

ISDOC

4/30/98 Luncheon Meeting:

|                             |                        |
|-----------------------------|------------------------|
| Receipts to date 6/1/98     | \$ 560.00              |
| Expenses:                   |                        |
| Catering                    | \$495.00               |
| Sodas & Cookies             | <u>49.65</u>           |
| Total Expenses for Luncheon | <u>\$ 544.65</u>       |
| Profit                      | <u><u>\$ 15.35</u></u> |

GOVERNMENT CODE

§ 56302

acquisition, construction, or installation of electric distribution facilities by the local publicly owned electric utility, outside of the utility's jurisdictional boundaries.

(Amended by Stats.1997, c. 175 (A.B.637), § 1.)

Part 2

LOCAL AGENCY FORMATION COMMISSION

Chapter 1

GENERAL

§ 56302. Commission on Local Governance; local agency organization and boundaries; study; legislative findings and declarations

(a) The Legislature finds and declares that nearly 35 years have passed since legislators last conducted a thorough investigation of the policies, practices, and statutes affecting the organization and boundaries of California's local agencies. That effort, which resulted in the enactment of the Knox-Nisbet Act, was the product of a careful study by the Commission on Metropolitan Area Problems, commissioned by Governor Edmund G. Brown, Sr. In the intervening decades, there have been fundamental, constitutional, demographic, economic, institutional, and political shifts in California and within the state's communities. The sustained interest in incorporating new cities, resistance to city annexations, problems in financing local agency facilities and services, and proposals to detach territory from existing cities demonstrate the need for the Legislature and the Governor to reevaluate the statutory policies and procedures that have guided California's communities for nearly 35 years. Therefore, the Legislature finds and declares the necessity for commissioning a careful study of local agency organization and boundaries, consistent with its constitutional duty pursuant to subdivision (a) of Section 2 of Article XI of the California Constitution.

(b) There is created the Commission on Local Governance for the 21st Century which shall consist of 15 members. The Governor shall appoint nine members, the Assembly Committee on Rules shall appoint three members, and the Senate Committee on Rules shall appoint three members. Of the Governor's appointments, one shall be a city representative, one shall be a county representative, one shall be a special district representative, and one shall be a representative of local agency formation commissions. Each appointing authority shall endeavor to appoint members who reflect the geographic, ethnic, racial, gender, and cultural diversity of the state. Each appointing authority shall appoint members who have demonstrated an interest and have proven academic or professional ability in the fields of demography, urban economics, land use planning, public finance, and the legal aspects of local agency organization and boundaries.

(c) Notwithstanding Section 7550.5, on or before June 30, 1999, the commission shall report to the Legislature and the Governor regarding all of the following:

(1) A review of the current statutes, including, but not limited to, this division, regarding the policies, criteria, procedures, and precedents for city, county, and special district boundary changes.

(2) Proposals to add criteria to increase citizen and community participation in city, county, and special district governments.

(3) Proposals to ensure conformity with the requirements of federal law, including, but not limited to, the federal Voting Rights Act of 1965 (42 U.S.C. Sec. 1971).

(4) Recommendations for statutory changes, if any.

(d) The commission shall conduct public meetings to solicit the views and advice of the public, including elected and appointed officials, regarding city, county, and special district organization and boundaries.

(e) The commission shall select a chair and a vice chair from among its membership.

(f) The members of the commission shall be reimbursed their actual and necessary expenses for attending the meetings of the commission. The commission may authorize a payment of a per diem not to exceed one hundred dollars (\$100) to its members for each day while they are in attendance at meetings of the commission. The commission may appoint employees, including counsel, define their qualifications and duties, and provide for compensation for the performance of those duties. The commission may contract with any other public or private agency for any services necessary to carry out the purposes of this section. The cost of the quarters, equipment, supplies, and operating expenses incurred by the commission shall be paid from the appropriation made by the act which enacted this section.

Additions or changes indicated by underline; deletions by asterisks \* \* \*

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *edm*  
**SUBJECT:** 1998 Staff Appreciation Dinner  
**DATE:** July 21, 1997

The 1998 Staff Appreciation Dinner will be held on Thursday, July 23 at 6:15 P.M. in the Children's Department of the Library.

Dinner will be catered by Blue Agave Southwestern Grill. The Library is responsible for providing table settings, decorations and dessert.

Entertainment will be provided by Joann Gilmartin of Glasgow Girl Enterprizes.

President Peggy Dinsmore will present a 10-year service award to Julie Shook.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 1997-1998 Financial Audit for Placentia Library District  
**DATE:** July 21, 1998

**BACKGROUND:**

Munson, Cronick & Associates provides the financial auditing services for Placentia Library District.

This letter is required as part of the annual audit process.

**RECOMMENDATION:**

Receive & File, and Authorize Signature by the Library Director



**Munson,**  
**Cronick &**  
**Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

July 07, 1998

Board of Trustees  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92870

Attn: Elizabeth Minter  
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 1998.

We will audit the balance sheet of Placentia Library District as of June 30, 1998, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

Our audit will be made in accordance with generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an unqualified opinion that your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected banks and the County of Orange. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audits.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. We understand that your employees will type all cash and other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. To complete the audit and issue our report on or before September 15, 1998, all information must be received by us no later than August 10, 1998.



Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$3,700 for the year ended June 30, 1998.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to present our proposal to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,



MUNSON, CRONICK & ASSOCIATES  
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: CLIENT'S COPY

Title: \_\_\_\_\_

Date: \_\_\_\_\_

July 10, 1998

TO: PLACENTIA HISTORICAL COMMITTEE

TO: PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

FROM: PAT IROF  
*Pat*

RE: UPDATE ON HISTORY ROOM ACTIVITIES

1. Our CSUF Intern, after a leave of absence for personal necessity, has returned to pick up again some of the data entry. This occurred in the last week.
2. From the Library's share of the afghan proceeds, we have purchased much needed supplies for the room. Two additional four drawer file cabinets, lights, and office supplies including file pockets and labels. In process is the filing of materials in the Carpenter collection and the Library collection. Much needs to be accomplished.
3. Usage of the software system which we purchased has been slow - difficult to get into. Pat Jertberg initiated the use of the program and indicated she would like a workshop on it should it become available. She began inputting with the Kraemer collection.
4. Both Pat and the intern feel part of the inputting difficulty lies with the keyboard itself. This is donated equipment; we seek expert advise regarding this matter.
5. Monies were expended to purchase an oversized album in which to collect and preserve orange crate labels. We continue to seek several area packing house labels. We will confine the album to local labels since we have learned that there are over 5,000 labels extant. Some annotation will be included in the album; a preface is currently being written. The Sunkist Company was responsive to our search for additional information, including the donation of 2 copies of the history of the company. One of these beautiful volumes will be available on the library shelves for circulation, while the other one will be part of the History Room collection.
6. We had an interesting encounter with a History Room user. A local professional geneologist, she was following up on a request from a descendant in ENGLAND concerning one of our early ranchers - the Basten family. (Usually we think of family histories generating from the U.S. to Europe) Not only was she able to independently access the materials, but Marie's knowledge led to the utilization of additional materials in the room. How wonderful to observe our resources in use, to hear the appreciation of the user! Perhaps this will lead us to follow up with some of the users who sign our guest book.

7. It is over five years since we began this association - the Library and the Historical Committee. Pat Jerberg, Pat Irot and Marie Schmidt continue to average an hour or two each per week, organizing and sorting archival materials. Both organizations should celebrate what has been accomplished and the link we have formed.
8. Afghans still exist; informal inventory is 50. Each office - library and planning - continue to sell one now and then. Let's consider together a Fall campaign to sell the balance.
9. Mr. Trecker, local resident, will prepare Library showcase display for October in conjunction with Heritage Days. He continues his long employment with the orange industry and has many artifacts in his possession. He contributed orange packing equipment to the History Room which we haven't the space at present to display properly.
10. As your oral history volumes are produced, we hope that there will be a copy designated for the History Room. Perhaps we should inventory what we have to be certain all are currently here.
11. Our high school annuals from Valencia and El Dorado are quite frequently accessed - especially around reunion time. We will again ask the local high schools to make available one copy of each year's annual for our archives; this has not been fruitful in the past.
12. We have observed that the Ontiveras adobe block in the History Room might be safer if enclosed in lucite. Our discussion with a local framer has given us some ideas, but we will pursue this further.
13. A visit to the Union Oil Museum in Santa Paula while interesting was not fruitful in our effort to track down the Silver Service, purchased with donations from our citizens and presented to the La Placentia tanker no longer in service.
14. At the Riverside Museum, there is a crate label display currently. While they do have some crate labels for sale in the Gift Shop, none of those we seek were there.
15. We are hoping to re-bind some of our Bancroft editions. Some time ago, we talked to a binder about a simulated leather binding in keeping with the original. The binder stated that the volumes were worth re-binding because, aside from that, they were in very good condition.
16. The two cannon balls in the room may be from Spain; we are looking for verification of that. Our information is that they were found in the Santa Ana River bed.

RECEIVED MAY 18 1998



# California Library Services Board

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

(916) 654-0266

## MEMORANDUM

TO: Members, California Library Services Board

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

DATE: May 13, 1998

SUBJECT: CLSB Actions taken at the May 5-6, 1998 Meeting

### Purpose of the California Library Services Act:

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

### Goals of the California Library Services Board:

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

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

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

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

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

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

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

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

|                   |                    |
|-------------------|--------------------|
| Post-It* Fax Note | 7671               |
| To                | MCLS/SL5 DIRECTORS |
| From              | MCLS/SL5 HQ        |
| Date              | 6/17/98            |
| Pages             | 4                  |
| Co.               |                    |
| Phone #           | 626/683-8244       |
| Fax #             | 626/68 97          |
| Goalbook          | Eugenia Wong       |
| Response          | Orange PL          |

**CLSB Actions, May 5-6, 1998****Page 2**

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on May 6, 1998:

**1. Adoption of Agenda**

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

**2. Approval of Minutes**

It was moved, seconded (Spence/Fong) and carried unanimously that the California Library Services Board approve the draft minutes of the February 19, 1998 CLSB meeting as presented.

**Transaction Based Reimbursement (TBR)**

3. It was moved by the Equal Access/TBR Ad-Hoc Committee (Kallenberg) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1998 meeting, for additional 1999/2000 local assistance funding for the Transaction Based Reimbursements Program.
4. It was moved by the Budget & Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board adopt, subject to the concurrence of the State Department of Finance, reimbursement rates for the CLSA Transaction-Based Reimbursement Program for the 1998/99 fiscal year as follows: for interlibrary loans, a reimbursement rate of \$3.57 per eligible transaction; for direct loan, a reimbursement rate of \$.71 per eligible transaction; and that the CLSB Chief Executive Officer inform all participants of the 1998/99 reimbursement rates as soon as Department of Finance concurrence is obtained.

**5. Statewide Data Base**

It was moved by the Budget & Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board accept the recommendations of the consultants' study of linked systems and direct the staff to proceed in developing an implementation and annual assessment plan for presentation to the Board at the August meeting. (The consultant's report and recommendations will be mailed to all public library directors separately).

**CLSB Actions, May 5-6, 1998****Page 3****6. System Reference**

It was moved by the Budget & Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1998 meeting, for additional 1999/2000 local assistance funding for the System Reference Program to meet additional costs to the program for newly formed library jurisdictions that affiliate with a CLSA System by 1998/99.

**7. System Communications & Delivery**

It was moved by the Budget & Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1998 meeting, for additional 1999/2000 local assistance funding for the System Communications and Delivery Program to meet additional costs to the program for newly formed library jurisdictions that affiliate with a CLSA System by 1998/99.

**8. State Reference Centers**

It was moved by the Budget & Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board encourage staff to develop concepts for a potential Budget Change Proposal (BCP) for the 1999/2000 State Budget to implement the State Reference Centers Program.

**Special Services**

9. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1998 meeting, to seek additional 1999/2000 local assistance funding to fund the programs of the California Library Literacy Service at the minimum amount needed (25% for those in the matching funds status).
10. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1998 meeting, to seek additional 1999/2000 local assistance funding to expand Families for Literacy services in California libraries.

## Attachment A

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

|                        |  |
|------------------------|--|
| May 22                 | California Library Literacy Service 1998/99 Plans of Service postmarked to the California State Library (for programs in years 2-5)      |
| June 1                 | 1998/99 System Plans of Service due at California State Library  |
| June 1                 | System Advisory Board Rosters due at California State Library  |
| June 3-4               | CLSA Technology Planning Workshop  |
| June 15                | 1997/98 System Annual Report, Uniform Expenditure Report Forms and Instructions mailed.  |
| On or about<br>June 30 | 1998/99 State Budget adopted   |
| July 15                | 4th Quarter 1997/98 ILL claims due at California State Library   |
| August 19-21           | CLSB Meeting, Sacramento   |
| September 1            | 1997/98 System Annual Report, System Uniform Expenditure Report and 1998/99 System Uniform Budget Report due at California State Library |



# MEMORANDUM

City of Placentia

**TO:** Elizabeth Minter, Director - Placentia Library District  
**FROM:** Administrative Coordinator  
**DATE:** June 15, 1998  
**SUBJECT:** FUNDING FOR LIBRARY SEISMIC RETROFIT

The City recently received notification from FEMA that funding has been approved for seismic-related improvements for the Placentia Library. Again, this is through the Hazard Mitigation Grant Program (HMGP), which is funded by FEMA, and administered by the Governor's Office of Emergency Services (OES).

The maximum amount allocated by FEMA for the Library is \$47,712. Of this amount, FEMA will pay \$35,784 (75%), and the Library will be responsible for the balance, \$11,928.

The City has been working with an engineering firm based in Newport Beach for the seismic analysis and preparation of construction documents for the City's fire stations. We will probably be utilizing this firm for the same work, as well as for construction management, for the Civic Center and City Corporation Yard. If it is the desire of the Library District, we can also include the Library as part of a project to include City Hall and the Corp Yard.

This firm, *EQE International*, will initially perform a seismic analysis of the Library to determine the actual costs involved for the seismic reinforcement needed that was identified. Again, the proposed work for the Library, as identified by the City and representatives from FEMA and OES, were cost estimates. The actual costs for the work, as determined by *EQE*, may be higher or lower. *EQE's* estimates for the City fire stations turned out to be higher for one station, and lower for the other.

Please contact me regarding this matter at your earliest convenience at 993-8117.

Thank you.

cc: City Administrator  
Director of Public Works  
Director of Administrative Services  
Chief Building Official

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Status Report on Strategic Plan for Placentia Library District

**DATE:** July 21, 1998

The joint planning worksession for the Library Board, Friends Board, Foundation Board and Staff was held on June 20, 1998. There were 28 participants.

