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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 *Edz*  
**SUBJECT:** Plans for the Staff Appreciation Dinner  
**DATE:** August 16, 2000

**BACKGROUND**

President Al Shkoler and Gloria Shkoler will present proposals for the Staff Appreciation Dinner.

**RECOMMENDATIONS**

Set Date, Budget and Location



## ***LIBRARY APPRECIATION DINNER***

A Thursday evening in October- all said that they had availability at the time I called (in August) for 35-40 people.

Our Budget: \$20 per person out the door, not including bar

### **REMBRANDT'S IN PLACENTIA – (Bernie Gordon – 528-6222)**

Bernie Gordon said that there would be no problem with the budget.

Pick 3-4 items.

Rembrandt's has plenty of space in their large banquet room behind the bar.

### **THE OLD SPAGHETTI FACTORY IN FULLERTON – (526-6801)**

Pick 2-3 items.

The nice thing about this place is that the price includes tax and gratuity which otherwise can be very high.

Example: (Taking the most expensive item: \$11.25 + \$1.25 garlic cheese bread = \$12.50 per person plus you might want to add a dessert.

### **ANGELO'S & VINCI'S RISTORANTE IN FULLERTON**

Sit-down dinners are too expensive for the budget.

Buffet Selection should work. Remember to add \$17% service charge plus 7.75% tax

Example: \$14.95 Buffet + \$2.54 SC + \$1.36 tax = \$18.85 plus non-refundable deposit of approx. \$2 per person depending on the room chosen for the dinner or approx. \$21.00 per person

### **MIMI'S IN YORBA LINDA – (Sheri or Mark – 996-3650)**

Locate us in the enclosed patio.

Pick 3-5 items

Example: King Salmon = \$10.45 + \$1.65 beverage + .94 tax + \$1.96 Gratuity = ~~\$15.00~~ <sup>15.00</sup>

There's room to add dessert if you like.

18/15





J. T. SCHMID'S IN ANAHEIM – (Kelly – 634-9200)

They have a nice banquet room in the front.

This menu is a little high after adding 7.75% tax and 17% gratuity and service charge

Example: For a \$11.94 menu item, the total cost comes in at about \$22 per person

EMBASSY SUITES IN BREA IS WAY TOO HIGH: Least expensive chicken would be \$30.58 per person for chicken.

FOXFIRE IN ANAHEIM HILLS came in at approx. \$31 per person for chicken.



# Rembrandt's Dinner Menu

## Appetizers/Side Dishes

Shrimp Cocktail	7.50	Onion Rings	3.50
French Fried Zucchini	3.50	Mozzarella Cheese Balls	3.50
Fried Clams	2.50	Garlic Toast	1.50
Sauteed Mushrooms	3.50	Baby Back Ribs	5.00

## Salads

Large Tossed Green choice of Dressing	6.00
Rembrandt's Famous Spinach	7.50

## Filet Mignon Steak Sandwich

Served with Spiceweed Salad  
and Fresh Fruit

10.00

## Desserts

Sundaes	2.50
Spumoni Ice Cream	1.50
Delight your taste buds with our Gourmet Desserts	

## Beverages

Coffee or Tea or Milk	1.00
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## Rembrandt's Double Martini

Dry as you like it

\$2.75

A RARE TREAT FOR OUR GUESTS  
REMBRANDT'S OWN PUMPKIN BREAD  
MAKES A NICE GIFT  
PER LOAF... 4.00

PLANNING A BANQUET OR MEETING?  
PRIVATE ROOMS AVAILABLE (10-20-150)  
OUR BANQUETS ARE DONE TO  
PLEASE EVERY GUEST

Sales Tax will be added to the total.

# Beautiful Food Dinner Selections

All Dinners served with Fresh Rolls, choice  
of chilled Spinach or Tossed Green Salad,  
Baked Potato or Rice and Fresh Veggies

## Chicken

Roast Chicken	10.00
Barbecued Chicken	10.00
Chicken Monterey Avocado, Mozzarella, Marinara Sauce	10.00
Breast of Chicken Stuffed with Apple Almond Dressing	12.50

## From The Sea

Deep Fried Scallops	12.50
Northern Halibut Steak	15.00
Golden Fried Shrimp	12.50
Salmon Fillet	15.00
Sword Fish	15.00
Alaskan King Crab	22.50
Australian Lobster Tail	25.00
Abalone Almondine	25.00

## From The Broiler

Petite Filet Mignon	12.50
Barbecued Baby Back Ribs	14.00
Filet Mignon	15.00
New York Steak	15.00
Extra Cut	20.00
Roast Prime Rib	15.00
Extra Cut	20.00

## Our Famous Combinations

Barbecued Combination Chicken & Ribs	12.50
Steak and Shrimp	17.50
Steak and Crab	22.50
Steak and Abalone	30.00
Steak and Lobster	30.00
Prime Rib and Shrimp	17.50
Prime Rib and Crab	22.50
Prime Rib and Abalone	30.00
Prime Rib and Lobster	30.00

## Vegetarian

Vegetable Plate Vegetables topped with melted cheese, Baked Potato	8.00
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yes,  
he can  
get you  
out of  
there  
at  
\$20

Bernie Gordon

Rembrandt's  
BEAUTIFUL FOOD

Rembrandt's  
BEAUTIFUL FOOD

909 E. Yorba Linda Blvd.  
Placentia, CA 92870

(714) 528-6222  
FAX (714) 528-6202

a Linda Blvd.  
92870

(714) 528-6222  
FAX: (714) 528-6202



Attn:

Gloria



The Old Spaghetti Factory  
110 East Santa Fe  
Fullerton, CA 92832

714-526-6801

Fax: 714-526-7301

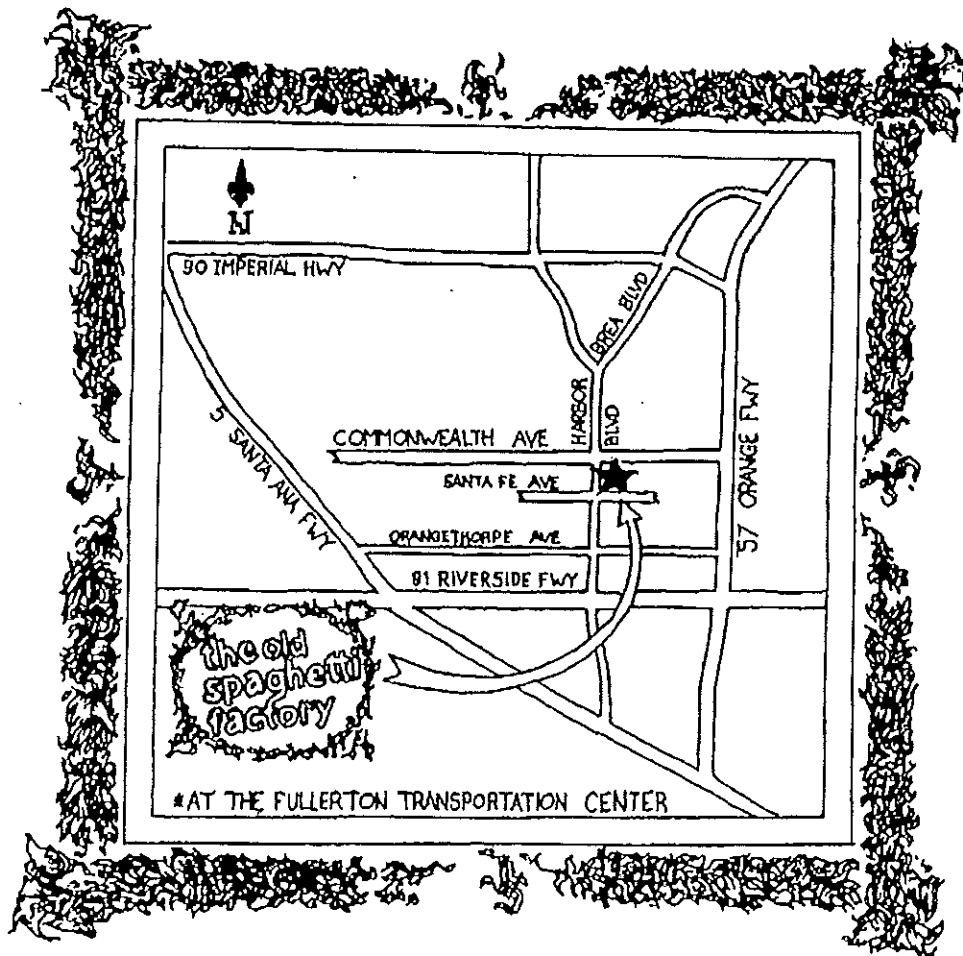
## Banquet Information

- ◆ Banquet facilities are available daily 11:30-4:00 and Monday - Thursday 4:45-10:00. No weekend evening reservations accepted.
- ◆ All meals include salad, entree, sourdough bread and beverage (coffee, ice tea, milk or soft drink.)
- ◆ Salad dressings available are Creamy Pesto, Ranch, Blue Cheese, Thousand Island, Balsamic Vinaigrette, and Fat Free Honey Mustard.
- ◆ Lunch does not include spumoni.
- ◆ Garlic cheese bread can be added for \$1.25 per person.
- ◆ All prices include tax and gratuity.
- ◆ All prices are subject to change.
- ◆ All drinks are refillable with the exception of milk.

	<u>Entree</u>	<u>Lunch</u>	<u>Dinner</u>
Tomato Sauce		\$5.80	\$6.85
Mushroom Sauce		\$6.85	\$8.00
Clam Sauce		\$6.70	\$8.00
Meat Sauce		\$7.45	\$8.75
Mizithra Cheese		\$6.70	\$8.00
Managers Favorite (Choose two sauces)		\$7.80	\$9.20
Potpourri (Clam, Meat, Mushroom and Mizithra)		\$8.10	\$9.20
Meatballs with Tomato Sauce		\$8.10	\$9.50
Sausage with Meat Sauce		\$8.10	\$9.50
Platter #1, Lasagna & Chicken		\$11.40	\$11.40
Platter #2, Ravioli and Spaghetti with Meat Sauce		\$10.15	\$10.15
Platter #3, Meatlovers		\$11.05	\$11.05
Tortellini		\$8.10	\$9.25
Fettuccine Alfredo		\$8.10	\$9.25
Ravioli		\$8.10	\$9.25
Lasagna		\$8.45	\$10.50
Chicken Parmigiana		\$8.70	\$11.25
Chicken Marsala		\$8.70	\$11.25
Baked Chicken		\$9.35	\$10.15
Lunch Special		\$8.10	N/A
Junior Meal with Tomato or Meat Sauce		\$5.50	\$5.50
Dino Meal with Tomato or Meat Sauce		\$4.20	\$4.20



- ◆ A fully refundable deposit of \$1.00 per person is required in check form only.
- ◆ The cost of the banquet is based on the price of the chosen entree(s). (per person.)
- ◆ Lunch portions are served Monday through Friday from 11:30 a.m. to 3:00 p.m.
- ◆ Dinner portions are served on Saturday and Sunday. (No lunch portions.)
- ◆ Guests may bring their own cake. (free of charge.)
- ◆ Linens are available if pre-ordered at \$1.00 per person (Choice of colors are subject to availability)
- ◆ Banquets of 25-35 people may choose up to three entrees, 35-50 may choose two entrees, 50 and more may choose one entree. All parties are limited to one salad dressing.
- ◆ There is a \$5.00 corkage fee per bottle brought in by party.
- ◆ Apple cider is available at \$6.50 per bottle.
- ◆ Appetizer trays may be brought in at \$1.00 per person service charge.
- ◆ Breakfast breads, coffee, and juices are available upon request.
- ◆ Please no glitter or confetti
- ◆ No decorations may be taped, nailed or tacked to the walls.
- ◆ No open flames permitted.







