 7 - 10.

Thursdays 3:30 - 4:30 PM April 8 - May 27

Space Limited - Must Register!!

Week of:

April 5 Barnyard Buzz!

April 12 In the Moo-o-o-d

April 19 Chicken Chatter

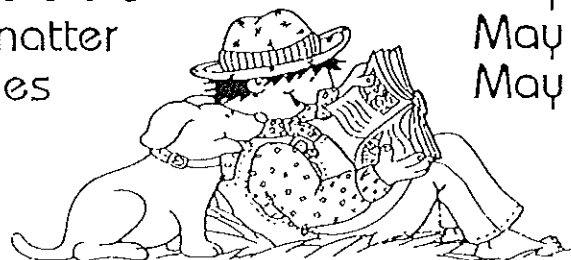
April 26 Lambs Tales

May 3 From the Mouse Hole

May 10 Just Ducky

May 17 Oinkers

May 24 Horsing Around



PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Melanie Daniels
(714) 524-8408

FOR IMMEDIATE RELEASE

Placentia Library Literacy Services (PLLS) currently has more than 50 adults waiting for a tutor to help them improve their basic literacy skills and gain a chance for a better life. You can help by enrolling in one of PLLS' tutor training workshops and becoming certified as a volunteer literacy tutor.

Two workshop schedules are available. An evening class will meet on six Mondays and Thursdays from 6:00 PM to 9:00 PM starting April 12. A Saturday class will meet from 9:00 AM to 4:00 PM, with a one hour lunch break, for three weeks starting April 24. Both classes will be held at the Placentia Library, and are free of charge to volunteers making a minimum commitment of six months to PLLS. Registration for people not volunteering with PLLS is \$30.

To enroll in a class or for more information about the program, call the Placentia Library Literacy Office at (714) 524-8408.

PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia CA 92670

FOR MORE INFORMATION CALL: Suad Ammar, Principal Librarian
(714) 528-1906

FOR IMMEDIATE RELEASE

Federal and state tax forms are available in the lobby of the Placentia Library during regular library hours.

For patron convenience, the Library will extend its lobby hours ONLY on Wednesday, April 14th, from 8:45 P.M. to 11:00 P.M. Library staff will be available to help with form distribution, but are unable to give tax advice of any kind.

The Placentia Library hopes that these extended hours will assist its patrons with tax preparation. For further information, call (714) 528-1906.

#####

Help Change a Life -

Become a volunteer literacy tutor

Our students are adults seeking to improve their basic English skills. They meet with trained volunteer tutors 2 or more hours weekly on a one-to-one or small group basis.

Registration opens March 15 for our next tutor training workshop. Upon completion of the 18 hour training, you will be certified by Literacy Volunteers of America as a basic reading tutor.

Dates: Thursdays and Mondays, Apr. 12, 15, 19, 22, 26, 29

Time: 6:00 to 9:00pm

Place: Placentia Library, 411 E. Chapman Avenue
(corner of Kraemer & Chapman in Placentia)

Cost: There is no charge for tutors making a volunteer commitment to our program; others are charged \$30.00 for their tutor manual and all materials.

To register: Visit the Literacy Center in the Placentia Library
or call: (714) 524-8408

Sponsored by Placentia Library Literacy Services

Help Change a Life -

Become a volunteer literacy tutor

Our students are adults seeking to improve their basic English skills. They meet with trained volunteer tutors 2 or more hours weekly on a one-to-one or small group basis.

Registration opens March 15 for our next tutor training workshop. Upon completion of the 18 hour training, you will be certified by Literacy Volunteers of America as a basic reading tutor.

Dates: Saturdays, April 24, May 1, May 8

Time: 9:00am to 4:00pm with a 1 hour lunch break

Place: Placentia Library, 411 E. Chapman Avenue
(corner of Kraemer & Chapman in Placentia)

Cost: There is no charge for tutors making a volunteer commitment to our program; others are charged \$30.00 for their tutor manual and all materials.

To register: Visit the Literacy Center in the Placentia Library
or call: **(714) 524-8408**

Sponsored by Placentia Library Literacy Services

Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

April 6, 1993

Dear Friends of Placentia Library District:

Many of you have called us in response to the Library's brochure explaining the impact of last year's State budget revenue reductions for the independent special district libraries.

The result at Placentia Library District so far has been a loss of 3.5 full time staff positions and a delay of maintenance and capital improvements for our building.