The Library Director met with Pat Irot to develop a list of focus group topics and participants for the issues dealing with education and services to students, parents and teachers.

Three meetings of the three presidents have been canceled and rescheduled for a variety of reasons. This group will be working on identifying the topics and participants for the other focus groups.

The Library Director has been developing a list of potential focus group moderators.

Attachment A has some Gallup Poll information about public library use.

The Library Director has prepared a survey to include in the direct mail solicitation to all Placentia households and to all non-resident cardholders. A copy will be available at the Board Meeting.

**LIBRARY****HOTLINE****FOR REFERENCE**BREAKING NEWS  
FOR LIBRARY AND  
INFORMATION  
DECISION MAKERS

July 13, 1998 Volume XXVII, No. 27

Do Not Take From This Room

ISSN 0740-736X

## **AASL Literacy Standards "Essential" in 21st Century**

The American Association of School Librarians (AASL), a division of the American Library Association (ALA), has introduced the first national literacy standards for kindergarten through 12th-grade students, to be included in schools this fall. The *Information Literacy Standards for Student Learning* were prepared by AASL and the Association for Educational Communications and Technology. Ken Haycock, president of AASL, said the standards were crucial for students' success in the 21st century. "Knowing how to obtain and use information properly is increasingly essential both for the students' success in school and for their professional development as socially responsible adults," Haycock said.

The standards cover three areas—information literacy, such as evaluating information critically and competently; independent learning, such as excellence in information seeking and knowledge generation; and social responsibility, where a student contributes positively to the learning community by practicing ethical behavior in regard to information and technology. A complete list of the nine standards can be seen at [http://www.ala.org/aasl/ip\\_nine.html](http://www.ala.org/aasl/ip_nine.html).

## **Library Use Up Gallup Says, Despite Increased Competition**

A poll conducted by the Gallup Organization for the American Library Association found that two out of three Americans are using the library 13 percent more than 20 years ago, despite the proliferation of bookstores, video stores, and home computers during that time. The poll also found that 66 percent of patrons used a public

library at least once in the last year, with 65 percent consulting a librarian. The majority of users, 64 percent, still visited the library in person, with 81 percent checking out a book.

The survey showed that 17 percent of library patrons used the Internet on site, and nine percent connected to the library online from a remote location. Ninety percent believed that libraries will still be needed in the future, despite the advancements in information available from computers.

## **Symons ALA Inaugural Theme, "Celebrate, Inform, Educate,"**

Surrounded by the grandeur of the restored Jefferson Building of the Library of Congress, Ann Symons, American Library Association (ALA) president for 1998-99, addressed more than 600 people at the June 30 Inaugural Banquet. In announcing her theme, "Celebrating the Freedom to Read! Learn! Connect!" Symons said, "The greatness of our libraries and the American Library Association has always been our commitment to intellectual freedom—the right of every individual to choose what he or she wishes to read, hear, or view."

Symons recalled her own childhood introduction to the "imagination, learning, and wonder," represented by libraries. She reminded her audience that just one year ago librarians were celebrating the Supreme Court decision striking down the Communications Decency Act. The First Amendment "guarantees the rights of speakers to speak, audiences to hear, of writers to write, readers to read—and library users to receive information. Nowhere does it say kids are exempt from these rights," she said, to supportive applause. Questions surrounding access

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Establishment of Custodial Account and Life Insurance Transfer  
Authorization by form DC-2948-A as required by the Internal Revenue  
Service through PEPSICO Deferred Compensation Plan Administrator

**DATE:** July 21, 1998

**BACKGROUND:**

Because of changes to Internal Revenue Code Section 457 as a result of the Small Business Job Protection Act of 1996, PEPSICO needs to update the District's contract in order to remain in compliance with Federal requirements.

This form authorizes the transfer of ownership of life insurance contracts now offered under the District's Deferred Compensation Plan, from the District, as a governmental employer, to Bank One Trust Company, N.A. as Custodian for the beneficial ownership of plan participants and their beneficiaries.

In the District's Plan, as administered by PEPSICO, life insurance policies are the only assets that are not currently held in a trust, annuity contract or custodial account as required by Section 457 (g). This signed transfer authorization will bring the District's Plan into compliance with the new section 457 (g).

To the best of the Library Director's knowledge no District staff members have purchased life insurance through the Deferred Compensation Plan. Completion and return of this form is required in order to remain eligible for the Deferred Compensation Program.

**RECOMMENDATION:**

Receive & File, Approve, and Ratify Signature by the Library Director

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ESTABLISHMENT OF CUSTODIAL ACCOUNT AND LIFE INSURANCE  
TRANSFER AUTHORIZATION

WHEREAS, the undersigned Employer is the owner of one or more life insurance policies issued to it by Commonwealth Life Insurance Company, Kentucky Commonwealth Life Insurance Company, Peoples Security Life Insurance Company, or Providian Life and Health Insurance Company (the "Policies") in connection with the deferred compensation plan it maintains for its employees (the "Plan") pursuant to Section 457 of the Internal Revenue Code of 1986, as amended (the "Code"); and

WHEREAS, as a result of an amendment to the Code, all assets and income of the Plan must be held in a trust, custodial account or annuity contract; and

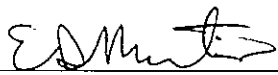
WHEREAS, the Plan has been amended to reflect the changes required by the amendment to the Code; and

WHEREAS, the Employer desires to adopt the Code Custodial Account (the "Custodial Account") to hold assets, other than annuity contracts, which will provide benefits for the participants and beneficiaries; and

WHEREAS, as a result of the amendment to the Code, the Employer desires to transfer ownership of the Policies to Bank One Trust Company, N.A. (the "Custodian") for the exclusive benefit of the Plan's participants and beneficiaries;

NOW THEREFORE, the undersigned Employer hereby accepts the Code Custodial Account Agreement, adopts the Custodial Account, authorizes transfer of ownership to the Policies to the Custodian, and designates the Custodian as the beneficiary to the Policies.

EMPLOYER: Placentia Library District

BY:   
Elizabeth D. Minter  
Library Director

TITLE: \_\_\_\_\_

DATE: July 16, 1998

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Submission of Letter of Application to the United States Passport Agency for Placentia Library District to serve as a Passport Acceptance Facility

**DATE:** July 21, 1998

**BACKGROUND:**

During the past several years the Palm Springs and Azusa Public Libraries have been approved by the United States Passport Agency to serve as Passport Application Facilities.

Attachment A is a letter sent by Suad Ammar to the Los Angeles Passport Office stating Placentia Library's interest in participating in this program.

Attachment B is a description of the program provided by the Los Angeles Passport Agency.

Attachment C is a letter from the Library applying for designation as a Passport Acceptance Agency.

The revenue potential for this program is significant, especially if it is offered during the evenings and on Sundays. Questions regarding the impact of this program will be discussed during Agenda Item 32.

**RECOMMENDATION:**

Receive & File, and Approve Application



June 22, 1998

Ms. Barbara Brophy Customer Service Manager  
Passport Agency  
Federal Building Room 13100  
11000 Wilshire Blvd.  
Los Angeles, Ca 90024-3615

Dear Ms. Brophy:

A few weeks ago, I was informed by Ms. Paymaneh Maghsoudi, the Director of the Azusa Public Library that it was possible for libraries to apply for the Passport Acceptance Program. I have been trying, unsuccessfully, to get in touch with you by phone to inquire about the specifics and details of how the Placentia Library, can apply for this service.

The Placentia Library celebrated its seventy-fifth anniversary four years ago, it has been the educational center for the community offering, in addition to the regular library services, lectures, seminars, cultural exhibits and reading and discussion programs, all in an effort to encourage the community to think of the Library as The place to visit for its educational, recreational cultural and entertainment needs.

The Placentia Library was a pioneer in offering one-on-one tutoring in "Adult Basic Reading" and "English-As-A-Second-Language" since 1980. It was also designated as a certified site for offering Citizenship tests for qualified immigrants. The Library is a single story facility, accessible to disabled patrons.

In addition to the City of Placentia, the Libray serves residents of the neighboring communities of Fullerton, Brea, Yorba Linda and Anaheim. The Library is open thirty nine hours a week including four hours on Sundays. The passport service will be offered by the professional full time Reference Librarians, with a back up of full time Library Assistants. It is our desire to offer "expedited" passport applications as well.

For more information, please call me at (714) 528-1906 extension 207. My schedule is Monday through Wednesday from 12:00 noon to 9:00 p.m. and on Thursday from 10:00 a.m. to 6:00 p.m.

I hope that this request would meet with your approval because we are very anxious to offer this well needed service to this community.

Sincerely,

Suad Ammar  
Principal Librarian



## FACT SHEET

### Los Angeles Passport Agency

**PUBLIC TELEPHONE NUMBER:** (310) 575-5700 (Brief recorded information/Appointments)  
**NATIONAL PASSPORT INFORMATION CENTER:** 1-900-225-5674  
or 1-888-362-8668 (for credit card users)

**HOURS OF SERVICE:** 8:00 a.m. to 3:00 p.m., Monday through Friday  
Closed federal holidays.

**LOCATION/REGIONAL SERVICE AREA:** Los Angeles Passport Agency  
11000 Wilshire Blvd., Suite 1000  
Los Angeles, CA 90024-3602

Located on the 1<sup>st</sup> floor of the federal building in Westwood (West Los Angeles), the Los Angeles Passport Agency is a regional office of the Department of State's Passport Services, providing passport issuance service to United States citizens. The region includes all of Southern California from San Luis Obispo county in the North to the Mexico border, East to the Arizona/Nevada border and includes Clark county, Nevada (Las Vegas and vicinity). Northern California, Arizona, Utah and the rest of Nevada is serviced by the San Francisco Regional Passport Agency.

#### HISTORY:

The Los Angeles Passport agency opened in 1956 in downtown Los Angeles, relocated briefly to Lawndale, CA then moved to the 13<sup>th</sup> floor at its present location in the West Los Angeles federal building in April, 1982. On April 7, 1997, the agency moved from the 13<sup>th</sup> floor to the 1<sup>st</sup> floor of the West Los Angeles federal building.

The U. S. Passport Service, headquartered in Washington, DC, is an integral part of the U. S. Department of State's Bureau of Consular Affairs. Consular Bureau officers also staff all United States' embassies and consulates overseas.

#### CUSTOMER SERVICE:

The Passport Service has a long-standing commitment to providing excellent customer service to all United States citizens applying for a United States passport. In 1997, the Passport Service issued over 6.2 million passports nationwide to United States citizens. Our mission includes providing fast and efficient service to all entitled persons. In fiscal year 1997, the Los Angeles Passport Agency issued over 361,000 passports, nearly all of which were processed and delivered in less than 25 workdays.

#### OUR PRODUCT:

The United States passport is a travel document issued by the U.S. government attesting to the citizenship and identity of the holder. Federal regulations govern the documentary requirements to prove entitlement to a United States passport. A United States passport cannot be issued until the applicant has established his or her identity and claim to U.S. citizenship to the satisfaction of the Passport Service.

## WHAT ARE THE RESPONSIBILITIES OF THE PASSPORT SERVICE?

The regional passport agencies are responsible for determining the citizenship and identity of passport applicants based on the documents and identification submitted in accordance with established federal laws and guidelines. After the application has been transmitted to the passport agency, it is the responsibility of the agency to contact the applicant when necessary to submit additional information, documentation or identification. Once the citizenship and identity have been established, the application is approved for issuance and a passport book is prepared and delivered to the applicant by mail or in person for emergency service.

## WHAT ASSISTANCE DOES PASSPORT SERVICES GIVE TO PASSPORT ACCEPTANCE FACILITIES?

Each passport acceptance facility is provided with passport applications, all other related forms and a Passport Agent's Reference Guide by Passport Services free of charge. Passport Services is headquartered in Washington, DC with 14 regional offices throughout the U.S. The Los Angeles Passport Agency is the regional office for the Southern California area and Clark county, Nevada. The Customer Service Manager, Barbara Brophy, is the liaison officer between the Los Angeles Passport Agency and the acceptance facilities in the Los Angeles region. A monthly newsletter is sent to all acceptance facilities by the Customer Service Manager. Organized training classes are provided throughout the region without charge to all acceptance agents to provide training in passport acceptance procedures. In addition, a direct telephone line has been reserved as a "Hotline" especially for acceptance agents needing guidance or assistance.

## WHAT DOES PASSPORT ACCEPTANCE SERVICE GIVE TO THE COMMUNITY?

- 1 — COMMUNITY SERVICE — Passport acceptance service provides a local source for community residents to easily and conveniently obtain passport application forms and submit passport applications. Without local service residents must travel, sometimes great distances through heavy traffic, to other areas for acceptance service.
- 2 — PROMOTES PUBLIC RELATIONS — More than ever, government is realizing the importance of promoting good public relations with their "customers", the residents of the communities they serve. Passport acceptance facilities provide a vital service to U.S. citizens — the voters and taxpayers of the community.
- 3 — GENERATES REVENUE — The average time spent in accepting a passport application is approximately 6 minutes. For each passport application accepted, a \$15 execution fee is collected. The execution fee is retained by the state or city passport acceptance facility. The postal service, which submits the \$15 fee along with the passport fee, is reimbursed at the national level. In addition to direct revenue, passport acceptance attracts customers who may wish to obtain other services from acceptance facilities.

**PLEASE CONTACT, BARBARA BROPHY,  
CUSTOMER SERVICE MANAGER  
FOR THE LOS ANGELES PASSPORT AGENCY  
FOR FURTHER DETAILS:**

**(310) 575-5744**

## PASSPORT ACCEPTANCE SERVICE

### HOW DOES A U.S. CITIZEN APPLY FOR A U.S. PASSPORT?

Each applicant for a U.S. passport is required to complete the prescribed application form, "Application for Passport", DSP-11. The applicant must personally appear to submit the application to the passport agency or to an authorized passport acceptance facility. The applicant must present currently valid identification and submit proof of U.S. citizenship, two passport photos and the required passport and execution fees to the official executing the application. Each applicant is required to swear or affirm to the passport acceptance agent that the statements made on the application are true to the best of his/her knowledge and that the photographs submitted are a true likeness of him/her. There is a "Passport Application by Mail", DSP-82, for use only by those who qualify.

### WHERE CAN AN APPLICANT SUBMIT THE PASSPORT APPLICATION?

A U.S. citizen may apply for a passport at any regional passport agency or an authorized passport acceptance facility.