550 N. Harbor Blvd. Fullerton, CA 92832

(714)879-4022



# Fax

To: Gloria Shkober From: Kimberly  
Date: July 21, 2000 Total # of Pages: \_\_\_\_\_





# Angelo's & Vinci's BANQUET ROOM INFORMATION



## Romeo & Juliet Room

- Minimum of 25 people to Maximum of 90 people.
  - Maximum with round tables is 80 people.
    - Bartender required.
- Disc Jockey available (required on all Saturday events).
  - Non-refundable deposit required.
  - No Room Fee!

## Sicilian Room

- Minimum of 100 people to Maximum of 150 people.
  - Maximum with round tables is 130 people.
    - Bartender required.
- Disc Jockey available (required on all Saturday events).
  - Non-refundable deposit required.
  - No Room Fee!

## Venetian Room

- Minimum of 160 people to Maximum of 220 people.
  - Maximum with round tables is 168 people.
    - Bartender required.
- Disc Jockey available (required on all Saturday events).
  - Non-refundable deposit required.
  - No Room Fee!

## Combination of Rooms

- Minimum of 225 people to Maximum of 800 people.
  - Bartender required in EACH room.
- Disc Jockey available (required on all Saturday events).
  - Non-refundable deposit required.
  - No Room Fee!

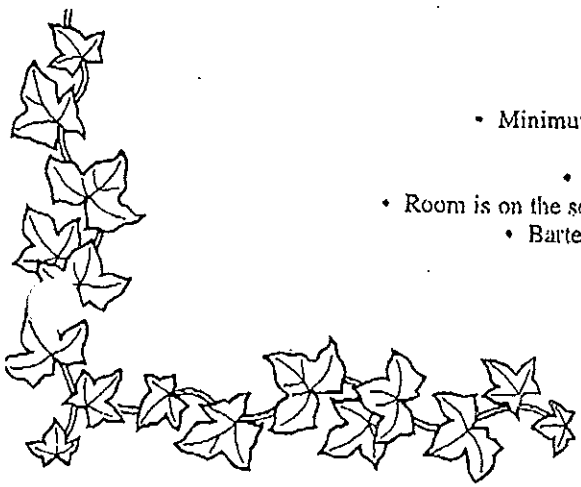
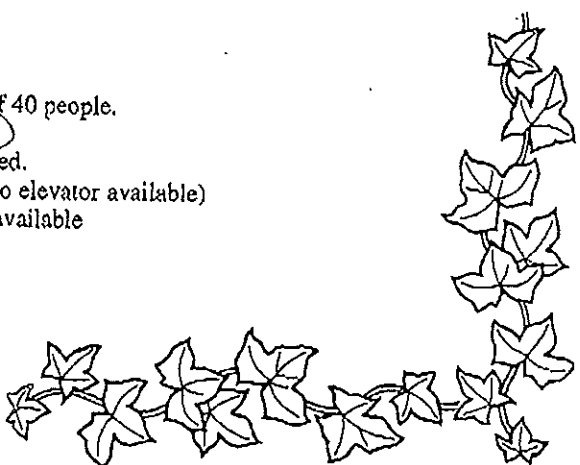
## Stanza di Luna

(Room of the Moon)

- Minimum of 15 people to Maximum of 40 people.
  - Room fee of \$75.00
  - Non-refundable deposit required.
- Room is on the third floor of the restaurant (no elevator available)
  - Bartender & Disc Jockey are NOT available

## Terrazza di Amor

(Terrace of Love)

- Minimum of 15 people to Maximum of 40 people.
    - Room fee of \$75.00
    - Non-refundable deposit required.
  - Room is on the second floor of the restaurant (no elevator available)
    - Bartender & Disc Jockey are NOT available
- 
- 



# Angelo's & Vinci's Buffet Selections

Less than 100 people

**\$9.45**  
Tossed Green Salad  
Rolls & Butter  
Rigatoni  
w/Meatsauce  
Coffee  
*(Available Mon.-Fri. only)*

**\$10.45**  
Tossed Green Salad  
Rolls & Butter  
Mostaccioli Alfredo  
Coffee  
*(Available Mon.-Fri. only)*

**\$11.95**  
Tossed Green Salad  
Rolls & Butter  
Mostaccioli Alfredo  
Rigatoni  
w/Meatsauce  
Coffee

**\$13.45**  
Tossed Green Salad  
Rolls & Butter  
Penne Pasta  
w/Alfredo Sauce  
Eggplant Parmigiana  
Rigatoni  
w/Meatsauce  
Coffee

✓ +2.29 +  
1.22  
16.96  
+  
1.23  
18

**\$14.95**  
Antipasto Salad  
Rolls & Butter  
Mostaccioli Alfredo  
Lasagna  
Chicken Cacciatore  
Coffee

**\$16.45**  
Antipasto Salad  
Rolls & Butter  
Mostaccioli w/Basil Sauce  
Lasagna  
Chicken Marsala  
Sausage & Peppers  
Coffee

**\$17.45**  
Antipasto Salad  
Rolls & Butter  
Fettucini w/Basil Cream  
Sauce & Shrimp  
Lasagna  
Chicken topped w/Cappicola,  
Mozzarella and Tomatoes  
Sausage & Peppers  
Coffee

## Italian Wedding Feasts



**\$18.45**  
Pizza hors d'oeuvres  
Antipasto Salad  
Rolls & Butter  
Gorgonzola Garlic Bread  
Tortellini w/Basil Cream  
Sauce & Shrimp  
Lasagna  
Chicken di Giardino  
Steamed Vegetables  
Coffee

**\$19.45**  
Cheese Tray hors d'oeuvres  
Antipasto Salad  
Rolls & Butter  
Tortellini w/Basil Cream  
Sauce & Shrimp  
Lasagna  
Chicken Portobello  
Sausage & Peppers  
Steamed Vegetables  
Coffee



## Pizza Parties

**\$10.95**  
Antipasto Salad  
Garlic Bread  
Pizza (1 topping per pizza)  
Coffee

**\$11.95**  
Antipasto Salad  
Garlic Bread  
Pasta Marinara  
Pizza (1 topping per pizza)  
Coffee

- Buffet prices are based on parties of less than 100 people.
- Buffets and pizza parties require a minimum of 15 people.
- All prices are per person and do not include a 17% service charge and sales tax.
- All prices include paper tablecloths, paper napkins, china plates and flatware.
- Linens are available at an additional charge (see "EXTRAS" page for prices).
- Prices are subject to change.
- A non-refundable deposit is required.



# Angelo's & Vinci's Ristorante

## Sit Down Dinners

All dinners are served with an appetizer of a delicious square crust Sicilian Bread.

### Salads

(Choice of one)

- Tossed Green Salad
- Gorgonzola Salad
- Tossed Caesar Salad

### Desserts

(Choice of One)

- Italian Cassatta Cake (add \$2.50)
- Italian Sponge Cake with Vanilla Custard, Chocolate Custard, with Chocolate Chips and Rum Syrup
- Imported Tira Misu from Italy (add \$3.00)

All dinners are served with your choice of Coffee, Hot Tea, or Milk

**Chicken Marsala** ..... \$21.95  
 Boneless Breast of Chicken Sauteed with Fresh Mushrooms and Marsala Wine  
 Served with Brushcetta (grilled bread), Tri-Colore Farfalle, Pink and Red Pasta Alfredo Sauce, and Fresh Steamed Vegetables

**Chicken Bianco** ..... \$21.95  
 Boneless Breast of Chicken Sauteed in Butter, Garlic, Mushrooms, Scallions, Cilantro, Sun-Dried Tomatoes, Cream, Mascarpone and Seasonings  
 Served with Brushcetta (grilled bread), Tri-Colore Farfalle, Pink and Red Pasta Alfredo Sauce, and Fresh Steamed Vegetables

**Chicken Pecoraro** ..... \$22.95  
 Boneless Breast of Chicken topped with Cappicola, Mozzarella, Sliced Tomato and Sauteed with Mushrooms  
 Served with Brushcetta (grilled bread), Tri-Colore Farfalle, Pink and Red Pasta Alfredo Sauce, and Fresh Steamed Vegetables

**Chicken Portobello** ..... \$23.95  
 Boneless Breast of Chicken sauteed in Olive Oil, Butter, Red Onion, Exotic Portobello Mushrooms, Balsamic Vinegar, Mascarpone Cheese and Herbs  
 Served with Brushcetta (grilled bread), Tri-Colore Farfalle, Pink and Red Pasta Alfredo Sauce, and Fresh Steamed Vegetables

**Rolletini Imbottita di Carne Formaggi** ..... \$24.95  
 (Made by Hand in Our Kitchen and Baked in Our Ovens)  
 Roast Beef and Pasta Stuffed and Rolled with Cinque Formaggi (Ricotta, Mozzarella, Imported Pecorino, Gorgonzola and Asagio Cheeses), Spinach, Plgnolias (Pine Nuts), Golden Seedless Raisins and Herbs  
 Served with Brushcetta (grilled bread), Lasagna Prima Vera, and Fresh Steamed Vegetables





# Angelo's & Vinci's BAR INFORMATION

## BARTENDER

- \$85.00 for 4 hours and full bar setup
- Required in all banquet rooms
- All drinks are additional (see prices below)
  - *Holiday prices differ*

## FOUNTAINS

**Fruit Punch**  
\$110.00  
7 gallons  
Serves 120 glasses  
(\$75.00 for a refill)

**Champagne Punch**  
\$140.00  
7 gallons  
Serves 120 glasses  
(\$100.00 for a refill)

## CHAMPAGNE & SPARKLING APPLE CIDER

**Martinelli's Sparkling Apple Cider**  
\$7.95 per bottle

**J Roget Champagne**  
\$8.95 per bottle

**Eden Roc Champagne**  
\$9.95 per bottle

**Cooks Champagne**  
\$10.95 per bottle

## BAR PRICES

**Draft Beer**  
Domestic 16 oz. glass \$2.50  
Import pint \$3.75

**Bottled Beer**  
Domestic \$2.50 per bottle  
Micro Beers \$3.50 per bottle  
Import \$3.50 per bottle

**House Wines**  
*Burgundy, Chablis, & Rose*  
\$3.25 per glass  
\$10.95 per European Liter

**Premium Wine**  
*Ask to see our extensive wine list*  
\$4.50 per glass  
Bottles from \$11.95 to \$40.00

**House Mixed Drink**  
\$3.25 per drink

**Premium Mixed Drinks**  
Starting at \$4.25

**Soda**  
\$1.00 per glass

**Juice**  
\$2.00 per glass

- All prices are subject to change.
- Prices do not include a taxable 17% service charge and sales tax.



*Angelo's & Vinci's***Policies**

**DEPOSITS:** A deposit is required to reserve facilities for a function. In the event of a cancellation, all deposits are 100% non-refundable and non-transferrable, **WITHOUT** exception.

**GUARANTEE:** A guaranteed guest count must be given ten (10) days prior to the function. The number you provide us will be considered a minimum guarantee, not subject to reduction, for which you will be charged, even if fewer guests attend. Angelo's and Vinci's will prepare 10% over the guaranteed number.