The only reason that this year's losses were barely noticeable to the public was that the Board of Trustees transferred funds from its reserve account in order to make the transition to the reduced budget level less immediately disruptive to public service levels.

Closing the Audio Visual Desk and the Check In Desk have allowed for improved allocation of existing staff time without significantly reducing service levels.

Future cuts, however, will mean loss of additional staff, which in turn will mean fewer hours and/or days of library services, and probably a reduction of the book budget.

In light of the recent media coverage of the benefits paid to the County of Orange management employees and the Board of Supervisors, and to the Santa Margarita Water District managers, we want you to know that Placentia Library District provides neither a car nor a car allowance to any of its employees, and that the members of the Board of Trustees receive no salary, per diem, nor any benefit other than reimbursement for actual travel expenses. The Board has established limits and requires receipts for all travel and meal expenses.

It is also a matter of public record that the District's wage and salary scale and personnel benefit package for staff at all levels, is one of the lowest of the public library agencies in Orange County.

Having your public library administered by an independent special library district means that its funds are handled separately from the City of Placentia's or the County of Orange's and that they cannot be diverted to other purposes -- they are used exclusively for the provision of public library services.

Having an elected Library Board of Trustees to manage the District means that the Board focuses entirely on library issues and plans its budget and services around identified community needs. In Placentia this has resulted in a wide range of programs from the business and telephone book collections, to curriculum-related programs in support of local schools, to the literacy and family literacy programs.

As you are talking with legislators and friends about the need for preserving the existing property tax funding for the Placentia Library District, and for the establishment of the authority for Benefit Assessment Districts for public libraries, please keep the following special issues in mind:

- » At the Placentia - Yorba Linda School District the elementary level school libraries have no paid staff; the junior high libraries do not have certified school librarians; and, while the high school libraries have certified school librarians, they are open only during school hours, and are closed during breaks, lunch periods, and sick and vacation leaves.

Placentia Library District has been providing direct support to the classrooms at all levels through visits by qualified librarians and provision of materials for classroom assignments.

Since there is no projection of any immediate improvement in the funding or staffing of local school libraries, Placentia Library District will remain an important link in the local education process. It is not a good time to be cutting back the hours of service or the book budget at the public library.

- » In these times of poor economy, citizens with limited financial resources need access to up-to-date health care information, home maintenance and improvement guides, car repair guides, travel information, and other consumer-related information and materials provided at Placentia Library District.
- » Residents of Placentia Library District should be able to determine the level of funding and quality of services offered at their public library.

Legislative establishment of the authority for Benefit Assessment Districts for public libraries will help guarantee local control over the level of service.

- » Last year's State Budget cost Placentia Library District \$127,967, 11% of its operating budget.

The action being proposed for this year by the Governor's Budget, and supported by Assembly Democrats, shifts an additional \$2.6 billion in local government revenue, primarily property taxes, to the State. This is twice the amount of last year's shift!

If this shift occurs Placentia Library District would permanently lose an additional \$254,000 from its property tax allocation, for a total two year loss of \$381,000 or 34% of our operating budget.

It is very important to the existence of Placentia Library District that all the provisions of the State AB8 Bailout be repealed and that those funds revert to the State before it takes any additional property taxes from non-enterprise independent special districts like Placentia Library District.

Please contact the legislators representing Placentia Library District and express your support of the preservation of the existing property tax allocation, as well as your support of Senate Bill 566 (Roberti) which authorizes the establishment of benefit assessment districts for public library services.

The Honorable John Lewis
California State Senate, 35th District
3074 Capitol Building
Sacramento, CA 95814

The Honorable Ross Johnson
California State Assembly, 64th District
5160 Capitol Building
Sacramento, CA 95814

(714) 939-0604 (Orange)
(916) 445-4264 (Sacramento)

(714) 738-5853 (Fullerton)
(916) 445-7448 (Sacramento)

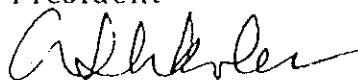
If you live in a different legislative district please call the Placentia Library Reference Desk for the information about your Senator and Assemblyperson.

If you would like additional information please contact Elizabeth Minter at 714-528-1925.