### WHAT IS AN AUTHORIZED PASSPORT ACCEPTANCE FACILITY?

Certain officials outside of the passport agency are authorized to accept passport applications as passport acceptance agents. The authorized acceptance agents accept and execute passport applications at their usual place of business which is considered a passport acceptance facility. The authority to act as a passport acceptance agent is provided under Title 22 of the Code of Federal Regulations, part 51. Section 51.21 of 22 CFR provides authorization to accept passport applications to a clerk of any Federal court, a clerk of any State court of record, a postal employee designated by a postmaster at a post office which has been selected to accept passport applications, and any other person specifically designated by the Secretary of State. Persons who may be specifically designated include military passport agents executing applications for no-fee passports for military personnel and their families, county clerks and their deputies who no longer have clerk of court duties and city clerks and their deputies. Section 51.61(b) of 22 CFR authorizes county clerks and city clerks, as state officials, to collect and retain a \$15.00 fee for the execution under oath or affirmation of each passport application. In addition, the passport fee of \$45.00 for those age 16 and older and \$25.00 for children under age 16 is collected and sent to the passport agency along with the passport application.

### WHAT ARE THE RESPONSIBILITIES OF THE PASSPORT ACCEPTANCE FACILITY AND ACCEPTANCE AGENTS?

The most important function of the acceptance agent is to establish the identity of the passport applicant. As part of the acceptance process the acceptance agent must:

- \*\*\* Examine the application and ensure that it is completed in full by the applicant.
- \*\*\* Screen the citizenship evidence and photographs for acceptability.
- \*\*\* Record the identification fully and accurately.
- \*\*\* Collect the required fees and make sure the check or money order is in the correct amount and payable to the Passport Service.
- \*\*\* Execute the application by having the applicant swear or affirm as to the truth of the statements given and witness the applicant's signature on the application.
- \*\*\* Sign the application and place the authorized seal of the acceptance facility in the execution section of the application.
- \*\*\* Ensure that passport applications are transmitted to the passport agency or the contracted bank for deposit of the fees on a daily basis.







## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Extension 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

### Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Saundra M. Stark

July 14, 1998

Ms. Barbara Brophy, Customer Service Manager  
Passport Agency  
Federal Building Suite 1000  
11000 Wilshire Blvd.  
Los Angeles, Ca 90024-3602

Dear Ms. Brophy:


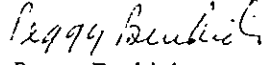
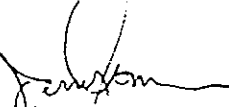
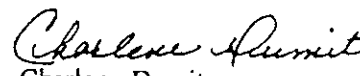
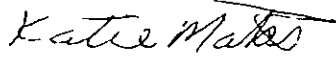


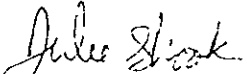
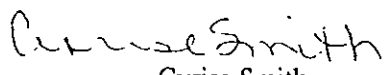
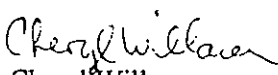
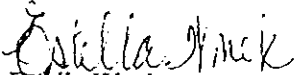
Please consider this letter an amendment to my June 14, 1998 letter on the subject. I have been authorized by Elizabeth D. Minter, the Library Director to apply for establishing the Placentia Library as a passport acceptance facility.

We plan to offer the service during the hours that the Library is open i.e. between noon and 9:00 p.m. Monday through Wednesday and between 10:00 a.m. and 6:00 p.m. on Thursdays. Since the Library is closed on Fridays and Saturdays and open on Sundays from 1:00 p.m. to 5:00 p.m. we feel that it will be ideal if we would offer the passport service on Sundays making the service available to those who can not get to the Library when it is closed.

It is also our desire to offer "expedited" passport applications making the full range of services available to the community.


We intend to offer the service through Administration and the Reference Department with the Circulation and Literacy staff as back-up when needed.

In accordance with your stated requirements, I request that the following Placentia Library employees be deputized for the purpose of becoming passport acceptance agents:

|   |  |  |   |
|---|--|--|---|
| <br>Suad Ammar   | <br>Peggy Burkich   | <br>Jerry Conn       | <br>Charlene Dumitru |
| <br>Katie Matas  | <br>Cindy McClain   | <br>Elizabeth Minter | <br>Julie Shook      |
| <br>Cyrise Smith | <br>Cheryl Willauer | <br>Estella Wnek     |   |

We are ready to initiate this service as soon as the required training is completed.

Sincerely;

  
Suad Ammar  
Principal Librarian

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.  
**DATE:** July 21, 1998

**BACKGROUND:**

Library Revenue Issues

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

1. Property Tax

The District is continuing to work with Assemblyman Ackerman's Office about ERAF relief for Placentia Library. Two issues are being discussed with his staff: including of library districts in the list of agencies exempted from ERAF because we are established under the Education Code; or, exempting library districts that consolidate with another agency, in our case the City of Placentia. We should not anticipate any movement on this issue before mid-August.

2. State Funds

The California Library Association is actively lobbying for an increase in the Public Library Fund and Transaction Based Reimbursements.

3. Local Revenues

The District's application to serve as a Passport Application Facility presents the potential for a new local revenue stream. If this revenue is designated to be part of the District's General Fund it could be used to augment the Book Budget. It is impossible to tell how long the application process will take. It would be safe to estimate that we could be operational by January 1999.

Parcel Tax Election Considerations

No news to report.

**RECOMMENDATIONS:**

1. Allocate funds raised by Passport Fees to the book budget
2. Give direction for future action

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *Edm*  
**SUBJECT:** Approval of Collective Bargaining Agreement for 1998-99 through 2000-01  
**DATE:** July 21, 1998

**BACKGROUND:**


At its Regular Meeting on March 17, 1998, the Library Board of Trustees authorized the Library Director to respond to any request from the Orange County Employees Association (OCEA) to initiate collective bargaining.

The Library Director met with Larry Lykins, Senior Employee Relations Administrator in May. The items tentatively agreed to are within the scope of the authorization provided by the Library Board.


The new provisions in the proposed Memorandum of Understanding for Fiscal Years 1998-99, 1999-00, and 2000-01 are as follows:

-  The wage provision grants a 2% increase in 1998-99, 4% in 1999-00, and a base of 2% and a ceiling of 5% for 2000-01, depending on the March Consumer Price Index.

Normally the larger increase occurs in the first year of a contract. It was delayed to the second year at the request of the Library Director in order to allow time for additional recovery from the property tax shift.

-  The workweek is defined to be on a pay period basis as opposed to a weekly basis. This means that full-time employees work 80 hours in each pay period, which may fluctuate slightly within a given week.

Scheduled days off shall fall on at least two consecutive calendar days.

-  The number of holidays remains the same.

The contract removes the Day after Thanksgiving as a paid holiday, and substitutes a second floating holiday to be credited to each eligible employee's vacation hours on the second pay period of November.

Mr. Lykins indicated that OCEA will continue to represent the Library staff even though the group is smaller than the minimum required by OCEA. The reason for this special consideration is that OCEA also represents the employees of the City of Placentia.

**RECOMMENDATIONS:**

1. Motion to read Resolution 98-3 by Title only
2. Motion to adopt Resolution 98-3

Kob / Stender

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

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

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

ARTICLE I

SALARIES

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

First Year

Effective July 1, 1998, THE DISTRICT shall grant a two (2) percent general salary increase to all the classifications represented by THE ASSOCIATION.

Second Year

Effective July 1, 1999, THE DISTRICT shall grant a four (4) percent general salary increase to all the classifications represented by THE ASSOCIATION.

Third Year Effective July 1, 2000

An increase equal to the percent raise (to the nearest tenth [0.1]) of one percent in the cost-of-living for the period March 1999 to March 2000. As measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area except, however, that such wage increase shall be not less than two (2) percent, nor more than five (5) percent for all classifications represented by THE ASSOCIATION.

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

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

ARTICLE II

RECOGNITION

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

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

ARTICLE III

CHECKOFF

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



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

#### ARTICLE IV

##### EMPLOYEE RIGHTS

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

#### ARTICLE V

##### MANAGEMENT RIGHTS

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

#### ARTICLE VI

##### NON-DISCRIMINATION

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

## ARTICLE VII

### ASSOCIATION REPRESENTATION

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

## ARTICLE VIII

### WORKWEEK

The official workweek for full-time employees shall be established on a pay period basis. Such employees who occupy full-time positions shall be scheduled to work eighty (80) hours in each pay period. Scheduled days off shall fall on at least two (2) consecutive calendar days.

## ARTICLE IX

### MERIT PAY PLAN

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

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

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

- A. To the third (3) step of the salary schedule after completion of six (6) months of service in the first (1) step.
- B. To the fifth (5) step after completion of one (1) year of service in the third (3) step.
- C. To the seventh (7) step after completion of one (1) year of service in the fifth (5) step.
- D. To the ninth (9) step after completion of one (1) year of service in the seventh (7) step.

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

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

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

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

## ARTICLE X

### HOLIDAYS

Placentia Library District employees shall observe the following holidays:

- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Washington's Birthday (President's Day)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Two (2) Floating Holidays

Floating holidays may be used in one (1) hour increments. Employees on flexible work schedules may apply one (1) hour to any of the holidays listed above that fall on their normal workday.

## ARTICLE XI

### FRINGES

#### AS DEFINED IN EMPLOYEES MANUAL

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

THE DISTRICT and THE ASSOCIATION have agreed to the following:

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

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

## ARTICLE XII

### GRIEVANCE PROCEDURE

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

1. First Step

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

2. Second Step

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

3. Third Step

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

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

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

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

The arbitrator's decision shall be final and binding on both parties, it being agreed that the arbitrator shall have no powers to add or subtract from nor to modify any of the terms of any MEMORANDUM OF UNDERSTANDING between the parties and that the arbitrator's award

shall be consistent with and controlled by the Personnel Rules, Ordinances and Resolutions of the Placentia Library District, and the Laws and Constitution of the State of California.

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

### ARTICLE XIII

#### MISCELLANEOUS

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

### ARTICLE XIV

#### EXISTING CONDITIONS OF EMPLOYMENT

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

ARTICLE XV

DURATION AND TERMINATION

- A. This agreement shall be and remain in effect from the 1<sup>st</sup> day of July, 1998, to and including the 30<sup>th</sup> day of June, 2001, and from year to year thereafter, provided that should either party desire to terminate this agreement or to modify any portion of and terms hereof, it shall notify the other party in writing not less than ninety (90) days prior to the 1<sup>st</sup> day of July 2001, or any 1<sup>st</sup> day of July of any year thereafter.
- B. In the event a written notice to terminate or to modify is given pursuant to the preceding paragraph A, the parties shall submit their proposals for changes herein no later than March 31, 2001. Negotiations upon such proposed changes shall begin as soon as mutually convenient for the parties. During these negotiations this agreement shall remain in full force and effect.

In witness whereof the parties hereto have set their hands this \_\_\_\_ day of July, 199\_\_.

PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY  
DISTRICT CHAPTER OF THE  
ORANGE COUNTY EMPLOYEES  
ASSOCIATION

\_\_\_\_\_  
LIBRARY DIRECTOR

\_\_\_\_\_  
OCEA REPRESENTATIVE

\_\_\_\_\_  
ASSOCIATION CHAPTER  
REPRESENTATIVE

980221





RESOLUTION NO. 98-3

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN PLACENTIA LIBRARY DISTRICT AND  
PLACENTIA LIBRARY DISTRICT CHAPTER OF THE  
ORANGE COUNTY EMPLOYEES ASSOCIATION

WHEREAS, Orange County Employees Association represents the nonexempt employees of Placentia Library District and

WHEREAS, the Memorandum of Understanding between the Orange County Employees Association and Placentia Library District expired on June 30, 1998 and

WHEREAS, the Orange County Employees Association has entered into negotiations with the Placentia Library District and

WHEREAS, a Memorandum of Understanding for the period of July 1, 1998 through June 30, 2001 has been presented to the Placentia Library District by Orange County Employees Association

THEREFORE, BE IT RESOLVED that the Board of Trustees of Placentia Library District adopt the Memorandum of Understanding between Placentia Library District and Placentia Library District Chapter of the Orange County Employees Association with an effective date of July 1, 1998.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

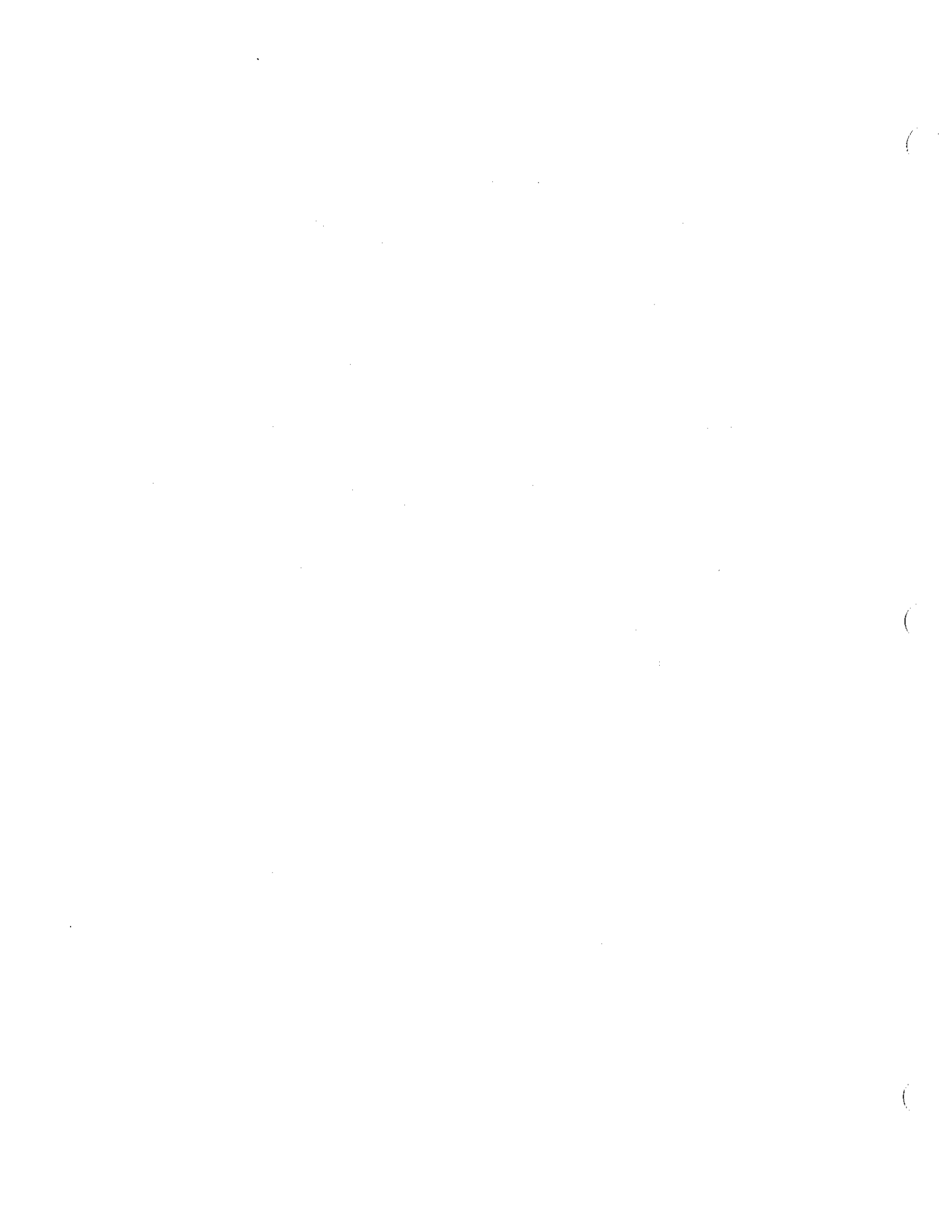
ABSENT: TRUSTEES:

State of California )  
 ) ss.  
County of Orange )

I, Ray Evans, 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 the Regular Meeting hereof held on the twenty-first day of July, 1998.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of July, 1998.