**PAYMENT:** Final payment is due in full ten (10) days prior to the function, by cash or cashier's check only, when final guest count is given. Credit cards are not accepted for final payment. Any additional charges incurred at the time of the function must be paid in full before the end of the function, by cash or credit card only (no checks). If function is cancelled after final payment is received, there is absolutely no refund.

**SERVICE CHARGE AND SALES TAX:** All prices (including bartender and disc jockey) are subject to a 17% service charge and applicable sales tax. According to California law, service charges are taxable. The 17% service charge is not a gratuity.

**FOOD AND BEVERAGE:** All food and beverage will be supplied by Angelo's and Vinci's Ristorante. No food or beverage may be brought into the restaurant by the guests or persons attending the function without written permission of restaurant management. Angelo's and Vinci's reserves the right to charge for service of such items. All food and beverage must be consumed on premises and may not be taken off premises (with the exception of cake and pizza).

**BAR:** All banquet rooms require a bartender for the duration of the function (minimum four hours), and subject to a bartender fee. If alcoholic beverages are brought on to the premises, or if any person under 21 years of age is found consuming alcoholic beverages, or if client's guests, contractors, or invitees are intoxicated on the premises, we reserve the right to discontinue alcoholic beverage service or terminate the function, at no expense to Angelo's & Vinci's Restaurant and no refund to the client.

**CAKE:** Angelo's and Vinci's offers a wide variety of styles and flavors of cakes for your wedding reception or any special occasion. Prices vary depending upon the number of guests and style of cake. All wedding cakes purchased through Angelo's and Vinci's are subject to a \$35.00 cutting fee. All cakes provided by client are subject to a \$1.00 per person cutting fee (not to exceed \$100.00), and may be delivered and set-up no earlier than one hour prior to scheduled function.

**DECORATIONS AND FLOWERS:** Bud vases and red lantern candles may be arranged through Angelo's and Vinci's. Decorations and arrangements provided by client may be delivered no earlier than one hour prior to scheduled function. *Exception:* if centerpieces or decorations are already completely assembled (requiring absolutely no further arranging, unwrapping, water, etc.), you may bring in to the Banquet Sales Office one or two days prior to the function for our banquet staff to set out for you (free of charge!).

All decorations incorporating candles must conform to the City of Fullerton fire ordinance codes. Candles with open flames are not allowed.

Decorations and arrangements must be free-standing. No decorations may be attached to walls, ceiling, floor or furniture. Cost of cleaning or repair will be billed to client at full cost. All decorations must be removed by client immediately following function.

Rice, birdseed, confetti, glitter, helium-filled balloons or other such items on the premises, walkways or parking areas are strictly forbidden.

**MUSIC:** Angelo's and Vinci's can provide talented, professional, fun disc jockeys with a wide variety of music to fulfill all your party needs. On Saturdays and for holiday parties, all banquet rooms require our disc jockeys and subject to a Disc Jockey fee (for the four hour minimum). All entertainment provided by client (Sunday - Friday) is subject to a \$125.00 utility fee (utility fee may be waived if Angelo's and Vinci's disc jockey is booked for the function). Client must provide the Banquet Sales Office with the size and dimension of all entertainment, in writing, ten days prior to the function. Entertainment may arrive no earlier than one hour prior to the scheduled function. All outside entertainment must comply to restrictions and volume levels set by Angelo's and Vinci's management.

**ADDITIONAL INFORMATION:** Any damages to Angelo's and Vinci's property by the guests will be the responsibility of the client. Angelo's and Vinci's is not responsible for any lost, stolen or damaged articles or merchandise.

All buffets, pizza parties and beverages are self-service. Table service can be arranged for an additional fee of \$25.00 per server per hour (four hour minimum).

( Holiday prices may vary.

To assure your guests the highest standards of appearance and preparation of your affair, the entrance to your banquet room will remain closed until the scheduled time as indicated on the contract.

Policies do not apply in the Stanza di Luna Room or Terrazza di Amor (Patio).





Gloria

Thank you for your interest in *JT Schmid's Restaurant and Brewery*. This folder contains information about the restaurant for your review. If you have any additional questions, I can usually be reached Monday through Friday. If you leave a message after hours, I will return your call the next business day.

Depending on the size of your group, you have the option of offering either the full menu or a limited menu. With a limited menu, select the entrees (two-four) that you would like to be made available to your group and I will make special menu sheets for presentation at your event. A cup of soup may be added for \$2.45/person and a small house salad may be added for \$2.95/person. For an appetizer party, you may want to pay particular attention to the *Starters* and *Wood-Fired Oven* sections of the menu. Soda and iced tea are \$1.95.

We will also need to know how you wish to handle the purchase of alcoholic beverages. There are several options available for a host bar or a no-host bar.

There is a \$60 rental/set-up fee for the use of the front private banquet room and a \$100 rental/set-up fee for the use of the large private banquet room. Both rooms can be rented together for \$125. If you do not require complete privacy, there are other sections of the restaurant in which your group may be seated. There is a 40 person confirmed minimum to occupy a banquet room on the evening of an event at the *Arrowhead Pond*. The confirmed minimum may be waived for events starting at 8:00 p.m. or later.

Please call if you need any additional information or wish to confirm a reservation. We request a \$100 deposit to confirm a reservation. This deposit can be made by cash, check or credit card. If your party is for 80+ people, we request 50% payment of the expected event total two weeks prior to the event.

Thank you  
*Kelly*  
Kelly Pritchard  
Banquet, Event & Catering Manager  
(714)634-9200

7.75% tax  
17.00% Dist. & Service

( )

( )

( )

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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:** Extend Loan Period for Videos from Two (2) Days to One (1) Week  
**DATE:** August 16, 2000

**BACKGROUND**

The Technical Services Manager and Circulation Staff are recommending that the District change its loan period for videos from two (2) days to (1) week, with the same renewal policies as books.

Since a majority of the videos purchased by the Library are non-fiction or in a multi-volume series, it is easier for patrons to enjoy them if the loan period is longer. The staff predicts that the longer loan period will reduce the number of telephone renewals for videos.

**RECOMMENDATION**

Set Loan Period for videos at one (1) week

*Second / Feb.*






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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   
**SUBJECT:** Determine Financing Option and Schedule for Library Roof Replacement Project  
**DATE:** August 16, 2000

**BACKGROUND**




The Placentia Library Roof Replacement Project is needed because the roof that was installed when the Library was constructed in 1974 has deteriorated over time to the point that it has numerous areas around its perimeter and interior where it leaks significantly. In 1997 the leaks began to occur in the areas immediately over the book stacks, risking significant damage to the collection.

While the early damage primarily impacted the perimeter of the Library, in recent years it has involved the areas over the book stacks in the Adult Non-fiction shelving. It has also caused damage along several of the interior walls.

The perimeter areas have sustained the most severe damage. Through the absent ceiling tiles one can see the potential damage to conduits and HVAC materials.

Patch repairs were completed in 1997 and 1998 with the recommendation from the City Public Works staff and a licensed roofer that a replacement roof is critically needed.

The licensed roofer who completed the most recent inspection in May 1999 reported that:

-  Additional temporary repairs would not be cost effective
-  A perimeter repair would provide relief for a maximum of five (5) years on the perimeter leaking only
-  The Library would still need to do a total roof replacement to address the issue of the interior roof leaks

During Fiscal Year 1999-2000 staff has submitted grant requests to the Community Development Block Grant Program and to Assemblyman Ackerman's Office. Neither of these requests were successful.

It is staff's recommendation that the District complete this project before the next rainy season.



The current financing options are:

- ☐ Pay for the project from Fund 702, Building and Structural Repair. The District could commit to reimbursing Fund 702 for the project at a rate of \$10,000 or \$15,000 per year from the General Fund beginning in Fiscal Year 2001-2002. This option is achievable but it would be important to replenish Fund 702 as quickly as possible.
- ☐ Finance the project through the Special District Financing Authority with a repayment of five (5) or six (6) years. This would maintain the District's reserve balance and spread the cost over part of the life of the new roof.

Both the City of Placentia and IEC, the consulting company that managed the lighting and HVAC project in Fiscal Year 1999-2000, have offered to manage the specification development, bidding process, and construction management services. The advantage of using the City is that there is no charge for its services. The advantage of using IEC is that its staff will give full, undivided attention to the project.

**RECOMMENDATIONS**

1. Determine the financing option
2. Determine whether to use the City of Placentia or IEC as the project manager
2. Authorize the Library Director to work with the designated project manager to set specifications and initiate the bid process for the Library Roof Replacement Project.

*Swanson*  
*Refer back to*  
*SO King letter*  
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*project mgr.*  
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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:** Report from Librarian II Cyrise Smith on her participation in the first annual Stanford University/California State Library Institute on 21<sup>st</sup> Century Librarianship, August 6-12, 2000

**DATE:** August 16, 2000

Ms. Smith will make her report at the Board Meeting.



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: August 16, 2000

**Subject: Report on the first annual Stanford-California State Library Institute on 21<sup>st</sup> Century Librarianship**

The Stanford-California State Library Institute on 21<sup>st</sup> Century Librarianship ran August 6 – 12. It was a five-day intensive seminar on the future of librarianship and some of the current issues facing libraries and librarians.

Our guest speakers included Michael Keller, the University Librarian at Stanford, and David Kennedy, Pulitzer Prize winning author and McLachlan Professor of History at Stanford.

Seminars offered covered five general topics: Leadership, Information Technology, Library Collections and Services, Organizational Effectiveness, and Facilities and Preservation. Most of the seminars I attended focused on organizational effectiveness. Balancing mission and money, Generation Y information use, using Geographic Information Systems (GIS) software to describe library communities, and Core Competencies.

I particularly liked the seminars on GIS software and core competencies. The GIS seminar included a discussion of how GIS software can be used to more easily determine service areas and types of populations served, as well as being used to create maps etc. to illustrate the areas and populations. The seminar included a demonstration the ArcView GIS software.

The Core Competencies seminar focused on the concept of core competencies of libraries and librarians, versus those things that can be done by others. For example, the ability to select materials that reflect the needs and uses of your particular clientele would be a core competency, actually entering the selected items into an acquisitions software system for purchasing is a task, that could be delegated to another staff member / outside agency, whatever. The idea of core competencies is a business tool used to focus resources and corner market niches. It can also be used as a tool to determine what your client base considers your core competencies to be. Sometimes what you see as a core competency may not be what your client base sees.

I also attended one seminar in the area of Library Collections and Services that looked at web reference services. The presenter for this seminar was Susan McGlamery, coordinator for Reference Services at MCLS. She talked about the 24/7 Reference Project being piloted at LAPL and SMPL and demonstrated the software.





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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 *edz*  
**SUBJECT:** Submission of the 2000 Local Agency Biennial Notice to the Clerk of the Board of Supervisors, County of Orange, in Compliance with the requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, with amendments  
**DATE:** August 16, 2000

**BACKGROUND:**

The California Political Reform Act requires every local agency to review its conflict of interest code biennially to determine if it is accurate and in compliance with the State Code. Attachment A contains the requirements for this review.

The 1994 Code, Attachment B, was adopted by District Resolution 94-9. At its meeting on October 17, 1995, the Library Board amended its Conflict of Interest Code to adjust the names of the required reporters. There were no changes in 1996.

Attachment C is the report to the Clerk of the Board of Supervisors, County of Orange, reporting the deletion of the Principal Librarian position and the addition of the Public Services Manager and Technical Services Manager positions.