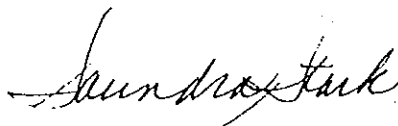
Yours truly,



Peggy Dinsmore
President



Al Shkoler
Trustee



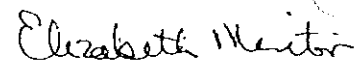
Sandra Stark
Secretary



Fred West
Trustee



Ray Evans
Trustee



Elizabeth Minter
Library Director

TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*
 Suad Ammar, Principal Librarian *A*

DATE: April 19, 1993

SUBJECT: Americans With Disabilities Act Compliance Report Update

BACKGROUND:

The Library has received a draft of the City Advisory Committee on the Disabled's letter of commendation to the Library for its ADA Self-Evaluation Plan. Formal adoption will be at their next meeting, Thursday, April 22, 1993.

Preliminary plans, etc. have been drawn by our architect in preparation for our grant application to the State Library for our Disabled Access Remodeling Project.

RECOMMENDATION:

Receive and file.

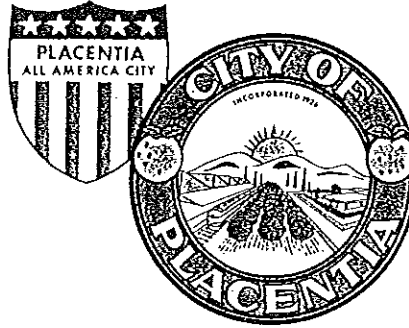
ADA SELF-EVALUATION

Area Surveyed	Status	Proposed Action	Target Completion Date
Parking	accessible	none	N/A
Entrance	fully accessible	automatic doors installed Feb. 1991	completed
Entryway footing	tiles partially accessible	replace as part of remodeling project	FY93-94
Restrooms	legal, but largely in- accessible	redesign as part of remodeling project	FY93-94
Drinking fountains	marginally accessible; too high; activator stiff	redesign as part of remodeling project	FY93-94
Public telephones	legal and fully accessible	telephone booth added at lower ADA height	completed
Signage	procedures written for helping disabled	signs produced and posted	completed
Access to staff and collections	counters at Ref/Circ desks are too high for persons in wheelchairs;	clipboards provided with pens and pencils at Ref/Circ desks	completed
Access to staff and collections	same as above	<u>permanent solution</u> is to lower counters at Ref/Circ	FY93-94
Telephone access for deaf users	no access	install TDD equipment	FY93-94

The People are the City

Mayor
MARIA MORENO

City Administrator
ROBERT D'AMATO



Councilmembers
CAROL DOWNEY
NORMAN Z. ECKENRODE
MICHAEL L. MAERTZWEILER
JOHN O. TYNES

401 East Chapman Avenue - Placentia, California 92670

April 1, 1993

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

Dear Ms. Minter:

At the February 25, 1993 meeting of the Advisory Committee on the Disabled for the City of Placentia, each committeemember received a copy of the Library District's ADA Self-Evaluation Program.

Our Committee wishes to thank and commend the Library District on their Self-Evaluation Program. Our Committee realizes that the Library District must accept the financial restraints before the District can make all its suggested improvements. We were pleased to accept the several improvements already made that were listed in the Library District's Self-Evaluation Program.

Again, our Committee would like to extend our thanks to the Library District for their co-operation and their Self-Evaluation Program commitment.

THE ADVISORY COMMITTEE ON THE DISABLED

Earl E. Mills, Chairperson

Moyra Wilkins, Vice Chairperson

Dale Goodman, Committeemember

Dana Haas, Committeemember

David Keup, Committeemember

Georganne Yarger, Committeemember



TO: Elizabeth Minter, Library Director
FROM: Suad S. Ammar, Principal Librarian
DATE: April 12, 1993
SUBJECT: Tax distribution Services

This service went very smoothly this year in spite of the fact that two of the neighboring libraries and their branches were not distributing forms. We had enough of the needed forms in addition to the reproducibles to keep the patrons not only satisfied but very appreciative of their availability.

Flyers announcing the extension of tax distribution hours on Wednesday the 14th are posted in the Library, and were distributed to local banks, City Hall, the Police Department, and the Placentia Post Office. Two Spanish Language versions are posted at the Atwood Post Office and the Human Services Department.



TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*
Pat Irot, President, Friends of the Placentia
Library

SUBJECT: PLACENTIA LOCAL HISTORY STUDY COMMITTEE REPORT

The committee met April 12, 1993 to plan strategy/activities between now and Heritage Days in October.

It was the consensus of the committee to aim for Heritage Days to be the target date for a formal celebration of the new focus on local history as reflected in the newly named Placentia History Room.

A draft of a brochure about the Room was prepared, and will be presented at the meeting.

Several more meetings are planned to deal with publicity, etc.

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