\_\_\_\_\_  
Ray Evans  
Board of Trustees Placentia Library District of Orange County



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *dm*  
**SUBJECT:** Fiscal Year 1998-99 Budget  
**DATE:** July 21, 1998

**BACKGROUND:**

Adoption of Salary Schedule for MOU Employees by Resolution 98-4

The Salary Schedule for Fiscal Year 1998-99 for employees covered by the Memorandum of Understanding is Attachment A.

Resolution 98-4 is Attachment B.

The Salary Ranges indicate a 2% increase over Fiscal Year 1997-98.

The salaries will be effective July 1, 1998.

The schedule for Exempt Employees was adopted by the Board at its June 16, 1998 Regular Meeting.

Adoption of Library Holiday and Public Service Calendar for 1998 and 1999 by Resolution 98-5

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Memorandum of Understanding with the Orange County Employees Association.

Past practice is that the Library is closed on the Sunday preceding Monday holidays.

The Holiday and Public Service Calendar for 1998 and 1999 is Attachment C.

Resolution 98-5 establishing the Placentia Library District Holiday Schedule for 1998 and 1999 is Attachment D.

Other Budget Issues

The Library Director will present a review of the Fiscal Year 1998-99 Revenue forecast at the Board Meeting. The Revenue Estimates cannot be finalized until the State Budget has been adopted and signed as there is great uncertainty about the State Library grants.

**RECOMMENDATIONS:**

1. Read Resolution 98-4 by Title only
2. Adopt Resolution 98-4
3. Read Resolution 98-5 by Title only
4. Adopt Resolution 98-5
5. Continue discussion of the Fiscal Year 1998-99 Budget to the August Regular Board Meeting.

PLACENTIA LIBRARY DISTRICT  
Salary Scale for Fiscal Year 1998-1999  
effective July 1, 1998

| Classification | 1  | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        |
|----------------|----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CLERK I        | HR | 9.51      | 9.75      | 10.24     | 10.50     | 10.76     | 11.03     | 11.30     | 11.59     | 12.16     |
|                | PP | 760.51    | 780.10    | 819.26    | 839.66    | 860.88    | 882.10    | 904.13    | 926.98    | 972.67    |
|                | AN | 19,773.31 | 20,282.50 | 21,300.86 | 21,831.26 | 22,382.88 | 22,934.50 | 23,507.33 | 24,101.38 | 25,289.47 |
|                | MO | 1,647.78  | 1,690.21  | 1,730.87  | 1,775.07  | 1,819.27  | 1,865.24  | 1,911.21  | 1,958.94  | 2,008.45  |
| CLERK II       | HR | 10.76     | 11.03     | 11.30     | 11.58     | 11.87     | 12.17     | 12.79     | 13.11     | 13.76     |
|                | PP | 860.88    | 882.10    | 904.13    | 926.16    | 949.82    | 973.49    | 997.97    | 1,048.56  | 1,100.78  |
|                | AN | 22,382.88 | 22,934.50 | 23,507.33 | 24,080.16 | 24,695.42 | 25,310.69 | 25,947.17 | 27,262.56 | 28,620.38 |
|                | MO | 1,865.24  | 1,911.21  | 1,958.94  | 2,006.68  | 2,057.95  | 2,109.22  | 2,162.26  | 2,217.07  | 2,271.88  |
| LIBRARY ASST   | HR | 12.78     | 13.10     | 13.42     | 13.76     | 14.11     | 14.45     | 14.81     | 15.19     | 16.34     |
|                | PP | 1,022.45  | 1,047.74  | 1,073.86  | 1,100.78  | 1,128.53  | 1,156.27  | 1,184.83  | 1,215.02  | 1,307.23  |
|                | AN | 26,583.65 | 27,241.34 | 27,920.26 | 28,620.38 | 29,341.73 | 30,063.07 | 30,805.63 | 31,590.62 | 33,988.03 |
|                | MO | 2,215.30  | 2,270.11  | 2,326.69  | 2,385.03  | 2,445.14  | 2,505.26  | 2,567.14  | 2,632.55  | 2,697.97  |
| LIBRARIAN I    | HR | 15.11     | 15.49     | 15.89     | 16.28     | 16.68     | 17.11     | 17.53     | 18.42     | 19.33     |
|                | PP | 1,208.50  | 1,239.50  | 1,271.33  | 1,302.34  | 1,334.16  | 1,368.43  | 1,402.70  | 1,437.79  | 1,473.70  |
|                | AN | 31,420.90 | 32,227.10 | 33,054.53 | 33,860.74 | 34,688.16 | 35,579.23 | 36,470.30 | 37,382.59 | 38,316.10 |
|                | MO | 2,618.41  | 2,685.59  | 2,754.54  | 2,821.73  | 2,890.68  | 2,964.94  | 3,039.19  | 3,115.22  | 3,193.01  |
| LIBRARIAN II   | HR | 17.60     | 18.04     | 18.49     | 18.95     | 19.42     | 19.91     | 20.40     | 21.43     | 22.51     |
|                | PP | 1,407.60  | 1,443.50  | 1,479.41  | 1,516.13  | 1,553.66  | 1,592.83  | 1,632.00  | 1,672.80  | 1,714.42  |
|                | AN | 36,597.60 | 37,531.10 | 38,464.61 | 39,419.33 | 40,395.26 | 41,413.63 | 42,432.00 | 43,492.80 | 44,574.82 |
|                | MO | 3,049.80  | 3,127.59  | 3,205.38  | 3,284.94  | 3,366.27  | 3,451.14  | 3,536.00  | 3,624.40  | 3,714.57  |

Signature: \_\_\_\_\_

Ray Evans, Secretary

Date: July 21, 1998



RESOLUTION 98-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 1998-1999 dated July 21, 1998, and implements such on July 1, 1998.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

I, Ray Evans, 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 twenty-first of July, 1998.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of July, 1998.

\_\_\_\_\_  
Ray Evans, Secretary  
Board of Trustees of the Placentia Library District  
of Orange County





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**Holiday and Library Public Service Schedule for 1998 and 1999**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

**1998**

|                           |                  |                    |
|---------------------------|------------------|--------------------|
| <b>New Year's Day</b>     | <b>Thursday</b>  | <b>January 1</b>   |
| Day before Monday Holiday | Sunday           | February 15        |
| <b>President's Day</b>    | <b>Monday</b>    | <b>February 16</b> |
| Easter                    | Sunday           | April 12           |
| Day before Monday Holiday | Sunday           | May 24             |
| <b>Memorial Day</b>       | <b>Monday</b>    | <b>May 25</b>      |
| <b>Independence Day</b>   | <b>Saturday</b>  | <b>July 4</b>      |
| Day before Monday Holiday | Sunday           | September 6        |
| <b>Labor Day</b>          | <b>Monday</b>    | <b>September 7</b> |
| <b>Veteran's Day</b>      | <b>Wednesday</b> | <b>November 11</b> |
| <b>Thanksgiving Day</b>   | <b>Thursday</b>  | <b>November 26</b> |
| <b>Christmas Eve Day</b>  | <b>Thursday</b>  | <b>December 24</b> |
| <b>Christmas Day</b>      | <b>Friday</b>    | <b>December 25</b> |
| Holiday Furlough          |                  | December 27-30     |
| <b>New Year's Eve Day</b> | <b>Thursday</b>  | <b>December 31</b> |

## Holiday and Library Public Service Schedule for 1998 and 1999

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

### 1999

|                           |                 |                    |
|---------------------------|-----------------|--------------------|
| <b>New Year's Day</b>     | <b>Friday</b>   | <b>January 1</b>   |
| Day before Monday Holiday | Sunday          | February 14        |
| <b>President's Day</b>    | <b>Monday</b>   | <b>February 15</b> |
| Easter                    | Sunday          | April 4            |
| Day before Monday Holiday | Sunday          | May 30             |
| <b>Memorial Day</b>       | <b>Monday</b>   | <b>May 31</b>      |
| Day before Monday Holiday | Sunday          | July 4             |
| <b>Independence Day</b>   | <b>Monday</b>   | <b>July 5</b>      |
| Day before Monday Holiday | Sunday          | September 5        |
| <b>Labor Day</b>          | <b>Monday</b>   | <b>September 6</b> |
| <b>Veteran's Day</b>      | <b>Thursday</b> | <b>November 11</b> |
| <b>Thanksgiving Day</b>   | <b>Thursday</b> | <b>November 25</b> |
| <b>Christmas Eve Day</b>  | <b>Friday</b>   | <b>December 24</b> |
| <b>Christmas Day</b>      | <b>Saturday</b> | <b>December 25</b> |
| Holiday Furlough          |                 | December 26-30     |
| <b>New Year's Eve Day</b> | <b>Friday</b>   | <b>December 31</b> |





Placentia Library District  
FY1997-1998 General Fund Cash Flow

Agenda Item 34  
Attachment E  
Page 1

| DATE     | CLAIM # | DESCRIPTION                            | CREDIT    | DEBIT     | BALANCE     |
|----------|---------|--|-----------|-----------|-------------|
| 07/01/97 |         | Beginning Balance                      |           |           | 170,465.79  |
| 06/24/97 | 3522    | General to pay on/after 7/1/97         |           | 5,024.74  | 165,441.05  |
| 06/24/97 | 3523    | Payroll to wire 7/3/97                 |           | 19,926.00 | 145,515.05  |
| 06/24/97 | 3524    | Payroll to wire 7/17/98                |           | 19,926.00 | 125,589.05  |
| 07/01/97 | 3525    | General by Library Director            |           | 1,108.28  | 124,480.77  |
| 07/10/97 |         | Canceled out/date check                | 6.20      |           | 124,486.97  |
| 07/15/97 | 3526    | General - PPI                          |           | 1,513.01  | 122,973.96  |
| 07/15/97 | 3527    | General                                |           | 12,500.13 | 110,473.83  |
| 07/15/97 | 3528    | General                                |           | 10,276.56 | 100,197.27  |
| 07/15/97 | 3529    | Payroll to wire 7/31/97                |           | 19,926.00 | 80,271.27   |
| 07/15/97 | 3530    | Payroll to wire 8/14/97                |           | 19,926.00 | 60,345.27   |
| 07/17/97 |         | Secured Final FY96-97                  | 5,201.12  | 13.00     | 65,533.39   |
| 07/17/97 |         | Supplemental Roll Final FY96-97        | 370.60    |           | 65,903.99   |
| 07/21/97 |         | Supplemental Secured Prior Year        | 951.78    |           | 66,855.77   |
| 07/22/97 |         | Supplemental Penalties & Forfeitures   | 309.57    |           | 67,165.34   |
| 07/23/97 |         | Tecter 2nd Current Delinquent          | 13,088.93 | 34.51     | 80,219.76   |
| 07/24/97 |         | Supplemental Roll 1st                  | 1.62      |           | 80,221.38   |
| 07/29/97 | 3531    | General                                |           | 2,542.59  | 77,678.79   |
| 07/29/97 | 3532    | General                                |           | 4,737.90  | 72,940.89   |
| 08/06/97 | 3533    | General by Library Director            |           | 1,342.96  | 71,597.93   |
| 08/06/97 | 3534    | General by Library Director            |           | 1,009.47  | 70,588.46   |
| 08/12/97 |         | July Local Revenue                     | 899.70    |           | 71,488.16   |
| 08/19/97 | 3535    | General - PPI                          |           | 4,222.37  | 67,265.79   |
| 08/19/97 | 3536    | General                                |           | 2,716.27  | 64,549.52   |
| 08/19/97 | 3537    | General                                |           | 9,942.37  | 54,607.15   |
| 08/19/97 | 3538    | General                                |           | 2,135.78  | 52,471.37   |
| 08/19/97 | 3539    | Payroll to wire 8/28/97                |           | 19,926.00 | 32,545.37   |
| 08/19/97 | 3540    | Payroll to wire 9/11/97                |           | 19,926.00 | 12,619.37   |
| 08/19/97 | 3541    | General - Bond Payment to wire 9/10/97 |           | 33,015.00 | (20,395.63) |
| 08/26/97 |         | Commingled Interest Allocation         | 765.06    | 20.12     | (19,650.69) |
| 09/05/97 |         | Transfer from Fund 706                 | 36,000.00 |           | 16,349.31   |
| 09/05/97 |         | Grant for Direct Mail                  | 8,861.00  |           | 25,210.31   |
| 09/05/97 |         | August Local Revenue                   | 2,383.21  |           | 27,593.52   |
| 09/16/97 | 3542    | General - PPI                          |           | 1,551.99  | 26,041.53   |
| 09/16/97 | 3543    | General - PPI                          |           | 2,081.12  | 23,960.41   |
| 09/16/97 | 3544    | General                                |           | 12,569.21 | 11,391.20   |
| 09/16/97 | 3545    | General                                |           | 493.38    | 10,897.82   |
| 09/16/97 | 3546    | Payroll to wire 9/25/97                |           | 19,926.00 | (9,028.18)  |
| 09/16/97 | 3547    | Payroll to wire 10/9/97                |           | 19,926.00 | (28,954.18) |
| 09/16/97 | 3548    | Payroll to wire 10/23/97               |           | 19,926.00 | (48,880.18) |
| 09/16/97 | 3549    | Payroll to wire 11/6/97                |           | 19,926.00 | (68,806.18) |
| 09/16/97 | 3550    | Payroll to wire 11/20/97               |           | 19,926.00 | (88,732.18) |
| 09/22/97 |         | Transfer from Fund 706                 | 65,000.00 |           | (23,732.18) |
| 09/22/97 |         | Transfer from Fund 702                 | 30,000.00 |           | 6,267.82    |
| 09/22/97 |         | Unsecured 1st Actual                   | 34,899.83 | 87.25     | 41,080.40   |
| 09/23/97 |         | Local Revenue, August                  | 1,033.75  |           | 42,114.15   |
| 09/24/97 | 3551    | PPI by Library Director                |           | 3,581.83  | 38,532.32   |
| 09/24/97 | 3552    | PPI by Library Director                |           | 2,124.18  | 36,408.14   |
| 09/30/97 |         | Commingled Interest Allocation         | 442.33    | 11.63     | 36,838.84   |
| 10/02/97 | 3553    | PPI by Library Director                |           | 1,625.18  | 35,213.66   |
| 10/02/97 | 3554    | PPI by Library Director                |           | 9,590.61  | 25,623.05   |
| 10/02/97 | 3555    | General by Library Director            |           | 4,812.47  | 20,810.58   |
| 10/22/97 |         | Commingled Interest Allocation         | 317.22    | 8.26      | 21,119.54   |