**RECOMMENDATIONS:**

- Standard*  
*Kel*
1. Receive & File the Conflict of Interest Policy
  2. From the list of designated positions delete the Principal Librarian and add the Public Services Manager and Technical Services Manager
  3. Authorize the Library Director to sign and submit the report as amended to the Clerk of the Board of Supervisors, County of Orange





**Clerk of the Board of Supervisors**

10 Civic Center Plaza, Suite 465  
Santa Ana, CA 92701  
(714) 834-3453 \*\* FAX (714) 834-4439

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Darlene J. Bloom  
Clerk of the Board

July 3, 2000

Dear Contact Person:

Subject: **2000 Biennial Review of Conflict of Interest Code**

The Political Reform Act requires every local government to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years.

The Orange County Board of Supervisors is the code reviewing body for your agency. Please review your agency's code, complete the attached form and return to the Orange County Clerk of the Board by October 1, 2000. To assist in your review, a worksheet and information provided by the Fair Political Practices Commission is also attached.

If through your review you determine that amendments to your agency's code are necessary, the amended code must be forwarded to the Clerk of the Board within 90 days of submission of your code review form. The Clerk of the Board will then place your amended code on the Board of Supervisors' agenda for approval. An agency's amended code is not effective until it has been approved by the Board of Supervisors. For example, if an agency files its notice on October 1, 2000, indicating an amendment is necessary, the amended code must be submitted to the Clerk of the Board by December 29, 2000.

If you have any questions regarding the submittal process to the Clerk of the Board, please contact Susan Morales at (714) 834-2206. If you have any questions regarding the review of your code to determine if changes are required, please contact Jim Meade, County Counsel, at (714) 834-3318.

Sincerely,

A handwritten signature in cursive script that reads "Robin Stieler".

Robin Stieler  
Legislative Support Supervisor, Clerk of the Board

attachment

## Biennial Notice Worksheet

The following checklist may assist in the review of an agency's conflict of interest code. This is only a guide and is not intended to be an exclusive list of issues that may need review.

- Does the code contain the following three basic components:
  - o Language which incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code Section 87302
  - o A list of designated positions that make/participate in making governmental decisions (see fact sheet)
  - o Disclosure categories specifying financial interests (investments, interests in real property, income and business positions) that designated positions must disclose
  
- Review the agency's organization chart and duty statements
  - o Do positions need to be added or deleted?
  - o Is there a need for new positions to be covered in the code?
  - o Is there a need to reclassify disclosure for any positions?
  - o Are consultants designated (see fact sheet)?
  - o Do any officials/consultants manage public investments?
  - o Do you list city council, planning commissioners, boards in the code?
  - o Amendments needed? Use underline and strikeout, see sample below.

III. <del>LEGAL OFFICE</del>	LEGAL AFFAIRS DIVISION	
A. Legal Office	.....	2
1. Chief Counsel II, CEA	.....	2
2. Assistant Chief Counsel	.....	2
<del>3. Staff Counsel III (Supv)</del>	<del>.....</del>	<del>2</del>
<u>3.</u> <del>4.</del> Staff Counsel III (Spec)	.....	2
<del>4.</del> <u>5.</u> Staff Counsel	.....	2
<ul style="list-style-type: none"> <li>• The Legal Office became the Legal Affairs Division.</li> <li>• The Staff Counsel III (Supv) was reclassified to Assistant Chief Counsel.</li> </ul>		

- A review of joint powers agreements, minutes and annual reports may assist in determining whether designated positions and their respective disclosure categories are accurately reflected.
  
- Notification: Notify employees and the public. Notification procedures are at the discretion of each local agency.

PLACENTIA LIBRARY DISTRICT

CONFLICT OF INTEREST CODE

*Adopted & Amended October 17, 1995*

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1994, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly include within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.<sup>1</sup> Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interest those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code o file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5 Statements for Persons Who Resign 30 Days After Appointment.

Persons who resign within 30 days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

(6) Section 6. Contents of a Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statements shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property is required to be reported,<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, an a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars (\$250) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether or aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), or greater than ten thousand dollars (\$10,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,<sup>6</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than then thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statements, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$250 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(8.3) Section 8.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(8.5) Section 8.5 Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(9) Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(10) Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 887450 has occurred may be set aside as void pursuant to Government Code section 91003.



- <sup>1</sup> Designated employees who are required to file statements of economic interest under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.
- <sup>2</sup> See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.
- <sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.
- <sup>4</sup> Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.
- <sup>5</sup> A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.
- <sup>6</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

## APPENDIX

### Designated Positions

Library Trustee  
Library Director  
Public Services Manager  
Technical Services Manager

### Disclosure Categories

The above designated position must disclose all investments, interest in real property, income, and business positions.

Reviewed September 15, 1998

## 2000 LOCAL AGENCY BIENNIAL NOTICE

Contact Person: Wendy Goodson Telephone Number: (714) 528-1925 x.202

Name of Agency: Placentia Library District

Mailing Address: 411 E. Chapman Avenue, Placentia, CA 92870

Fax Number: 714-528-8236 Email Address: www.admin@placentialibrary.org

This agency has reviewed its Conflict of Interest Code and has determined that:

The code needs to be amended and the following amendments are necessary:  
(Check all that apply)

- Include new positions (including consultants) which must be designated  
Public Services Manager  
Technical Services Manager
- Revise the titles of existing positions
- Delete titles of positions that have been abolished  
Principal Librarian
- Delete positions that manage public investments
- Revise disclosure categories
- Other \_\_\_\_\_


No amendments are necessary. The agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*You must complete this report regardless of how recently your code was approved or amended. Please return this report no later than October 31, 2000 to :*

Susan Morales, Deputy Clerk  
Clerk of the Board of Supervisors  
County of Orange  
10 Civic Center Plaza  
P.O. Box 687  
Santa Ana, California 92702-0687



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: August 3, 2000  
 SUBJECT: Program Committee Report for the month of July

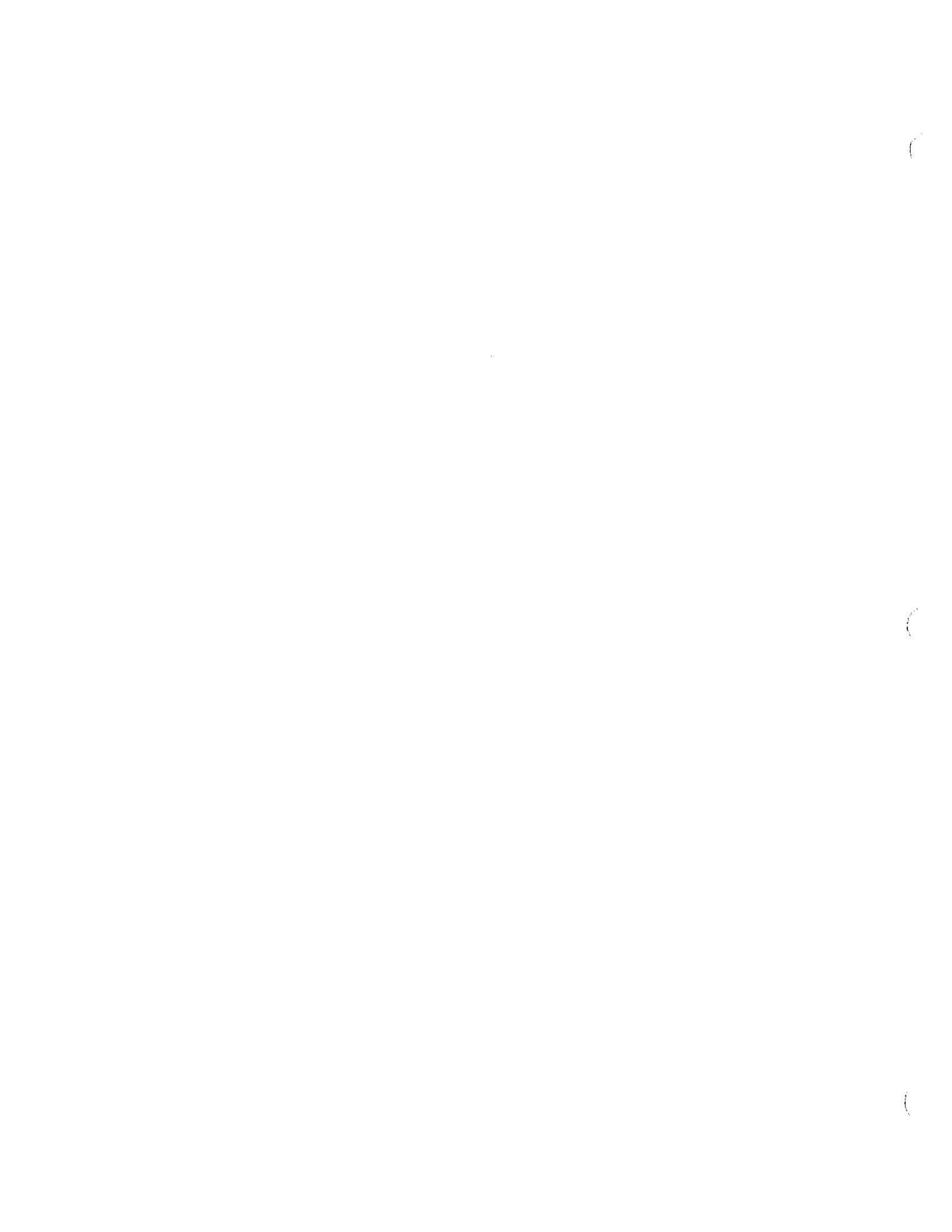
DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	26
<u>TYD Total</u>	3	197

*LITERACY SERVICES*

See Agenda Item 40 (Continued)

*CHILDREN'S SERVICES*

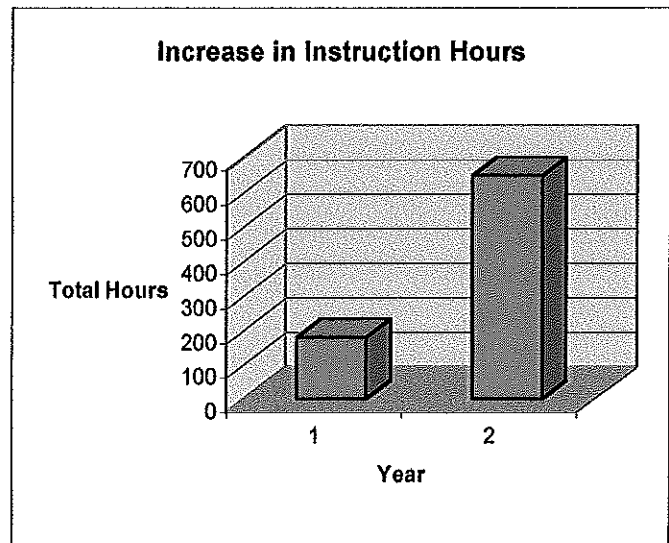
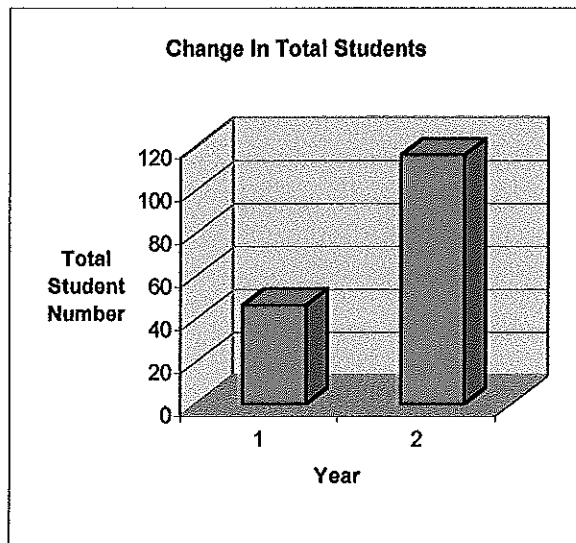
WAY OUT WEDNESDAYS	4	563
SUMMER READING PROGRAM		196
STORY TIMES AM	4	97
STORY TIMES PM	4	59
LAPSIT	4	181
TOTAL	<u>16</u>	<u>1,096</u>
YTD TOTAL	<u>238</u>	<u>15,530</u>



## Placenta Library Literacy Services

Report of Growth and Progress


	July 99-2000	July 00-2001	YTD FY 99-2000	YTD FY 00-2001
<b>Tutors:</b>				
Active Tutors				
Adult	42	79	42	79
Teen	0	19	0	19
Hours Instruction	178.5	647	179	647
Other Volunteer Hours	43.5	62	43.5	62
<b>Total Hours</b>	<b>222</b>	<b>709</b>	<b>222</b>	<b>709</b>
<b>Training Workshops</b>				
Workshops Held	0	1	0	1
Tutors Trained	0	19	0	19
<b>Students</b>				
With Adult Tutors	46	83	46	93
With Teen Tutors	0	23	0	23
In Groups	NA	10	NA	10
<b>Total Active Students</b>	<b>46</b>	<b>116</b>	<b>46</b>	<b>116</b>
<b>Families for Literacy</b>				
Family Students				
Hours of Instruction				
<b>Total Students</b>	<b>46</b>	<b>116</b>	<b>46</b>	<b>116</b>
<b>Total Instruction Hours</b>	<b>178.5</b>	<b>647</b>	<b>179</b>	<b>647</b>







To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: August 16, 2000

**Subject: July Activities in the Children's Department**

**Programming-** Programming began in July. There were 8 storytimes and 4 lapsits. There were no MusicTimes in July. They will resume in August.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	95 children / 86 adults
Storytimes (a.m.) 3 - 6 year olds	4	60 children / 37 adults
Storytimes (p.m.) 3 - 6 year olds	4	37 children / 22 adults
MusicTime	0	0
<b>TOTALS</b>	<b>12</b>	<b>192 children / 145 adults</b>


**School Visits-** School visits have continued. Two Special Ed. classes with 12 children visited the library.

**Summer Reading Program-** Registration continues for the Summer Reading Program. One hundred and ninety-six children registered for SRP in July, bringing the total registered to 805. By the end of July we were beginning the seventh week of SRP. Teen volunteers continued to help out in the children's department. They were involved in manning the SRP table, reshelving books, and cleaning and relabeling the picture books.

**Way Out Wednesdays-** There were four Way Out Wednesday shows in July with a total of 563 children and adults attending. The shows included: Asha's Baba, a storyteller, Falcon's Court, and Mad Science.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: August 3, 2000

SUBJECT: **Placentia Library Literacy Services Activities Report for the month of July.**

**Tutor Training.** The Literacy Coordinator conducted a tutor training workshop on Sunday, July 16 and nineteen (19) tutors were trained, five (5) of whom were high school volunteers. This is the largest amount of tutors trained at one time in recent history. All are now matching those new tutors, and they should all be tutoring in the program by the middle of August.

**New Families for Literacy (FFL) Program.** We are in the process of recruiting tutors and families for our new FFL Program. We expect our most success in recruiting new families will be in September when schools are back in session, particularly Head Start, which we believe has tremendous potential.


**Partnerships for Change.** Public Services Manager, Jim Roberts, and Children's Librarian, Cyrise Smith, plan to organize and form a coalition and apply for a Partnerships for Change grant of either \$5,000 or \$10,000. The grant application must be received at the State Library by October 6. Partnerships for Change is a multi-year program that has helped California Libraries analyze and restructure their library service programs and policies to better respond to their changing diverse communities.

**Discussion/Writing Group continues to grow.** The Tuesday night discussion/writing group that began in late May with five students had grown to 8 students by the end of June. In July, we had two more students enroll in this advanced class for a total of 10 students at the end of July. We plan to limit the number of students to no more than 20.

**Federal Work Study (FWS) Program.** On July 20, we took the FWS contract over to the Western State University College of Law, and by the end of July, we had received resumes from three students in the program. We hope to receive more applicants in August, and plan to interview and select participants before the end of August.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: August 3, 2000

SUBJECT: **Placentia Library Web Site Development Report for the month of July.**

A quarterly Web Site review was given to selected staff on July 11. Frank Frizell, our new FFL and Public Services Staff member, will be responsible for quarterly design review and update.

In July, the Placentia Library District had 11,605 "hits" on the Web Site, an average of 374 a day. This is by far the most hits in a month since we have been tracking World Wide Web Access Statistics. The following are our year to date statistics:

PlacentiaLibrary.Org Visits

Pages Visited	Feb-00	Mar-00	Apr-00	May-00	Jun-00	Jul-00
Borrowers	262	206	309	383	333	639
Friends	262	208	300	390	332	636
Hours	N/A	N/A	305	384	333	642
Information	259	209	307	383	330	637
Foundation	259	204	308	387	331	633
History Room	264	205	308	378	335	641
Literacy/CLC Logo	404	317	468	614	511	985
Passports	257	207	310	388	330	632
Total Views	4,739	3,880	5,663	7,207	5,944	11,605



TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: August 16, 2000  
SUBJECT: Publicity materials produced for July 2000

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

1. Welcome to Placentia Library, address & telephone number.
2. Library Hours
3. Board of Trustees
4. Literacy Program asking for volunteers
5. Summer Reading Program
6. Children's storytime, lapsit and musictime programs
7. Friends of Placentia Library Bookstore
8. Placentia Library is a passport acceptance agency

**Newspaper articles published:**

1. Tutors needed at Library.
2. Sharks tales told at Library program.
3. Placentia Library will hold a special science program for children.
4. Go to "lab-O-rat-Ory" for Mad Science.
5. The Placentia Library will host a program of music and tales of West Africa.
6. Local Art Appreciation: Art exhibit at Placentia Library.
7. County library system a formidable magnet.
8. Alfred Aguirre: Fighting for equality in Placentia.
9. Newport Library foundation loses 350 members.





## pacific clippings

p m b 1 1 7 8 9  
santa ana, calif. 92711

The Register:  
Daily JUL 28 2000

# County library system a formidable magnet

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly

JUL 27 2000

### LOCAL ART APPRECIATION:

We don't have to go all the way to Laguna Beach to see an art exhibit. Placentia Library has on exhibit beautiful

pieces of art done by members of the Placentia Art Association. Come, admire and possibly take home a special painting for your home.

**HISTORICAL MARKER:** A very special event will occur

Aug. 16 at 5:30 p.m. One of the most well respected men in our community and much loved teacher, Don Oberle, will return to participate in a ceremony at McFadden Park. During that evening's ceremony the city's Historical Committee will formally place Historical Marker 5 at Oberle Gym which is named for Don. The marker is placed in recognition of the building's important historical role in this city's development.

Everyone is invited including former members of the old McFadden School staff. I'm sure there will be a lot of memories shared that afternoon. Refreshments will be available after the dedication.



APRIL  
OTTAVIAN

**CULTURE:** Six million books and other items were checked out last fiscal year, up 100,000 from the year before.

By **JONATHAN VOLZKE**  
The Orange County Register

Marco Marmolejo started hanging around the San Juan Capistrano branch of the county library to kill time while waiting to pick up his sister from school. But he discovered the Internet and stacks of books about famous Mexican-Americans. Now he's hooked.

"I was surprised," Marmolejo, 14, said Thursday as he left the library. "It's kind of fun."

He's not alone: County library officials announced Thursday that a record 6 million books, compact discs, tapes and other items were checked out in the fiscal year that just ended.

County Librarian John Adams attributed the gain, up from 5.9 million last year, to several factors: an effort to get in-demand books, compact discs and DVDs, longer hours, even a push to install 400 computers throughout the 28-branch system.

"When people come in, what they want is there," he said.

The most items - 503,357 - were checked out of Heritage Park Regional in Irvine, where librarians also fielded the most

### REWRITING LIBRARY'S TALE OF WOE

The Orange County Board of Supervisors' just-approved budget gives the county library system \$25.4 million - a far cry from its darkest days less than a decade ago.

For most in county government, talk of the lowest times means the 1994 bankruptcy, when \$1.6 billion was lost. For County Librarian John Adams, however, the dark days were a year or so earlier, when the state decided to take a bigger bite of local property taxes - the lifeblood of local government.

The county library budget fell from \$27 million to \$17.5 million.

"We lost approximately 35 percent of our budget in one fell swoop," Adams said.

Cities threatened to pull out of the system, which likely would have toppled it. The bankruptcy took another \$1.5 million.

But the creation of a Library advisory board - City Council members from each of the 23 cities served by the county system - kept the system together and provided a more equitable way to ensure that cities were getting what they paid for in library services. That, and the robust economy, has the library system soaring to new heights.

- Jonathan Volzke

reference questions, 174,422. The highest total attendance was at Garden Grove Regional, 538,855.

Some city-owned libraries have also noticed increased circulation.

In Anaheim, enrollment in the summer reading program has more than tripled to 10,000 kids this year. An adult reading program, given for the first time this year, has enrolled 1,800 people.

Adams said 800,000 people hold county library cards for branches in 23 cities.

Yvonne DeVane-Mulay of Dana Point has visited the San Juan Capistrano branch once a week for three years. She relies on books on tape to pass a 50-minute commute each morning. She also searches the stacks for art books.

"I've been a library-goer all my life," DeVane-Mulay said. "There's just something about the smell, the feel, of a library you can't get anywhere else. It's very nurturing."

► jvolzke@notes.freedom.com  
► Call: (949) 454-7361

## **pacific clippings**

p m b 1 1 7 8 9  
santa ana, calif. 92711

Los Angeles Times  
OC Edition JUL 10 2000  
Daily

JULY 19 332

The Placentia Library will host a special science program for children as part of its Way Out Wednesdays children's series from 1 to 2 p.m. at 401 E. Chapman Ave. Information: (714) 528-1906.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUL 27 2000

### **Sharks tales told at library program**

332  
You don't have to get in the water to see sharks. The 2000 Summer Reading Program will present Creature Feature from 1 p.m. to 2 p.m. on Aug. 2 at the Placentia Library. Creature Feature, which will highlight sharks of the Pacific, is part of the library's Way Out Wednesdays series. Stories, puppets and other artifacts will enhance shark tales for children of all ages. Seating capacity is 150, but those interested must reserve seating. For information: 528-1906.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News  
Weekly JUL 13 2000

### **Go to lab-O-rat-Ory for Mad Science**

332  
The Placentia Library wants to bring out the mad scientist in every child as part of the 2000 Summer Reading's Way Out Wednesdays at the library. Sponsored by the Friends of Placentia Library, performances of Mad Science will take place from 1 p.m. to 2 p.m. July 19 at 411 E. Chapman Ave. Free passes are available to children ages 4 through 13 who are registered with the program. Seating is limited to 150. For information: 528-1906.

## **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Yorba Linda Star  
Weekly JUL 5 - 2000

### **Tutors needed at library**

332  
Make a positive difference in someone's life by becoming a volunteer tutor at the Placentia Library. Take some time to help students read and communicate in English. A three-hour training will take place from 1:30 p.m. to 4:40 p.m. July 9 at 411 E. Chapman Ave. For more information, contact Public Services Manager Jim Roberts at 524-8408, Ext. 213.