Placentia Library District  
FY1997-1998 General Fund Cash Flow

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| DATE     | CLAIM # | DESCRIPTION                         | CREDIT     | DEBIT     | BALANCE     |
|----------|---------|-------------------------------------|------------|-----------|-------------|
| 10/27/97 | 3556    | PPI by Library Board Members        |            | 4,269.93  | 16,849.61   |
| 10/27/97 | 3557    | PPI by Library Board Members        |            | 2,459.20  | 14,390.41   |
| 11/03/97 | 3558    | General by Library Director         |            | 1,318.57  | 13,071.84   |
| 11/18/97 | 3559    | General - PPI                       |            | 4,659.78  | 8,412.06    |
| 11/18/97 | 3560    | General                             |            | 13,989.01 | (5,576.95)  |
| 11/18/97 | 3561    | General                             |            | 3,463.88  | (9,040.83)  |
| 11/18/97 | 3562    | General                             |            | 1,244.37  | (10,285.20) |
| 11/18/97 | 3563    | General                             |            | 4,037.16  | (14,322.36) |
| 11/18/97 | 3564    | Payroll to wire 12/4/97             |            | 19,926.00 | (34,248.36) |
| 11/18/97 | 3565    | Payroll to wire 12/18/97            |            | 19,926.00 | (54,174.36) |
| 11/21/97 |         | State TBR                           | 2,104.18   |           | (52,070.18) |
| 11/21/97 |         | 321 Grant - Dept. of Educ.          | 3,426.00   |           | (48,644.18) |
| 11/21/97 |         | Local Revenue, September & October  | 3,979.21   |           | (44,664.97) |
| 11/24/97 |         | Commingled Interest Allocation      | 437.94     | 11.49     | (44,238.52) |
| 11/25/97 |         | Current Secured 1st                 | 67,903.18  | 169.76    | 23,494.90   |
| 12/05/97 | 3566    | General by Library Director         |            | 3,125.17  | 20,369.73   |
| 12/05/97 | 3567    | PPI by Library Director             |            | 1,581.56  | 18,788.17   |
| 12/09/97 |         | Homeowners Property Tax Relief      | 2,277.07   |           | 21,065.24   |
| 12/11/97 |         | Current Secured 2nd                 | 113,707.74 | 284.27    | 134,488.71  |
| 12/15/97 |         | Current Supplemental 1st            | 5,339.85   |           | 139,828.56  |
| 12/16/97 | 3568    | General - PPI                       |            | 7,736.78  | 132,091.78  |
| 12/16/97 | 3569    | General                             |            | 15,230.98 | 116,860.80  |
| 12/16/97 | 3570    | General                             |            | 4,284.83  | 112,575.97  |
| 12/16/97 | 3571    | General                             |            | 2,779.48  | 109,796.49  |
| 12/16/97 | 3572    | Payroll to wire 1/5/98              |            | 19,926.00 | 89,870.49   |
| 12/16/97 | 3573    | Payroll to wire 1/15/98             |            | 19,926.00 | 69,944.49   |
| 12/17/97 |         | Current Secured 3rd                 | 175,507.48 | 438.77    | 245,013.20  |
| 12/22/97 |         | Commingled Interest Allocation      | 316.48     | 8.21      | 245,321.47  |
| 12/22/97 |         | State TBR                           | 2,026.63   |           | 247,348.10  |
| 12/22/97 |         | State Humanities Grant              | 500.00     |           | 247,848.10  |
| 12/22/97 |         | Local Revenue, November             | 1,458.13   |           | 249,306.23  |
| 12/18/98 |         | Interest on Impounds                | 176.98     |           | 249,483.21  |
| 12/22/98 |         | State Dept. Educ 321 Grant          | 1,522.00   |           | 251,005.21  |
| 01/08/97 | 3575    | PPI by Library Director             |            | 2,004.94  | 249,000.27  |
| 01/08/98 | 3574    | PPI by Library Director             |            | 3,818.97  | 245,181.30  |
| 01/08/98 |         | Homeowners Property Tax Relief      | 5,313.13   |           | 250,494.43  |
| 01/15/98 |         | Unsecured 2nd Actual                | 6,066.51   | 15.17     | 256,545.77  |
| 01/20/98 | 3480    | General                             |            | 518.17    | 256,027.60  |
| 01/20/98 | 3576    | General - PPI                       |            | 2,954.29  | 253,073.31  |
| 01/20/98 | 3577    | General                             |            | 1,730.83  | 251,342.48  |
| 01/20/98 | 3578    | General                             |            | 32,298.27 | 219,044.21  |
| 01/20/98 | 3579    | General                             |            | 2,232.75  | 216,811.46  |
| 01/20/98 | 3581    | Payroll to wire 1/29/98             |            | 19,926.00 | 196,885.46  |
| 01/20/98 | 3582    | Payroll to wire 2/12/98             |            | 19,926.00 | 176,959.46  |
| 01/22/98 |         | Current Secured 4th                 | 50,637.92  | 126.59    | 227,470.79  |
| 01/26/98 |         | Current Supplemental 2nd            | 2,397.19   |           | 229,867.98  |
| 01/30/98 |         | Commingled Interest Allocation, Dec | 1,073.38   | 27.94     | 230,913.42  |
| 01/30/98 |         | Transfer to Fund 702                |            | 30,000.00 | 200,913.42  |
| 02/03/98 |         | Local Revenue, December             | 1,365.74   |           | 202,279.16  |
| 02/04/98 |         | Public Utility Tax                  | 12,571.79  |           | 214,850.95  |
| 02/04/98 |         | Distribution of Forfeiture Accounts | 3,062.01   | 31.43     | 217,881.53  |

Placentia Library District  
FY1997-1998 General Fund Cash Flow

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| DATE     | CLAIM # | DESCRIPTION                         | CREDIT     | DEBIT      | BALANCE    |
|----------|---------|-------------------------------------|------------|------------|------------|
| 02/10/98 | 3583    | PPI by Library Director             |            | 1,725.80   | 216,155.73 |
| 02/10/98 | 3584    | PPI by Library Director             |            | 991.98     | 215,163.75 |
| 02/17/98 | 3585    | General                             |            | 11,855.92  | 203,307.83 |
| 02/17/98 | 3586    | General                             |            | 972.65     | 202,335.18 |
| 02/17/98 | 3587    | General                             |            | 667.05     | 201,668.13 |
| 02/17/98 | 3588    | Payroll to wire 2/26/98             |            | 19,926.00  | 181,742.13 |
| 02/17/98 | 3589    | Payroll to wire 3/12/98             |            | 19,926.00  | 161,816.13 |
| 02/17/98 | 3590    | General - PPI                       |            | 33,244.01  | 128,572.12 |
| 02/17/98 |         | Current Supplemental 3rd            | 684.96     |            | 129,257.08 |
| 02/20/98 |         | Commingled Interest Allocation, Jan | 1,517.19   | 39.08      | 130,735.19 |
| 02/27/98 |         | Interest Administrative Fee Rebate  | 2.89       | -51.48     | 130,789.56 |
| 03/03/98 | 3591    | PPI by Library Director             |            | 1,710.45   | 129,079.11 |
| 03/03/98 |         | Distribution of Forfeiture Accounts | 75.69      |            | 129,154.80 |
| 03/05/98 | 3592    | PPI by Library Director             |            | 1,112.99   | 128,041.81 |
| 03/09/98 |         | Local Revenue, January              | 1,550.31   |            | 129,592.12 |
| 03/17/98 | 3593    | General - PPI                       |            | 3,721.95   | 125,870.17 |
| 03/17/98 | 3594    | General                             |            | 48,471.97  | 77,398.20  |
| 03/17/98 | 3595    | General                             |            | 4,256.37   | 73,141.83  |
| 03/17/98 | 3596    | General                             |            | 978.93     | 72,162.90  |
| 03/17/98 | 3597    | General                             |            | 140.92     | 72,021.98  |
| 03/17/98 | 3598    | Payroll to wire 3/25/98             |            | 19,926.00  | 52,095.98  |
| 03/17/98 | 3599    | Payroll to wire 4/9/98              |            | 19,926.00  | 32,169.98  |
| 03/17/98 | 3600    | Payroll to wire 4/23/98             |            | 19,926.00  | 12,243.98  |
| 03/20/98 |         | Local Revenue, February             | 1,795.04   |            | 14,039.02  |
| 03/20/98 |         | State TBR - ILL                     | 1,242.66   |            | 15,281.68  |
| 03/20/98 |         | State Literacy Funds                | 6,594.00   |            | 21,875.68  |
| 03/25/98 |         | Current Secured 5th                 | 45,047.45  | 112.62     | 66,810.51  |
| 04/16/98 |         | Current Secured 6th                 | 224,358.68 | 582.04     | 290,587.15 |
| 04/20/98 |         | Current Supplemental 4th            | 4,141.61   |            | 294,728.76 |
| 04/21/98 | 3601    | General - PPI                       |            | 4,096.64   | 290,632.12 |
| 04/21/98 | 3602    | General - PPI                       |            | 984.85     | 289,647.27 |
| 04/21/98 | 3603    | General - PPI                       |            | 2,071.29   | 287,575.98 |
| 04/21/98 | 3604    | General                             |            | 893.28     | 286,682.70 |
| 04/21/98 | 3605    | General                             |            | 1,220.88   | 285,461.82 |
| 04/21/98 | 3606    | Payroll to wire 5/7/98,             |            | 19,926.00  | 265,535.82 |
| 04/21/98 | 3607    | Payroll to wire 5/21/98             |            | 19,926.00  | 245,609.82 |
| 04/27/98 |         | Public Library Fund                 | 28,313.00  |            | 273,922.82 |
| 04/27/98 |         | Local Revenue, February             | 31.18      |            | 273,954.00 |
| 05/07/98 |         | Homeowners Property Tax Relief      | 5,313.16   |            | 279,267.16 |
| 05/14/98 |         | Current Secured 7th                 | 33,250.16  | 83.13      | 312,434.19 |
| 05/14/98 |         | Current Supplemental 5th            | 1,105.67   |            | 313,539.86 |
| 05/19/98 | 3608    | General - PPI                       |            | 3,938.59   | 309,601.27 |
| 05/19/98 | 3609    | General - PPI                       |            | 1,019.70   | 308,581.57 |
| 05/19/98 | 3610    | General - PPI                       |            | 3,290.93   | 305,290.64 |
| 05/19/98 | 3611    | General                             |            | 12,221.63  | 293,069.01 |
| 05/19/98 | 3612    | General                             |            | 3,039.65   | 290,029.36 |
| 05/19/98 | 3613    | General                             |            | 363.64     | 289,665.72 |
| 05/19/98 | 3614    | Payroll to wire 6/4/98              |            | 19,926.00  | 269,739.72 |
| 05/19/98 | 3615    | Payroll to wire 6/18/98             |            | 10,765.00  | 258,974.72 |
| 05/19/98 |         | Transfer to Fund 706                |            | 101,000.00 | 157,974.72 |
| 05/20/98 |         | Public Utility Tax                  | 12,336.46  | 30.84      | 170,280.34 |
| 05/22/98 |         | State TBR - ILL                     | 1,050.00   |            | 171,330.34 |

Placentia Library District  
 FY1997-1998 General Fund Cash Flow

| DATE     | CLAIM # | DESCRIPTION                         | CREDIT       | DEBIT        | BALANCE    |
|----------|---------|-------------------------------------|--------------|--------------|------------|
| 05/22/98 |         | Local Revenue, March/April          | 4,559.65     |              | 175,889.99 |
| 05/28/98 |         | Commingled Interest Allocation, Feb | 1,172.96     | 29.67        | 177,033.28 |
| 05/29/98 |         | Commingled Interest Allocation, Mar | 809.07       | 20.88        | 177,821.47 |
| 06/04/98 | 3616    | PPI by Library Director             |              | 3,914.33     | 173,907.14 |
| 06/09/98 |         | Homeowners Property Tax Relief 4th  | 2,277.06     |              | 176,184.20 |
| 06/09/98 |         | State Timber Yield Tax              | 0.62         |              | 176,184.82 |
| 06/15/98 |         | Current Supplemental 6th            | 744.21       |              | 176,929.03 |
| 06/16/98 | 3617    | General - PPI                       |              | 924.68       | 176,004.35 |
| 06/16/98 | 3618    | General - PPI                       |              | 1,510.18     | 174,494.17 |
| 06/16/98 | 3619    | General                             |              | 10,587.71    | 163,906.46 |
| 06/16/98 | 3620    | General                             |              | 2,162.27     | 161,744.19 |
| 06/16/98 | 3621    | General                             |              | 1,860.47     | 159,883.72 |
| 06/16/98 | 3623    | General                             |              | 14,328.46    | 145,555.26 |
| 06/16/98 | 3624    | General                             |              | 4,035.65     | 141,519.61 |
| 06/19/98 |         | Local Revenue, May                  | 3,903.42     |              | 145,423.03 |
| 06/20/98 | 3627    | PPI by Library Trustees             |              | 5,882.69     | 139,540.34 |
| 06/23/98 | 3628    | PPI by Library Director             |              | 3,862.91     | 135,677.43 |
| 06/23/98 | 3629    | PPI by Library Director             |              | 7,051.23     | 128,626.20 |
| 06/23/98 |         | Current Unsecured Final             | 4,647.04     | 11.62        | 133,261.62 |
| 06/24/98 |         | Unsecured Final Year Paid           | 1,036.30     | 2.59         | 134,295.33 |
| 06/24/98 |         | State TBR - ILL                     | 1,811.75     |              | 136,107.08 |
| 06/24/98 |         | State 321 Grant                     | 971.00       |              | 137,078.08 |
| 06/24/98 |         | Local Revenue, Year End             | 494.45       |              | 137,572.53 |
| 06/29/98 |         | Interest for Unapportioned Tax      | 2,717.36     | 51.98        | 140,237.91 |
| 06/30/98 |         | Commingled Interest Allocation, Apr | 980.65       | 26.13        | 141,192.43 |
|          |         | TOTAL                               | 1,058,238.11 | 1,087,511.47 |            |



**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Charlene Dumitru, Library Assistant  
**SUBJECT:** Dental and Vision Employee Insurance Plans  
**DATE:** July 21, 1998

**BACKGROUND:**

Dental and Vision employee insurance benefit plans are due for renewal. Stormy Waldek of Anderson and Anderson Insurance Brokers has received quotes from several dental and vision insurance companies and has prepared a comparison of benefits and costs. Mr. Waldek will attend the Board Meeting on July 21, and present to the Board the options for renewal of Dental and Vision benefits.