## **pacific clippings**

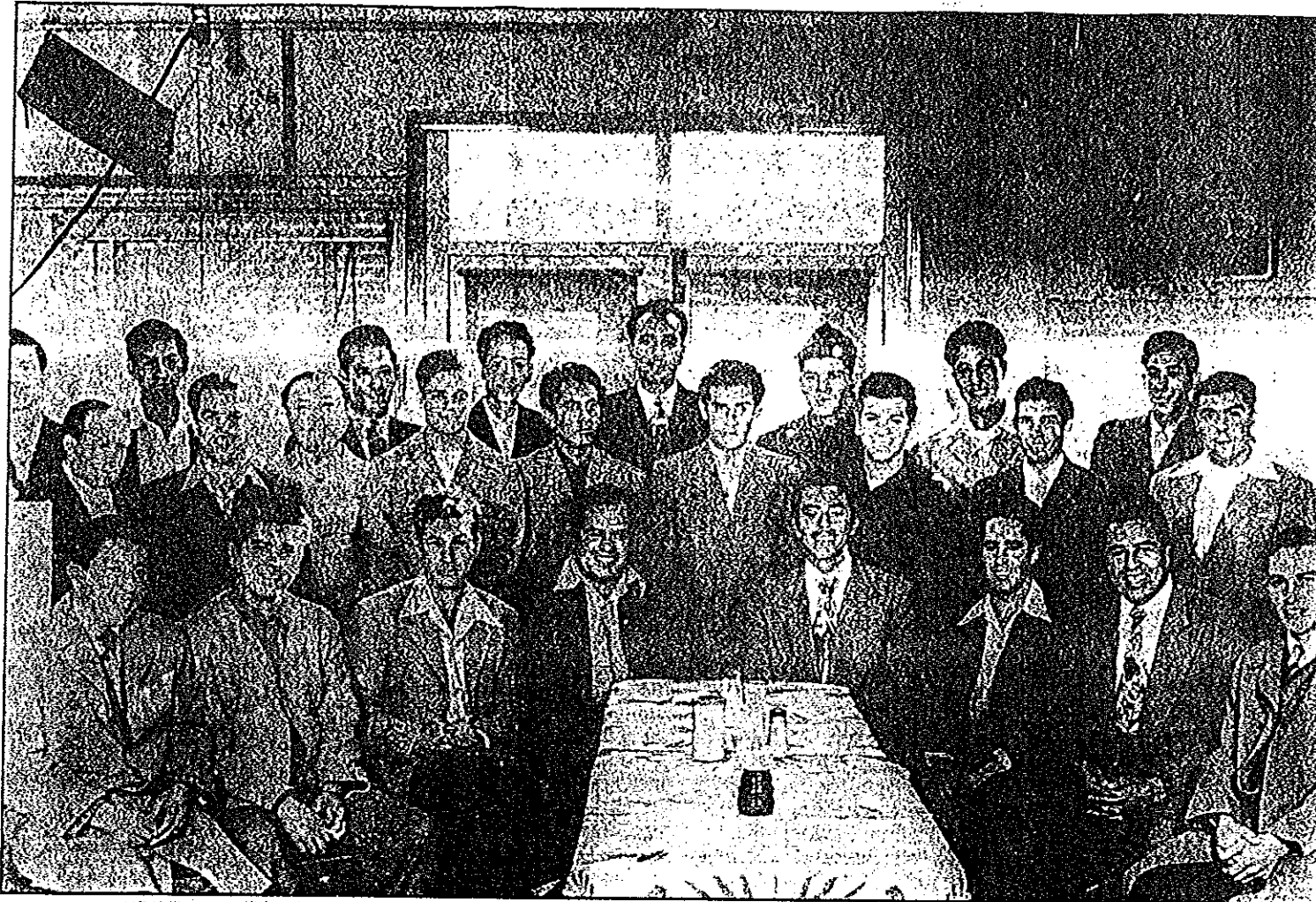
p m b 1 1 7 8 9  
santa ana, calif. 92711

Los Angeles Times  
OC Edition JUL 10 2000  
Daily

### **WEDNESDAY**

332  
The Placentia Library will host a program of music and tales of West Africa as part of its Way Out Wednesdays children's series from 1 to 2 p.m. at the library, 401 E. Chapman Ave. Information: (714) 528-1906.

# OUR LEGACY: MILLENNIUM MOMENTS



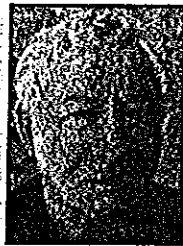
**UNITED:** Members of the Veterans and Citizens of Placentia at La Perla Restaurant in 1950. Alfred Aguirre is third from left in the front row. Photo courtesy of Alfred Aguirre

## Fighting for equality in Placentia

Alfred Aguirre and other war veterans organized to end segregation

### HELPING THE COMMUNITY

Placentia was a major Valencia orange center, with five packinghouses and groves everywhere. It also became a hotbed of activism by Mexican-Americans who returned from World War II and called for an end to school segregation. Alfred Aguirre registered 300 voters in the 1950s and in 1958 was the first Hispanic elected to the Placentia City Council.



**ALFRED AGUIRRE, 79 FOUGHT FOR CIVIL RIGHTS IN PLACENTIA**

### THE REFLECTION

*Alfred Aguirre helped to organize Veterans and Citizens of Placentia. It later became a chapter of LULAC (League of United Latin American Citizens).*

Growing up at the Chapman Avenue School in the 1930s, we didn't have grass or a woodshop or many of the things they had at the Bradford School. When it rained we played in the mud.

When we went into the service, we found that everybody was treated equally, whatever background you had. But when we came back nothing had changed, so we decided to organize, and we

talked to lawyer C.W. Marshall in Los Angeles.

We had three meetings with the school officials. They told us that Mexicans were good at picking oranges and manual labor, but mentally we weren't as smart. I said, give us a chance.

After three meetings, they finally agreed to let Mexican-Americans attend white schools.

The town was smaller back then. Two hundred voters could make a difference.

The town is bigger now, but we're still raising money for scholarships and trying to get people involved.

Interview by John Westcott

### ABOUT THIS FEATURE...

**DISCOVER ORANGE COUNTY 2000 BUILDING COMMUNITY**

Millennium Moments is a daily look at the history of Orange

County. This month, we look at "lost lifestyles," the ways we once lived and worked in O.C. View specially selected Millennium Moments on KABC-TV/7 or listen to them on KXMX/95.9 FM.

### ONLINE:

[www.discoverOC2000.com](http://www.discoverOC2000.com)

**BIBLIOGRAPHY:** "Labor and Community," Gilbert Gonzalez.



**TALKING POINTS:** Were there leaders who fought discrimination in your neighborhood?



**REACH THE REGISTER:** (714) 796-2239. E-mail: [John\\_Westcott@ink.freedom.com](mailto:John_Westcott@ink.freedom.com)

# Newport library foundation loses 350 members

332  
■ Officials with the fund-raising group say drop was result of a public spat with the board of trustees.

Noaki Schwartz  
DAILY PILOT

NEWPORT BEACH — Following a yearlong public brawl between members of the Newport Beach public library foundation and trustees, membership in the fund-raising group has dropped nearly one-third, reports show.

Although the foundation's name has been cleared since the dispute unfolded last fall, support dropped from 1,200 members to 850, according to a July 5 foundation report obtained by the Daily Pilot.

While membership attrition is a typical battle faced

by many nonprofits, Tracy Keys, the foundation's administrative director, said the recent loss is significant.

"We can assume it has a lot to do with what when on," Keys said.

What happened is that last October the trustees sent a strongly worded letter to the foundation accusing the group of financial mismanagement and threatening to dissolve the crucial relationship. While the foundation raises money, the trustees decide how it's spent. Although an independent audit found nothing amiss, it took some time before the two groups formally made up earlier this year by signing a memorandum of cooperation.

Despite the daunting task of recovering from the blow, Larry Spitz, the foundation's

SEE LIBRARY PAGE A13

## LIBRARY

CONTINUED FROM A1

new president says he's up to the task. It's unclear how much the financial loss will be, Spitz said, because the figures aren't out yet.

"It's going to show a fairly substantial loss in revenue, although we did give the

library \$125,000 in March," he said. "Sure we lost the members — in my opinion because people are confused."

The foundation's main goal now will be to end any confusion and let the community know that the library is a worthy cause for donation.

"We're going to begin a direct-mail campaign and

resell the foundation to those people interested in keeping the library as great as it is," he said. "This library has been selected for all sorts of honors for a library of its size."

In addition to the mail campaign, board members are currently brainstorming to come up with other ideas of how to renew the community's trust and increase

membership.

The foundation will also refocus its efforts to raise a \$2.5-million endowment fund to weather tough financial times. While the dispute was still brewing, the foundation put these efforts on hold.

"It isn't as though we're destitute," Spitz said. "There's about \$1.5 million in the endowment fund."

SAFETY COMMITTEE MEETING  
JULY 27, 2000  
MINUTES

I. Call to Order: 9:05 A.M.

II. Members Attending: Wendy Goodson  
Esther Guzman  
Katie Matas  
Cindy McClain  
Cyrise Smith

III. Old Business

1. Repair of the loose ceiling tiles and roof leaks is still pending.
2. Safety covers will be purchased for all exposed electrical outlets.
3. The location of the safety kit needs to be reevaluated and the kit restocked.

IV. New Business

1. The cover on the vending machine drink dispenser is missing. A new cover has been ordered.
2. There are no lights around the patio fountain for evening patrons. The city will be contacted about this need.

The next meeting will be August 24, 2000 at 9:15 A.M.

Respectfully submitted,



Katie Matas



# CONNECTION

LIBRARY OF CALIFORNIA

CALIFORNIA STATE LIBRARY  
FOUNDED 1770

ISSUE No. 1  
July, 2000

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## California libraries joining digital forces

Information sharing for all Californians took a step toward the future in June with the announcement of a broad-based plan to link the Library of California (LoC) with the University of California's California Digital Library.

"We are forging a system that will make information accessible to every Californian in a way never before envisioned, much less accomplished," says Dr. Kevin Starr, the state librarian and chief executive officer of the Library of California Board. "The California Digital Library brings to this partnership the resources of the world's greatest public university system. This means a wealth of information beyond anything easily imagined. This also means a future in which information, like democracy itself, will belong to everyone."

The LoC was created by the state legislature in 1998 to link all the libraries of the state. The agreement between the LoC and the California Digital Library (CDL) encourages cooperative work to develop digital information and services.

The partnership also addresses the challenges of preserving digital materials, efficiently selecting and licensing digital content, and designing friendly on-line gateways to make this material accessible to the public.

James Dawe, president of the Library of California board and a San Diego attorney, said: "The key to the future of libraries in California is cooperation. The information resources we have now, such as large databases, are far too expensive to duplicate. With the growth of the Web and the dispersal of computers in libraries, the LoC can make possible the sharing of information electronically as never before. The California Digital Library is a very big component of this picture."

The LoC was created to provide users of all types of libraries access to the collections and resources of public, school, government, academic, and special libraries throughout the state. Since its creation, the LoC has devoted itself to greater resource sharing, cooperative acquisition of digital materials, and direct service delivery on-line and through regional library networks.

Inaugurated by University of California President Richard C. Atkinson in 1997, the California Digital Library was established as a collaborative effort of the UC campuses and their libraries. Its mission is to

advance scholarship and science, foster excellence in teaching and learning, and promote service to the public by developing and providing continuous access to digital content and services. The CDL also encourages and supports innovations in scholarly communication and publishing.

The University of California is a strong proponent of the legislative efforts to create the Library of California. CDL spokespersons see the emerging LoC program as a natural and crucial channel for promoting collaboration among California's libraries.

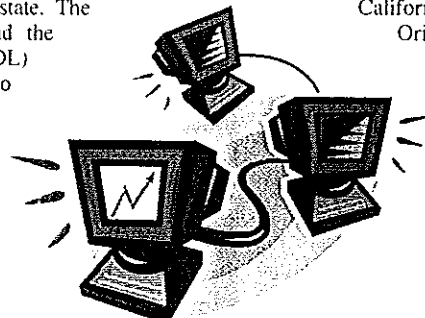
Among the areas of immediate focus for the partnership are several that increase access to library collections throughout the state. The California Periodicals Database, which lists more than 860,000 magazines and journal titles owned by more than 550

California libraries, is hosted at the CDL.

Originally developed with federal funds administered by the California State Library, ongoing maintenance and development of the heavily used and publicly available database is being supported by the LoC.

The CDL's Online Archive of California represents nearly 5,000 collections of photographs, manuscripts, and other archival materials in libraries, museums, and historical societies throughout the state. The LoC-CDL agreement extends access to "finding aids" for all of those collections, as well as to a fascinating array of digitized materials drawn from them that includes, for example, photographs of the aftermath of the 1906 San Francisco earthquake, diary pages from a member of the ill-fated Donner party, and sketches and artwork created by early California residents.

Establishing convenient, long-term access to government information is also a priority for the partnership. The CDL's government information initiatives include "California Counts," an online gateway to social science data, to be established with support from LoC. Joint funding in excess of \$600,000 has been allocated to support project development. California Counts will include data on population, housing, health, crime, economics, education, environment, and other topics, much of it drawn from state agencies. Most important, the social science data



*"We are forging a system that will make information accessible to every Californian in a way never before envisioned, much less accomplished."*

*- Dr. Kevin Starr, state librarian and CEO of the LoC board*

## Book rendezvous trains Friends of the Library

Ever get a real "steal" on a book at a Friends of the Library book sale? That may soon become harder to do.

Sixty people from 28 different rural Friends of the Library groups attended a workshop at Shasta College library in Redding on Friday, June 9<sup>th</sup>, on recognizing books that may be worth more than the usual \$.50 to a couple of dollars charged at Friends' book sales. The workshop was also seen at the Nevada County Library in Nevada City, and the Kern County Library in Bakersfield using videoconference technology. The project was modeled after the spring gathering of trappers and fur traders throughout the Old West, who took their furs at the end of trapping season to a central rendezvous point for the convenience of buyers.

The instructor of the training workshop was Steve Mauer, an independent bookseller who owns a bookstore called "The Book Mine." Workshop attendees brought books they wanted Mauer to evaluate, kind of like an "Antiques Road Show" for books.

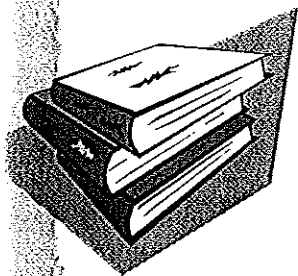
At the workshop participants were introduced to the basic terminology used by book collectors in describing books. Mauer then used the books people brought to the workshop to illustrate how to estimate value. Besides recommending a few indispensable reference books, he also told participants that almost all the information needed to price books today could be found on the Internet. After connecting on-line to the Internet, he found comparable listings for various books and pamphlets ranging in price from \$7 to \$1,500 dollars that were found using major book-finding websites.

Some of the rare books found included a copy of Homer's "Opera" published in Latin during the seventeenth century and priced as high as \$3,000 on the Internet. Mauer estimated that the value of a copy someone brought to the workshop was \$1,500. Surprisingly, an early twentieth century copy of a "Pollyanna" authored by Porter and reprinted in a fine dust jacket by Grosset & Dunlap in the early 20<sup>th</sup> century fetched only \$200.

The relatively few valuable books that Friends of the Library volunteers may discover among books donated for the good of the library may be taken to a rendezvous point similar to the workshop, but it may turn out to be a virtual rendezvous location. A website is being developed that will provide a convenient point of sale by Friends of the Library groups located throughout rural areas of California.

"Book Rendezvous" is a project funded in part by the Library Services and Technology Act, a federal grant program. The California State Library administers it as part of the Rural Initiative.

For more information, contact Al Bennett, Book Rendezvous Coordinator at the California State Library, at (916) 653-7743 or by email [abennett@library.ca.gov](mailto:abennett@library.ca.gov). ■



## APPOINTMENTS TO BOARDS

### New member of Library of California board appointed

Jane Lowenthal, president of the Lowenthal Group, was appointed March 28<sup>th</sup> to the Library of California (LoC) Board by the Speaker of the Assembly. Besides being president of the Lowenthal Group, an organization specializing in arbitration, mediation, and conflict resolution for businesses, Ms. Lowenthal is an active member of many organizations including the Asian American Dispute Resolution Center (Board of Directors), the Jewish Federation - Jewish Community Relations Commission, Habitat for Humanity, and League of Women Voters. Her appointment is as a representative of the public-at-large, and she will serve on the board until January 1, 2004.

For profiles of other board members, see [www.library.ca.gov/loc/board/index.html](http://www.library.ca.gov/loc/board/index.html) ■



### Bond act board appointments made

With Governor Gray Davis' appointment of Barton P. Pachino to the California Public Library Construction and Renovation Board on May 25<sup>th</sup>, the last of the three appointed members of the bond act board has been completed. Besides Pachino, the other two appointed members are State Senator Dede Alpert, appointed by the Senate Rules committee; and Assemblywoman Dr. Gloria Romero, appointed by the speaker of the State Assembly. The bond act board also includes three constitutional officers named by the act itself. They are State Treasurer Philip Angelides, Department of Finance Director Tim Gage, and State Librarian Dr. Kevin Starr.

A FAQ on the bond act is available through a hyper-link on the CSL website at [www.library.ca.gov/](http://www.library.ca.gov/). ■



# LoC board approves grants to planning regions

The Library of California (LoC) board has authorized spending \$2,214,155 so the planning regions can provide their members access to licensed databases. State Librarian Dr. Kevin Starr, in his role as chief executive officer to the board, has awarded LoC grant funds for the following database projects:

## Cascade Pacific Planning Region (#1)

(Butte, Colusa, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas Shasta, Sierra, Siskiyou, Tehama, and Trinity counties)

*Gale Health Reference Center* - This project provides a one-year trial subscription for a web-based consumer health information resource. The database contains a variety of health information materials at varying levels, which most of the libraries within the region will be able to use. The planning region chose this database because of inadequate health library resources within the region to meet the needs of the general public.

*NovelList* - This project provides a one-year trial subscription to an electronic readers' advisory resource that helps fiction readers find new authors and titles. It includes over 85,000 titles that are appropriate for fiction readers of all age levels, and is appropriate for use in public, school, and academic libraries.

## Golden Gateway Planning Region (#2)

(Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties).

*Electric Library* - This one-year trial subscription database includes a broad range of full text materials from magazines, newspapers, books, pictures, and television and radio program transcripts. This database is an ideal source of information for school and public library users because of the variety of sources and titles used, and the currency of information included in the database.

## Sierra Valley Planning Region (#3)

(Alpine, Amador, Calaveras, El Dorado, Merced, Mono, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Tuolumne, Yolo, and Yuba counties).

*Electric Library* - see description above.

*FirstSearch* - This project will provide a one-year trial subscription for 100,000 searches, to be distributed in blocks to participating libraries, which will allow access to more than 80 different databases through one website. Although librarians will use this database to assist patrons, it is a resource of value to all types of libraries within the planning region.

## Arroyo Seco Planning Region (#4)

(Los Angeles and Orange counties)

*Los Angeles Times/Orange County Register Newspaper* - This project provides web-based access to the "Los Angeles Times" or the "Orange County Register" newspapers for participating libraries within the Arroyo Seco planning region. All types of libraries and their library patrons will find this project useful.

## Tierra del Sol Planning Region (#5)

(Imperial, Inyo, Riverside, San Bernardino, and San Diego counties)

*Contemporary Authors/Contemporary Literary Criticism Select/Dictionary of Literary Biography* - This project bundles together three separate online databases that provide users with current biographical and bibliographical information (Contemporary Authors); biographical information and critiques of authors' works (Contemporary Literary Criticism Select); and a dictionary of literary figures where the emphasis is on placing them within the larger context of literary history. (Dictionary of Literary Biography)

## Gold Coast Planning Region (#7)

(San Luis Obispo, Santa Barbara, and Ventura counties)

*Gale Biography Resource Center* - This database combines more than 50 of the most frequently used Gale Group biographical databases with over 250 full text periodicals. Includes narrative biographies, tips on biographical research, full text of "The Complete Marquis Who's Who" biographical resource, and features on current newsmakers.

For more information on these grant programs, contact Ira Bray, electronic information resources consultant, at (916) 653-0171 or by email [ibray@library.ca.gov](mailto:ibray@library.ca.gov) ■

## LoC board makes telecommunications infrastructure grants

In April 2000 the Library of California (LoC) Board approved more than \$2 million in grants to support the development of the telecommunications infrastructure for network planning regions. These funds will support the acquisition or upgrading of gateway access servers, electronic interlibrary loan systems, and patron authentication systems to verify library users who are requesting services from libraries other than their "home" library. The telecommunications infrastructure grant program follows previous Board actions making \$7,500 Z39.50 server software grants to individual libraries that meet Library of California interim eligibility standards and minimum technical requirements.

Z39.50 is a technical protocol that makes searching many different library catalogs possible without knowing how to search them individually. It also allows for the searching of multiple library catalogs with one pass. These connectivity grants establish the infrastructure necessary to create a virtual statewide database representing the holdings of California libraries. Such a database is an important component of a cluster of access services envisioned in the Library of California Act.

Using a combination of federal LSTA, California Library Services Act, and local funds, some California cooperative library systems and member libraries have developed gateway servers and electronic interlibrary loan systems. This program will expand these projects to include multitype libraries within regions targeted to become Library of California regional library networks by January 2001. It also funds the startup of gateway server/Interlibrary Loan (ILL) projects in planning regions where these do not exist.

In assisting in the development of the board's program priorities staff reviewed, on a regional basis, the current implementation status of Z39.50 connectivity projects by Cooperative Library System and local libraries. The *Linked Systems Study Update and Proposed Technology Infrastructure for the Library of California*, Joan Frye Williams, November 15, 1999 was helpful in this analysis.

In her Study, Ms. Frye Williams reports: "Since the last survey of California Linked Systems Projects... substantial progress has been made. Local Z39.50 server software and regional Z39.50 gateway software have been installed and links have been established for more than fifty additional libraries, including public, academic, school and special libraries. As a direct result of these projects, a number of libraries that have never been accessible via OCLC or any other resource sharing tool now offer their collections for searching over the Internet."<sup>1</sup>

For additional information on the Library of California telecommunications program contact Mark Parker, Assistant Bureau Chief, Library Development Services, at (916) 657-1892 or by email [mparker@library.ca.gov](mailto:mparker@library.ca.gov). Information can also be found by searching the Library of California Web site at [www.library.ca.gov/loc](http://www.library.ca.gov/loc) ■

<sup>1</sup> *Linked Systems Study Update and Proposed Technology Infrastructure for the Library of California*, Joan Frye Williams, November 15, 1999, pg. 11.