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## Comments

Here is the guide to the "Insured" abbreviations:

|       |   |
|-------|---|
| Ee    | = employee (the number in parenthesis is the total number in this category) |
| +Sp   | = additional cost for spouse coverage                                       |
| +C    | = additional cost for one or more children                                  |
| +Sp+C | = additional cost for a spouse plus one or more children                    |
| + 1   | = additional cost for one dependent (spouse or child)                       |
| + 2   | = additional cost for two or more dependents                                |

All dental plans have essentially the same benefit structure with minor differences

The inforce vision plan is through Vision Plan of America (VPA). The vision plan illustrated with Ameritas and Guardian is through Vision Service Plan (VSP). Both carriers have an alliance with VSP. It is possible to have dental coverage only with Ameritas and Guardian and leave VPA in place.

An alternative approach is to use one of the dental carriers on a stand alone basis and add VSP + VDT as a stand alone vision plan. VDT (Video Display Terminal) is a rider added to a stand alone VSP plan that provides a special benefit for employees only. The benefit is an additional test specifically for those working with video monitors and would provide special lenses for video monitor use (whether or not the employee required prescription lenses)

For example, the combination of Ameritas dental plus the VSP + VDT vision plan would total \$580.18 per month.

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**CARRIER COMPARISON**

**PRINCIPAL (Renewal)**

| <u>Insured</u> | <u>Dental</u> | <u>Vision</u> <i>VPA</i> | <u>Total</u> | <u>Library Total</u> |
|----------------|---------------|--------------------------|--------------|----------------------|
| Ee (11)        | \$34.44       | \$ 6.60                  | \$41.04      | \$451.44             |
| + Sp (1)       | 34.44         | 5.10                     | 39.54        | 39.54                |
| + C (1)        | 24.69         | 5.10                     | 29.79        | 29.79                |
| + Sp+C (1)     | 59.17         | 10.35                    | 69.52        | <u>69.52</u>         |
|                |               |                          | <b>Total</b> | <b>\$590.29</b>      |

**AMERITAS** *VSP incl VDT*

|          |         |         |              |                 |
|----------|---------|---------|--------------|-----------------|
| Ee (11)  | \$27.30 | \$11.10 | \$38.40      | \$422.40 <      |
| + 1 (2)  | 25.60   | 9.20    | 34.80        | 69.60           |
| + 2+ (1) | 60.40   | 21.60   | 82.00        | <u>82.00</u>    |
|          |         |         | <b>Total</b> | <b>\$574.00</b> |

**GUARDIAN** *VSP incl VDT*

|            |         |         |              |                 |
|------------|---------|---------|--------------|-----------------|
| Ee (11)    | \$33.79 | \$11.46 | \$45.25      | \$497.75        |
| + Sp (1)   | 33.26   | 9.36    | 42.62        | 42.62           |
| + C (1)    | 27.93   | 9.36    | 37.29        | 37.29           |
| + Sp+C (1) | 61.19   | 18.72   | 79.91        | <u>79.91</u>    |
|            |         |         | <b>Total</b> | <b>\$657.57</b> |

**VSP + VDT (\$20 Co-Pay)**

|          |         |                 |
|----------|---------|-----------------|
| Ee (11)  | \$12.76 | \$140.36        |
| + 1 (2)  | 5.03    | 10.06           |
| + 2+ (1) | 17.86   | <u>17.86</u>    |
|          |         | <b>Total</b>    |
|          |         | <b>\$168.28</b> |

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AMERITAS BENEFITS

PPO Benefit

Non-PPO Benefit

Preventive  
Deductible

100%  
0

100%  
0

Basic  
Deductible

80%  
\$50 (combined)

80%  
\$50 (combined)

Major  
Deductible

50%  
\$50 (combined)

50%  
\$50 (combined)

Max annual benefit - \$1,500

No orthodontia benefits

Takeover - Yes

3 month wait  
12 month wait

+ 25 higher

12.74  
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12.74  
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14036

34.44  
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3444  
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140.35  
8519.28

27.30  
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2730  
2730  
300.30  
140.39  
440.66

GUARDIAN BENEFITS

PPO Benefit

Non-PPO Benefit

Preventive  
Deductible

100%  
0

80%  
0

Basic  
Deductible

80%  
\$50 (combined)

80%  
\$50 (combined)

Major  
Deductible

50%  
\$50 (combined)

50%  
\$50 (combined)

Max annual benefit - \$1,500

No orthodontia benefit

Takeover - Yes

3 month wait  
12 month wait

+ 25 higher

519.20  
440.66  
78.54

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## CURRENT BENEFITS

Inforce dental plan is Principal PPO:

|            | <u>PPO Benefit</u> | <u>Non-PPO Benefit</u> |
|------------|--------------------|------------------------|
| Preventive | 100%               | 80%                    |
| Deductible | 0                  | \$50 (combined)        |
| Basic      | 80%                | 80%                    |
| Deductible | \$25 (combined)    | \$50 (combined)        |
| Major      | 50%                | 50%                    |
| Deductible | \$25 (combined)    | \$50 (combined)        |

Max annual benefit - \$1,500 *per insured*

No orthodontia coverage

$$\begin{array}{r} 26 \\ 12 \overline{) 883} \\ \underline{24} \\ 43 \end{array}$$

$$\begin{array}{r} 883 \\ 4500 \\ \hline 5383 \end{array}$$

$$\begin{array}{r} 574 \\ 12 \\ \hline 1148 \\ 574 \\ \hline 6888 \end{array}$$

*14.2% increase*

*6.60*

$$\frac{580.18}{12}$$

$$\begin{array}{r} 581 \\ 12 \\ \hline 1162 \\ 581 \\ \hline 4978 \end{array}$$

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Resolution Nominating Pat Irot for the California Special Districts Association 1998 Distinguished Volunteer Award

**DATE:** July 21, 1998

**BACKGROUND:**

The California Special Districts Association provides an award each year to a distinguished volunteer.

The Library Staff is requesting that the Board nominate Pat Irot for the 1998 award.

The award will be presented at the CSDA Conference in San Francisco in September.

The nomination material is Attachment A.

Resolution 98-6 for the nomination is Attachment B.

**RECOMMENDATIONS:**

1. Motion to read Resolution 98-6 by Title only
2. Motion to adopt Resolution 98-6



## 1998 Distinguished Volunteer Award

**Name of Volunteer to receive award:**

A.C."Pat" Irot.

**Type of volunteer position:**

President, Friends of Placentia Library District.

Director, Placentia Library Foundation.

Representative of the Placentia Board of Trustees on the Ad Hoc Committee for the Placentia History Room.

**Name of Special District:**

Placentia Library District

**Currently volunteering...yes.....**

**Duties, responsibilities, programs involved in, etc.**

The Board of Trustees of the Placentia Library District is proud to nominate A.C."Pat" Irot for the 1998 Distinguished Volunteer Award.

Being the nominee for the Library, the heart and soul of this community, speaks eloquently of Pat's outstanding dedication and strong advocacy in the field of education both as President of the Friends of Placentia Library and as a teacher and a school principal. It speaks of her on-going commitment to practicing and supporting libraries and education. As a citizen and parent and with her background in education, Pat understands the essential need for reading in school, at home and in the library; by preschoolers, by seniors and all those in between.

At the Placentia Library, it would be very hard for patrons to tell whether Pat Irot is a volunteer, a Friend or a regular employee. She is there at all hours sorting magazines, selling books, addressing envelopes, presiding over meetings, writing grant proposals and at times even answering reference questions.

- Ever since Proposition 13 passed in 1978 , through the Orange County bankruptcy and the property tax shifting by the State from Special Districts to other programs, the Library has been plagued by budget cuts and has struggled for funding, and always in the forefront you could find a concerned Pat Irot organizing fund raisers, leading the Friends to execute them, and doing a great deal of the work herself to deliver the fruits of their

labor. Her latest contribution as the President of the Friends is being on the Steering Committee for the Library Strategic Planning Workshop.

A total of **\$162,433** has been raised in the last eight years during which Pat has been the President of the Friends. The major fund raisers have included an effective membership drive, the Adopt-A-Book campaign, the semi-annual book sales, the on-going book sale and the extremely successful annual Friends' Author Luncheons that were attended by hundreds of library supporters. Well known novelists have spoken at these luncheons, and behind each of these well organized activities you could find Pat working diligently on all the details that go into such projects. Pat is not afraid of hard work, her bright smile is contagious, her source of energy seems endless and her constant support of the Library is awesome. day does not pass without her doing everything within her ability to promote reading and education.

- In taking the helm of presidency of the Friends eight years ago, Pat had a vision of the need of pushing for the enhancement of library services for the citizens of Placentia. Pat promoted the idea of enlarging the used books sales outlet to match the ever growing donations of books and magazines by the local citizens. Placentia is a reading community. Despite space limitations, the sales outlet has been revised and enlarged to the present day book store.
- The Friends were encouraged to work with the Library staff and the Placentia Historical Committee on the reorganization of the California History Room at the Library. Pat entered this project with her usual contagious enthusiasm, serving on an Ad Hoc committee to convert the California History Room to the Placentia History Room and to inventory, organize and prepare the holdings for electronic accessibility. The Placentia History Room was reorganized and cleaned up in time for the Library's 75th Anniversary in October of 1994, and Pat was right there sleeves rolled up sorting, dusting, organizing and cleaning. Only Pat and her co-volunteers know how many hours were spent on this project before it was brought into near completion. All these activities never stopped her from taking time to represent the Friends at community functions such as the Heritage Days Parade or being responsible for:
  - Purchasing and maintaining equipment and supplies for the Placentia History Room.
  - Following-up on leads relating to local history.
  - Writing Status and Progress Reports concerning the Placentia History Room to the Placentia Historical Committee and the Library Board.
- Pat attended the initial planning meeting of the newly formed Library Foundation and has since become a member of the Foundation Board. In this capacity, Pat has helped in identifying foundations that offer grant moneys for non-profit organizations and educational institutions such as the Library and helped in writing grant proposals to these

1998 Distinguished Volunteer Award Page 3

foundations. As well, Pat has been the Chairperson who coordinated and helped make the Foundation's Annual Donor Receptions memorable events.

**Civic/Community activities:**

- Pat co-authored the grant application for the California Council for the Humanities which resulted in the formation of the Placentia Pride Council. In her capacity as a Pride Board member, and as an example of her deep-rooted care for the community, Pat has concentrated on the Placentia Pride Salutes program, which targets community organizations, acknowledges their evolvments, invites them to set up a display about their organization in the Library and presents them with a certificate of achievement on behalf of the Pride Council.
- As a member of the Placentia Round Table Women's Club, Pat is involved in the following Committees and Projects:
  - As the Shoe and Jacket Committee Chairman, she provides Women's Club money to identify needy students in grades K-8 in Placentia schools (10 schools)
  - B.B.Q Fund Raising Committee as part of the City's Heritage Week activities.
  - Veteran's Committee, she contributes to handmade Afghans for wheelchair patients in hospitals.
  - Indian Project, she contributes to homemade caps for those living on Reservations.

**Other contributions to the community, awards, etc.**

- Pat was nominated and selected as :
  - "Woman of Achievement" for 1995-1996 by the North Orange County Business and Professional Women Organization.
  - 1996 Placentia Citizen of the Year.
- Pat Irot was hired by the Placentia-Yorba Linda Unified School District in 1969 as a state-funded Miller-Unruh reading teacher to serve students at Rio Vista and McFadden elementary schools. In this capacity, Pat ran a reading lab for students having difficulty with reading. She provided materials and suggested strategies to teachers working with these students. With her master's degree in reading and wealth of experience, Pat is recognized as an authority in the area of reading. This, combined with her practical nature, made her much sought after.  
Pat coordinated her program with the federally funded Title 1 program for students with difficulties in language arts or mathematics.

When the state initiated the Early Childhood Education program, Rio Vista was the first school in the Placentia Unified School District to apply for and receive a grant to enter this program. Pat had a primary role in the development, implementation, and success of the Early Childhood Education program. Success was measured by a review team from the State Department of Education. Because Rio Vista's Early Childhood Education program was so effective, additional schools in the district were allowed to develop Early Childhood Education programs, thereby receiving additional state funding.

- In the fall of 1977, Pat became principal at Rio Vista. This was the same time that McFadden School closed and Rio Vista was reconfigured from a kindergarten-through-third-grade school to a kindergarten-through-sixth-grade school to accommodate the McFadden students. The school literally doubled in size over a three month period. Pat managed that growth process and instituted several new programs to bridge the diverse community. She instituted a health education program in the community, provided by the school nurse, and classes in English for limited-English speaking parents. At the school itself, Pat raised teachers' awareness of the teaching of reading, initiating a program of teaching reading in all content areas. For example, when students studied social studies, they learned how to read an informational text in addition to learning the content of social studies. For these efforts, Pat received strong support from both staff members and the community.
- In the fall of 1979, Pat was transferred to Woodsboro Elementary School as principal. There, Pat wrote a technology grant for a writing lab. This grant was funded, assuring that the students at Woodsboro would receive word processing skills. To increase their profitable use of time in the lab itself, she instituted a "dry lab" in the regular classes, with students practicing and improving keyboarding skills by using keyboard charts on their desks in their classrooms a few minutes per day.
- When Pat retired from the district, she agreed to continue supporting the needs of the district by serving as a consultant. She has served in many capacities including writing grants, providing staff development, and reviewing schools for state and district accountability programs. In the past, she has helped to write technology grants, providing general assistance to educators across the district and specialized assistance for individual schools. Most recently, Pat played a leading role in writing the "Focus on Students, Leaders of Tomorrow" grant which was funded for \$40,000. Pat has assisted the district in its implementation of the School-Based Coordinated Program since her retirement. This includes training teachers in the legal requirements of the state program, and in their understanding of the curricular and instructional requirements of the program. Her most noted role, however, has been her leadership in reviewing individual schools. Through her involvement in the Early Childhood Education Program, which became the School Improvement Program and is now the School-Based Coordinated Program, Pat was trained to review schools for the State Department of Education. She led state reviews in other school districts and eventually worked for the



1998 Distinguished Volunteer Award Page 5

State Department of Education to provide training for other educators who would serve on review teams. In Placentia-Yorba Linda, Pat led review teams at all of the elementary schools. She has a depth of understanding of all curricular areas that is rare and an ability to provide clear, meaningful feedback that results in improved educational programs for students. If you were to ask Pat, herself, to describe that role, she would say that her responsibility was to "analyze, probe, and push." And she does!

- Outside of the School District, Pat has taught classes in reading theory and techniques at California State University at Fullerton. For the past five years, she has served as a Supervisor of Student Teachers for the University of Redlands.

In addition to her affiliation with the Friends, the Library Foundation and the Placentia Round Table Women's Club, Pat is currently affiliated with the following organizations as:

Director, Placentia Yorba Linda Unified School District Foundation Board.  
Past Vice President, Placentia Network Committee.  
Member, Association of School Administrators  
Member, California Reading Association.  
Member, California Retired Teachers Association.  
Member, International Reading Association.  
Member, Orange County Reading Association.  
Member of the University of Denver Alumni Association.  
Member, Placentia Founders Society.  
Member, San Juan Capistrano Preservation Society.

Past Organizational Affiliations:

Founder and past President, California State University Fullerton Reading Education.  
Board member, Orange County Reading Association.

When asked to describe Pat in a few words, Nita Godwin, a past Friends' president, who has worked very closely with Pat, she wrote, "the words that most aptly describe Pat Irot's contribution to the Library and to the Friends and hence to the community are: vision, understanding, enthusiasm, energy, organizer-par excellence." and she added:

With an apology to Mr. Shakespeare: "What a piece of work is woman!  
How noble in reason  
How infinite in faculty. In form. In moving. How express and admirable! A friends' friend."  
This is Pat Irot!!!!!!!



RESOLUTION NO. 98-6

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO NOMINATE ANNA C. (PAT) IROT  
FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
1998 DISTINGUISHED VOLUNTEER AWARD

WHEREAS, the California Special Districts Association (CSDA) provides an award each year to a distinguished volunteer, and

WHEREAS, Pat Irot serves as President of Friends of Placentia Library, Director of Placentia Library Foundation, coordinator of Placentia History Room and in other volunteer capacities serving the Placentia Library District, and

WHEREAS, Pat Irot is involved in other community volunteer activities including Placentia Round Table Women's Club, Placentia Pride Council and Placentia Heritage Week, and

WHEREAS, Pat Irot was selected as Woman of Achievement for 1995-1996 by the North Orange County Business and Professional Women Organization and as 1996 Placentia Citizen of the Year, and

WHEREAS, the Staff of Placentia Library District request that Pat Irot be nominated for the 1998 CSDA Distinguished Volunteer Award,

THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees nominates Anna C. (Pat) Irot for the California Special Districts Association 1998 Distinguished Volunteer Award.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

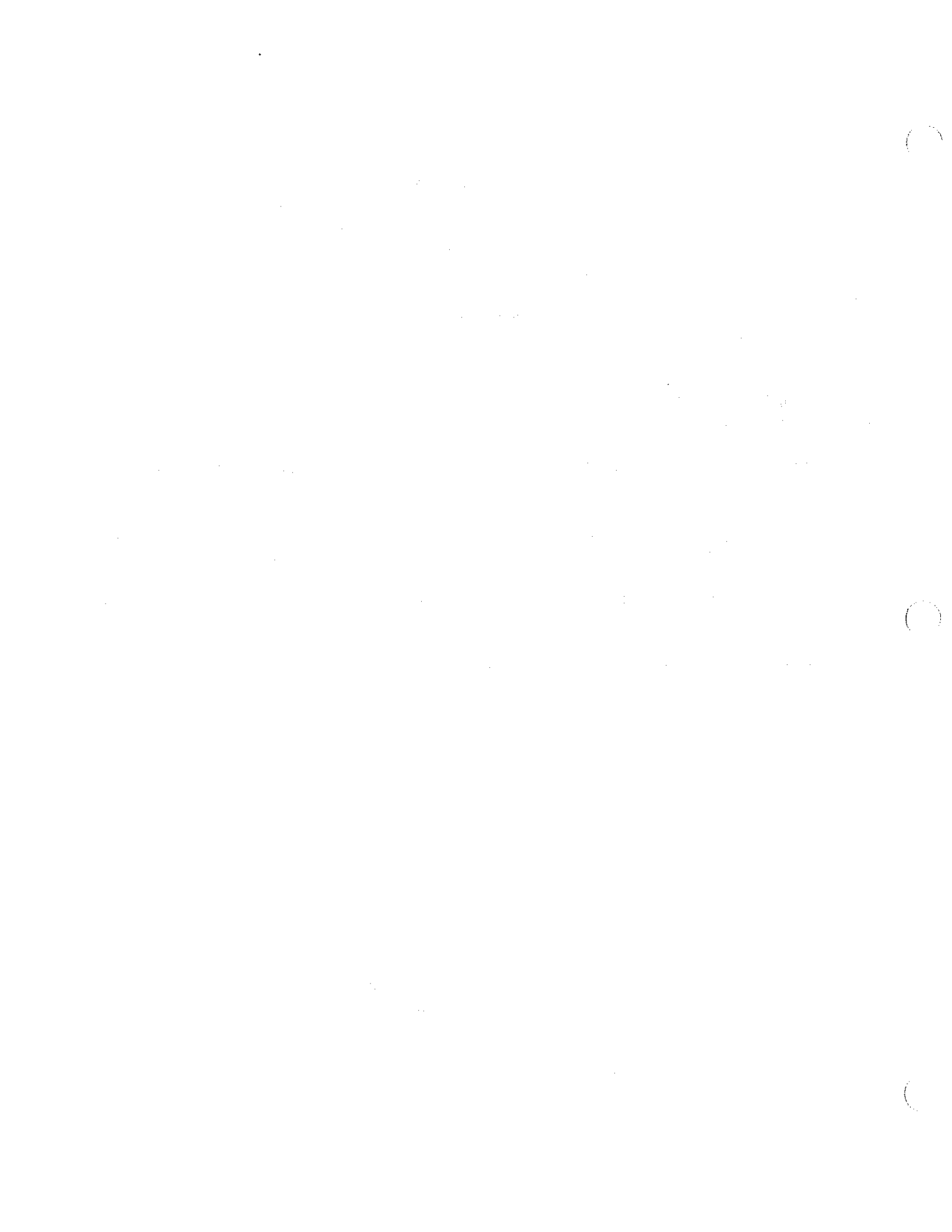
ABSENT: TRUSTEES:

State of California )  
                                  ) ss.  
County of Orange )

I, Ray Evans, 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 twenty-first day of July, 1998.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of July, 1998.

\_\_\_\_\_  
Ray Evans, Secretary  
Board of Trustees, Placentia Library District of Orange County



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Appointment of Trustee Representative to the Placentia Library Foundation Board of Directors

**DATE:** July 21, 1998

**BACKGROUND:**

Library Trustee Jean Pappas' resignation on July 1, 1998 created a vacancy on the Library Board appointments to the Placentia Library Foundation Board of Directors.

The Library Board President has the authority to make this appointment.

Robert Tunstall of Supervisor Steiner's Office has advised the Library that Al Shkoler's appointment to the Library Board will be on the Supervisor's Agenda for July 28, 1998.

**RECOMMENDATION:**

Appoint Al Shkoler as a Board representative to the Placentia Library Foundation Board of Directors, effective upon his appointment as a Trustee of Placentia Library District by the Orange County Board of Supervisors

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TO: Elizabeth Minter, Library Director  
 FROM: Suad Ammar, Principal Librarian  
 DATE: July 21, 1998  
 SUBJECT: **Program Committee Report for the Month of June 1998**

| PLACENTIA LIBRARY DISTRICT  |               |               |
|-----------------------------|---------------|---------------|
| PROGRAM STATISTICS          |               |               |
| DEPARTMENT                  | JUNE 1998     |               |
|                             | # of Programs | #of Attendees |
| <i>LITERACY SERVICES</i>    |               |               |
| Citizenship Exam            | 1             | 19            |
|                             |               |               |
| <i>CHILDREN'S SERVICES</i>  |               |               |
| Way Out Wednesdays          | 2             | 231           |
| SRP Registration            |               | 477           |
| SRP School Visits           | 3             | 1761          |
| Class Visits to the Library | 2             | 27            |
|                             |               |               |





TO: Elizabeth Minter, Library Director  
FROM: Cyrise Smith, Children's Librarian *cmg*  
DATE: July 21, 1998  
SUBJECT: June activities in the Children's Department

**Programming-** There were no storytimes in June. The storytime schedule will resume in July.

**Class/Group visits-** Class visits from local schools continued. Two classes visited the library this month, with a total of 27 children using the library and it's services.

**Summer Reading Program-** The Summer Reading Program is well under way. As of June 30<sup>th</sup>, 477 children had registered for the Summer Reading Program. By the end of June we were into the 2<sup>nd</sup> week of the program. There is a team of 15 teen volunteers to man the prize booth and re-shelve and clean books as time permits.

**Way Out Wednesdays-** There were two Way Out Wednesday shows in June, with a total of 231 kids and adults attending. The shows included a movie, and a performer who lead the kids through the history of America's music. The music show was a big hit, the audience included young girl who really got into the Twist, and a young air guitarist.

**Summer Reading Program School Visits-** School visits to promote the Summer Reading Program finished in June. The Children's Librarian and adult volunteers visited three Placentia Elementary schools, telling approximately 1761 children about the Summer Reading Program. Thanks to my volunteers: Pat Irot, Kay Suiter, Donna Bass, Peggy Dinsmore, and Peggy Thomas for helping out with the visits.

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TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: June 16, 1998  
SUBJECT: Publicity materials produced for June 1998

**Information on the Placentia Library cable channel #53:**

1. Placentia Library Trustees.
2. Library Hours.
3. Afghan for sale at Circulation Desk.
4. Literacy asking for volunteers to take the tutor training program.
5. Summer Reading Program
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Friends of Placentia Library bookstore and on going sale in lobby.
8. Storytimes and lapsit programs for children.

**Newspaper articles published:**

1. Placentia Library begins its Summer Reading Program
2. Programs help keep minds active in summer
3. Living Trust seminar to be held at Library.
4. Libraries are valuable resource.
5. Orange County – Library requires parents OK for Net.
6. Net effect on libraries: Hot stuff's too hot.

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Placentia News  
 Weekly JUN 11 1998

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The Register  
 Daily JUN 22 1998

**SUNDAY**  
 The Placentia Library District begins its summer reading program through August 13. Registration begins today. For more information call 528-1906

**EVENTS: MEETINGS AND CLASSES**

**WEDNESDAY**

Small Business Tax Workshop, 10 a.m.-4 p.m., 25209 Marguerite Parkway, Mission Viejo. Sponsors: Orange County Chapter of Enrolled Agents and the Internal Revenue Service. Free. (949) 360-2094.

Create the Job You Love, noon-1 p.m., Womens Focus, 210 W. Main St., No. 204 Tustin. Presenters: Sandra Young & Charlene Walker. Free. Reservations: (714) 731-8992

Forty Plus of Orange County, Non-Profit Job Search Assistance Program, 10 a.m., 201 S. Anita Drive, Suite 203, Orange. Free.

(714) 938-0161  
 Toastmasters, 7-8 a.m., Co-co's Restaurant, 12582 Valley View, Garden Grove. Free. Jennifer May: (714) 847-2873, Ext.204, or (714) 821-3925

How To Break Into the \$100K - Job Market, 1:30 p.m., Quest Career Marketing, 1500 Quail St., No. 460-26, Newport Beach. Free. Reservations: (949) 660-0212, Ext. 26

How to Use the Internet to Search for Jobs, 10-11:30 a.m. and 6-7:30 p.m., CES, 1551 N. Tustin Ave., Suite 660, Santa Ana. \$20. Reservations: (714) 836-6742  
 Wrongful Job Layoff, Termination and Discrimination, noon-1:30 p.m., Law Offices of Don D. Sessions, 23456 Madero, No. 170, Mission Viejo. \$15. Reservations: (949) 380-0900

11:30 a.m., Placentia Library, 411 E. Chapman Ave. Sponsor: The Cobb Planning Group. Free. Reservations: (714) 558-6662

Understanding Estate/Retirement Planning and Investment Alternatives for 1998, 6:45 p.m., Embassy Suites, 3100 E. Frontera St., Anaheim. Sponsor: Merrill Lynch. Free. (800) 333-4958  
 Orange County Ad Club Computer Animation Program, 6-9 p.m., Peter Samuels Studios, 201 W. Dyer, Suite B, Santa Ana. Members, \$25; nonmembers, \$15. (949) 493-5019

**THURSDAY 332**

American Capital Investors Corp. of Newport Beach, noon-2:30 p.m., Ritz Carlton Hotel, 1 Ritz Carlton Drive, Dana Point. (714) 553-1900  
 Real Estate Investors - How To Do a 1031 Tax Deferred Exchange, 7-8:15 p.m., Yorba Linda Community Center, 4501 Casa Loma Ave. Free. Reservations: Jeff Katz, (714) 998-7250, Ext. 429  
 Living Trust Seminar, 9-

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The Register  
 Daily JUN 22 1998

**Library requires parent's OK for Net**

**COMPUTERS:** If children log on, O.C. library can't limit what they see.

By ANN PEPPER  
 The Orange County Register

Children younger than 18 will need written parental permission before they can tap the free Internet access at the Orange County Public Library.

The requirement, effective July 1, balances constitutional free-speech rights with the need to shield children from the potential downside of the Internet, county Librarian John Adams said Tuesday.

"There are still some Internet sites, such as those displaying pornography, to which it is un-

reasonable for children to have unrestricted access," Adams said. "We have been looking for a common-sense, yet legally defensible, solution to this problem and we believe this is it."

Each of the 27 county branch libraries will have a computer with Internet access by July 1.

Adams will outline the policy covering children's use of the service Tuesday before the county Board of Supervisors.

He said several other methods of restricting children's use of library Internet services, including filtering devices that block access to sites, have been tried elsewhere and failed for both technical and legal reasons.

Filtering devices might be reconsidered if the library can fund

computers dedicated to children's use, Adams said.

Once the permission slip is signed, the library currently has no way of preventing children from accessing questionable sites. Brochures to help parents decide, plus a permission statement, will be available at branches.

Librarians will check for permission slips when patrons reserve computer time.

"The historic role of the public library has been to offer free access to information for everyone," Adams said. "That mission is not altered by the medium. The Internet is of tremendous and growing value as a source of information. However, we need to address the problems it presents."

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Placentia News  
Weekly  
JUN 5 1998

# Programs help keep minds active in summer

Tutoring and reading services open to kids for free or at a cost

By Marcela Rojas  
Placentia News-Times

Tired of seeing your kids laying on the couch, telling you how bored they are and letting all that schooling go to waste?

If you're looking for something to enrich your children's lives this summer, here are three learning programs offered in the city that can do just that.

The Cathy Torrez Learning Center on Santa Fe Street will have basic academic instruction from 1:30 p.m. to 5:30 p.m. Monday through Thursday from June 29 to July 30. Elementary to high school students are invited to attend. Since the program is sponsored by the city's human services division, the classes are free. Students will be instructed in math, reading, and computer keyboard training. "Our goal is to enhance the kids' basic academic subjects in order to get them ready for next year's classes," said program coordinator Josefina Polanco.

The center, which has been open since October 1995, has eight computers, with an average of 20 students attending daily. This summer there will be four instructors. The lesson plan is as follows:

- ▶ 1:30 to 2:30: computer keyboard training
- ▶ 2:30 to 3:30: math, working with measurements, multiplication.
- ▶ 3:30 to 4:30: reading from a large selection of books available at the center.
- ▶ 4:30 to 5:30: crafts and games taken from computer learning programs.

Availability is limited and is on a first-come first-served basis.

The Friends of the Placentia Library is currently offering a summer reading program for children. It runs from June 14 through Aug. 13 and registration has already begun. The program is for preschool through eighth-grade students. Children reading independently need to read at least 30 minutes a day, seven days a week to be eligible to win prizes. Prereaders need to have at least one book a day read to them, everyday. Once a week, students must go to the library to

collect their prize and get their reading logs stamped. The books read must be Placentia Library books and students must be reading at their reading age level. At the end of the eight-week program, readers will receive a reading certificate, a free child's meal from the Whole Enchilada Mexican Restaurant and will be eligible to enter the grand prize drawing. The program also includes "Way out Wednesdays," a free event only offered to the registered readers that features performers, storytellers, movies and more. Children's Librarian Cyrise Smith said that there are currently 200 readers signed up and she expects to see more than 1,000 registered by the end of the summer. "Studies show that if students read in the summer, they are better prepared for the next school year," Smith said.

SCORE!, a Kaplan educational center at 664 Rose Drive, opened its doors in December. The computer-based program helps children master critical academic skills such as reading, math and spelling in a motivating, sports-oriented environment. Students use an individualized, multimedia curriculum that adapts to

their strengths and weaknesses.

There are 15 computers at the center with four coaches providing positive reinforcement and academic assistance when necessary. SCORE! sees about 20 to 50 students a day, ranging from 4 to 16 years old. Center Director Raun Kaufman said that the program is a supplement to school and helps reinforce what they are learning. Through analysis reports and close monitoring, Kaufman said, two-thirds of the students are working at or above their grade level.

"Kids move mountains when they're here," he said. "This program really changes their lives." He added that SCORE! helps kids in four main areas:

- ▶ To enhance academic skills
- ▶ To increase self-confidence
- ▶ To learn how to set and achieve goals
- ▶ To be exposed to positive, motivating role models.

Rita Brown, 11, who will be entering the sixth grade in the fall said that since coming to SCORE! her grades have gone from all B's and an A to all A's and a B.

"I love coming here because I learn more and I get ahead in

school," she said, adding that she likes the sports theme because when you get a 90 percent on a lesson, you get score points that allow you to purchase products.

Ruthie Romano, 8, has been attending SCORE! for four months. She said that the program makes school a lot easier for her. "I like to come in this summer to keep my mind sharp and make sure that I stay ahead in school."

Susan Bridgford enrolled her son Nick because she wanted to keep his brain working while he was out of school.

"Over the summer, I'd rather see him work on the fundamentals rather than let him veg out. He really likes it and wants to come everyday," she said.

SCORE! is open seven days a week. Students are limited to one hour-long visit, twice a week.

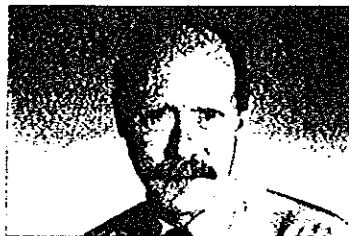
For more information on the programs call the following numbers.

Cathy Torrez Learning Center (714) 579-0306  
Friends of the Placentia Library (714) 528-1906 ext. 212  
SCORE! (714) 996-4582

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The Register JUN 23 1998



GORDON DILLOW

## Net effect on libraries: Hot stuff's too hot

<sup>332</sup>  
**W**hen I was 12 years old, I used to go to the public library and try to check out

books by a guy named F. van Wyck Mason. He wrote historical adventure novels about pirates and sea captains and soldiers, books with titles like "Cutlass Empire" and "The Sea Venture."

Oh sure, I liked the adventure part of the books. But what really set my young heart a-palpitating was the way old F. van could dish out the steamy stuff; no heroine ever made it through one of his novels with her bodice unripped. It was utterly tame by today's standards, but by the standards of a 12-year-old boy in 1963, this was red-hot hubba-hubba material.

You had to be careful, though. Because there was this one old biddy of a librarian — she must have been, like, *forty!* — who, if she caught you trying to check a book out of the adult section, would give you a mortifyingly embarrassing public lecture and send you straight back to the juvenile section.

Well, libraries have changed. Now dirty-minded boys and girls of every age can walk into a taxpayer-funded county library, log onto a taxpayer-funded computer and enjoy unfettered access to such things as "Amber's Hot Lynx" and "Online XXX Free Sex Store" — courtesy of the Internet.

Agenda Item 40, Page 4  
And Orange County Librarian John Adams says there's not much he can do about it — even if he wanted to.

Adams, who's spent 26 years in the library biz, says he wouldn't even think about restricting adult access to Internet porno at county libraries by installing an anti-porno filtering system. That, he says, would violate adults' First Amendment rights; the library could be sued.

"Once we provide access to the Internet," Adams says, "suppressing certain parts of it ... would be as illegal as subscribing to The Orange County Register and clipping out the articles I don't like."

As for kids' access to Internet porn, Adams says the library probably could legally filter that. But since the county's 27 branch libraries currently have only one Internet access computer each, the adult users would get filtered, too.

So starting July 1, kids under 18 who want to use a county library Internet hookup will need signed parental permission. With that permission, the kids will be free to access whatever they want.

But county Supervisor Todd Spitzer doesn't think that's restrictive enough.

Although he thinks Internet porno "has no place in the public library," Spitzer knows the county can't legally restrict adult access. But he wants to require that as soon as the library system gets two Internet terminals at each library — probably next year — kids will be restricted to a filtered one.

And if the county gets sued for imposing that restriction, Spitzer says, tough; they can fight it out in court.

I'm with Spitzer on this one. What adults do in their own homes is their own business. But as a taxpayer, it irks me to think that somebody is sitting at a county library computer taking a romp through "Sex Porn Casting Call" on my dime.

And kids should never be allowed to do it.

True, completely blocking kids' access to library Internet porn may disappoint some 12-year-olds. But don't worry, kids. You can still find some hot stuff in your county library.

For example, there are these books by a guy named F. van Wyck Mason ...

Gordon Dillow may be reached at (714) 953-7953.

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Los Angeles Times  
 CC Editor JUN 24 1998  
 Day

Los Angeles Times  
 CC Editor JUL 5 - 1998  
 Day

## Libraries Are Valuable Resource

The ideal for the libraries in the Orange County system is two sets of computers. One would give adults unfettered access to the Internet. The other would be for children's use and contain filters to screen out objectionable material, including pornography.

But until the county can find the money for extra computers, the solution endorsed by the Board of Supervisors last month is a good one.

In libraries with only one computer, Internet access will be unfiltered. Children wanting to hook into the World Wide Web will have to bring written permission from their parents.

That permission form will require parental acknowledgment that not everything on the Internet is good. Numerous sites spew hate, from skinheads, anti-Semites and others. Some sites feature pornography, with photos as explicit as anything found in an "adult" bookstore. There are filters that will block access to objectionable sites. But using them would lock out adults as well, which lawyers for Orange and other counties say is unconstitutional. Nor are the filters always very sophisticated. For instance, blocking information on "sex" means a library patron would make do without descriptions of Middlesex or sextuplets.

Permission slips do save parents the requirement of accompanying children to the library and watching over their shoulders as they surf the Net. The slips also can alert adults to the fact that the world of computer services and databases can be problematic. That's a re-

minder worth issuing periodically, especially as computers become one of the features libraries use to bring in more patrons and introduce them to the artifacts that until recently stood almost alone: books.

Librarians say computers have proven a lure to elementary and high school students. That, in turn, opens up the vast store of knowledge libraries contain, whether in books or computer disks and electronic databases.

Orange County libraries also are providing more than books to adults. Literacy courses provide grown-ups the wherewithal to take advantage of the library's offerings.

In Anaheim, the city's five libraries have begun an adult literacy program funded by a grant from the California State Library.

A city library official said the need for the program was underlined when a local business requested literacy training for some employees and reported that a quarter of its work force was not literate.

The library reported that more than 50 adults are interested in becoming students and has appealed for volunteer tutors.

The county's library system has had its own literacy program for many years, as have community colleges. They have done a good job reaching out to men and women in their 40s and 50s and helping them overcome embarrassment at their inability to read. Computers and literacy programs demonstrate libraries' importance to the community.

## Libraries Will Add Internet Access—and Filters for Kids

**Policy:** County supervisors also affirm the new requirement for parents to give written permission and acknowledge the risks of exposure to damaging content.

By JEAN O. PASCO  
 TIMES STAFF WRITER

Orange County supervisors agreed Tuesday to speed up the purchase of more computer terminals for the county's 27 public libraries and to install Internet filters on machines reserved for children.

The filtering software would block access to pornographic, obscene, sexually explicit and violent Internet sites. County Librarian John Adams estimated that it will cost \$150,000 for the additional terminals and filters, which would be for children's use exclusively. The source of such funding is still being studied, officials said.

In the interim, the board ratified a policy effective July 1 for librarians to obtain written permission from parents for children to use the unfiltered library terminals, and to acknowledge the risks. Each branch already has an Internet terminal that is used by children and adults.

However, Adams warned that installing filtering software on new terminals earmarked for children won't be foolproof. He said Net Nanny, the largest Internet filtering company, announced last week that it would begin blocking 5,000 sites that it discovered were promoting sex with children.

"The idea that by buying something, you can guarantee that nothing objectionable can be seen by children is very, very far from the truth," Adams said.

Board members unanimously agreed that the filtering technology, though imperfect, is better than nothing.

Questions about the county library's Internet terminals were raised by Supervisor Todd Spitzer, who asked for a legal opinion on what the county could do to block access to objectionable sites. County Counsel Laurence M. Watson responded that blocking access to Internet terminals

Please see LIBRARY, B4

## LIBRARY

Continued from B1

for adults would violate the First Amendment.

Government has more flexibility in protecting children, Watson said. However, because county library terminals are used by adults and children, the county has few options in dealing with Internet use.

Other library systems in California have faced lawsuits when they have restricted access to adults as a way of also protecting children.

Los Angeles County's 85-branch library system dealt with the question much like Orange County has—it requires parental permission for children using its unfiltered Internet terminals, said spokeswoman Nancy Mafr. Parents also are given a brochure on protecting children using the Internet.

As with Orange County, most of the Los Angeles County branches have terminals used by adults and children alike.

However, at the 48 city libraries

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TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KEM*  
DATE: July 21, 1998  
SUBJECT: **Placentia Library Literacy Services Report for the month of June**

**Program Statistics**

Active tutors: 54  
Active students: 61  
Students waiting to be matched: 24  
Percentage of tutors reporting (June hours): 93%  
Tutoring hours reported: 253  
Other volunteer hours reported: 64  
Total volunteer hours: 317

**Citizenship Exam.** The citizenship exam was administered Saturday, June 20, 1998. Nineteen people took the exam. The final exam is scheduled for Saturday, July 18, 1998.

**Southern California Library Literacy Network (SCLLN).** The annual SCLLN planning retreat was held June 16 - 18, 1998 at Lake Arrowhead. Literacy Coordinator Matas attended. Goals for the coming year were determined, and committee assignments were made. Two speakers presented tutoring techniques that could be incorporated into tutor training workshops and a third speaker presented background on the National Institute for Literacy's "Equipped for the Future (A New Framework for Adult Learning)".

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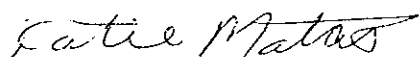
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SAFETY COMMITTEE MEETING  
JUNE 24, 1998  
MINUTES

- I. Call to Order: 3:10 P.M.
- II. Members Attending: Jerry Conn  
Katie Matas  
Esther Guzman
- Members Absent: Cindy McClain
- III. Old Business
1. A review of the Library's disaster plan was begun. The section dealing with earthquakes was reviewed and determined to be adequate. It was noted that first aid kits need to be purchased to keep at each public service desk.
- IV. New Business
1. Jerry Conn and Estella Wnek attended the "Preparing for Disaster" workshop on June 18, 1998. The hands-on workshop included a lesson on how to rescue water damaged books and a tour of the Cal Poly Pomona Library looking for safety hazards.

The next meeting will be July 29, 1998 at 3:15 P.M.

Respectfully submitted,



Katie Matas