# Library of California April board meeting

The following is a selection of the actions taken by the Library of California board at its quarterly meeting on April 26-27 at the California State Library in Sacramento:

## 1. Board Priorities

The board voted unanimously to adopt the following Library of California program priorities:

*For Fiscal Year 1999/2000 (not in priority order):*

- Develop infrastructure for regional network development
- Make online databases available for the general public and youth in all LoC regions
- Select and implement a telecommunications model at the regional level that will expand resource sharing statewide
- Begin the direct loan pilot program

*For Fiscal Year 2000/2001 (not in priority order)*

- Develop statewide database programs
- Implement electronic document delivery
- Implement trial databases for specific types of libraries (E.g. public, college and university, special, school)
- Develop statewide resources for statewide licensing
- Implement Interlibrary Loan (ILL) at the regional and inter-regional level

## 2. Adoption of Resolutions

The board voted unanimously to adopt resolutions for resigning board members Patricia T. Osttost and Nolan Frizelle in appreciation for their contributions "to the libraries and people of the State of California."

## 3. Library of California 2000/2001 Funding Request

The board voted unanimously that the Library of California Board affirm the state librarian's request to the governor for additional Library of California local assistance funds. If approved, the additional funds would be used for improving regional and statewide service programs for the 2000/01 fiscal year.

## 4. Regional Telecommunications Infrastructure Grants Program

The board voted unanimously to authorize the spending of up to \$2,262,000 to support project grants for regional telecommunications infrastructure that will make regional library catalogs access, electronic interlibrary loan, and patron authentication possible. They also authorized the chief executive officer to develop a grant award program to award these funds.

## 5. Telecommunications Infrastructure

The board voted unanimously to adopt the following criteria for regional telecommunications infrastructure:

- Regional telecommunications programs shall geographically conform to Library of California planning regions, and participation is limited to libraries that meet both the Library of California Board's interim eligibility requirements and that can support appropriate telecommunications technologies
- When a regional library network replaces a planning region, eligibility for telecommunications infrastructure grants through Library of California will be for libraries that are members of a regional library network and that can support appropriate telecommunications technologies
- Regional library networks must include information about regional resource sharing protocols and ongoing regional telecommunications infrastructure needs in their annual plans of service
- Regional library network gateway catalogs must be available to the general public via Internet browsers that can access these online catalogs either inside or outside the library
- Regional library networks shall use the Z39.50 protocol for their telecommunications infrastructure programs

- Regional telecommunications programs should include an electronic interlibrary loan component that will enable the public to place loan requests over the Internet
- Regional library networks must either individually or collectively adopt resource sharing protocols standards that will permit outside access to the regional library network's materials
- Libraries requesting Z39.50 server software must apply for it through the Library of California Z39.50 Server Software Grant program

## 6. Statewide Information Database Licenses

The board voted unanimously to authorize the expenditure of up to \$192,000 to support the Librarians' Index to the Internet on behalf of the Library of California. The board also directed its chief executive officer to award these funds to the Peninsula Library System to continue the Librarians' Index to the Internet through June 30, 2001.

## 7. Supplemental Grants Program

The board voted unanimously to authorize the awarding of Library of California funds using the Criteria for Supplemental Grant Applications adopted by the board on February 18, 2000. The funds will finance grant applications in the following two categories:

■ Database Project requests	\$ 989,540
■ Planning Grant Augmentations and Network Development requests	188,276
■ Award Total:	\$1,177,816

## 8. CLSA Interlibrary Loan, Universal Borrowing, and Equal Access Programs

The board voted unanimously to adopt reimbursement rates for the 2000/01 fiscal years as follows:

CLSA interlibrary loans:	\$4.14 per eligible transaction
CLSA direct loans:	\$ .77 per eligible transaction

The rates adopted by the board are subject to the concurrence of the State Department of Finance. The chief executive officer will inform all participants of the 2000/01 reimbursement rates as soon as Department of Finance concurrence is obtained.

## 9. California Digital Library/Library of California Joint Statement on Collaboration

The board unanimously supported collaboration with the University of California's California Digital Library (CDL) [www.cdlib.org] and directed the chief executive officer (State Librarian Dr. Kevin Starr) to work with CDL to develop a joint statement of collaboration that addresses issues of mutual interest and concern.

## 10. Assembly Bill 2311

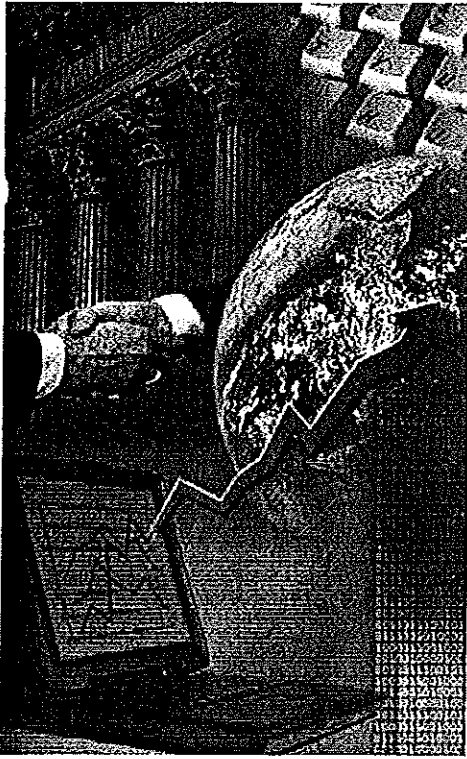
The board carried by a vote of 9 to 1 (with 1 abstention) that the Library of California Board supports AB2311 (Davis) as amended April 5, 2000. The only proviso is that this support position does not inhibit the authority of any Library of California planning region or regional library network regarding the eligibility status of staff with equivalent graduate education or demonstrated professional experience.

[For the text of AB2311, see [www.leginfo.ca.gov](http://www.leginfo.ca.gov)]

## 11. Assembly Bill 2757

The board voted unanimously to support AB2757, as amended April 11, 2000, relating to school libraries.

[For the text of AB2757, see [www.leginfo.ca.gov](http://www.leginfo.ca.gov)]



## Ten future leaders complete seminar

On May 12<sup>th</sup>, ten librarians from around the state graduated from the California State Library's fourth Transition into Management Seminar. Graduates of the 2000 program include: Martha Arroyo-Neves, San Francisco Public Library; Sandra Brimer, Mission Viejo City Library; Edward Erjavek and Virginia Evans-Perry, San Bernardino Public Library; Nina Lindsay, Oakland Public Library; Priscilla Lyons, Escondido Public Library; Bonnie McLaren, Siskiyou County Library; Sandra Toscano, Oakland Public Library; Christina Wainwright, San Diego Public Library; and Kit Willis, Ventura County Library. This brings the total number of graduates to 40 since the program began in 1989.

Participants in the Transition into Management program are selected on a competitive application basis and are chosen for their leadership and management potential. They undergo a week of intensive training, culminating in the presentation of their individual leadership agendas. The program, which is supported with federal Library Services and Technology Act (LSTA) grant funds, has previously been offered in 1989, 1992, and 1995.

At a dinner honoring both current and past TIM graduates, Kevin Starr said: "Our TIM graduates help ensure that California's libraries will have skilled leaders and managers who also mirror the state's diversity." Starr also complimented the group on their courage to step into library management, and encouraged them to continue to learn new leadership skills.

For more information, contact Kathy Low at (916) 653-6822 or by email [klow@library.ca.gov](mailto:klow@library.ca.gov). ■

## Tuition applications available

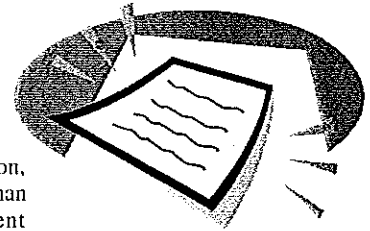
Applications for the 2000/2001 *Public Library Staff Education Program* are currently available. The ultimate goal of the program is to address the need for more librarians in public libraries available to serve under served and geographically isolated populations, as well as children and young adults. Developed by a team of public library representatives, the program addresses the formal library education needs of California public library staff seeking either an ALA-accredited master's degree in library science, or a library technician AA degree or certificate. It's intended to assist staff working in California public libraries and county law libraries who are seeking or working on securing a library degree or certificate, by supplying grant funds to the applicant student's employing library for reimbursement of their course tuition costs. Eligible libraries must apply for the grant funds on behalf of their staff members.

A selection committee does selection of staff members to receive tuition reimbursement on a competitive basis. Factors considered in the selection process include the staff member's work experience, training acquired, statement of commitment, and recommendation letters. To be eligible, library staff members must be employed by a California public library or county law library with employment having commenced at least one calendar year prior to the date of application, and be accepted to, or be able to show evidence of, acceptance to an ALA-accredited library school. For applicants seeking a library technician degree or certificate, they must be able to show enrollment in or eligibility for enrollment in the program.

The program guidelines and application packet have been mailed to every California public library, county law library, and library education program. A copy of the packet is also available from the Library Development Services Bureau of the State Library by calling (916) 653-5217 or by e-mail at [csllsds@library.ca.gov](mailto:csllsds@library.ca.gov). The application deadline is 4:00 p.m. on

September 1, 2000.

For more information, contact Kathy Low, human resources development consultant, at (916) 653-6822 or by e-mail [klow@library.ca.gov](mailto:klow@library.ca.gov). ■



## Digital force

*continued from page 1*

that is being targeted is popular among a wide variety of people across the state, from patrons in a public library to clients of a corporate library, as well as high school students and researchers from the University of California.

"This partnership provides a unique opportunity for the Library of California and the California Digital Library to reach a higher level of public service," said Richard Lucier, the CDL's university librarian and executive director. "We are very pleased to support the evolving collaboration across the state's libraries and to welcome the Library of California as a partner in our efforts to extend digital library services to California residents."

According to Diana Paque, director of the LoC, cooperative ventures between the CDL and the LoC are fundamental to the wise use of California library resources. "CDL's experience with digital information provides a resource to be used rather than duplicated, and it is a benefit all Californians can share through the LoC," she said.

More information about the CDL can be found at <http://www.cdlib.org/>

For the Library of California the address is <http://www.library.ca.gov/loc/> ■

# California Children and Families Commission awards California State Library \$3.2 million in Proposition 10 funds

In 1998/99 California voters enacted Proposition 10, which established a surtax on tobacco products sold in California. Eighty percent of the surtax is distributed to local counties based on the number of annual births in the county, and 20 percent goes to the CCAF state commission to administer statewide programs. For the counties program each county appoints a county commission to oversee the use of the money locally. At the state level revenue from this surtax is being used to create the California Children and Families First Program for early childhood development and smoking prevention. All funding must be used to benefit children prenatal through age five and their parents/caregivers.

Because of the similarities between the purposes of the two programs and awareness of the success of the Families for Literacy (FFL) program, the California Children and Families Commission (CCAF) invited the California State Library to submit proposals to the CCAF on behalf of its FFL Program. FFL, a 12-year-old public libraries program, closely mirrors the target population of Proposition 10 - children under five years old and their parents/caregivers. FFL has a successful track record of providing the same types of services as envisioned in Proposition 10, but with an added emphasis on impacting the home environment of children by changing the literacy skills, habits, and attitudes of the adults/caregivers of these children. Additionally, changing the resources within the home or care center is emphasized under FFL, so that the results of the interventions can be sustained over

a long period of time.

Two proposals totaling \$3.2 million were submitted and subsequently awarded by the CCAF. These included:

- \$1.1 million to be distributed to 71 public libraries (40 percent of all California public libraries) to augment 58 existing FFL programs, and to start 13 new FFL programs at the following public libraries:

Altadena Public Library  
El Dorado County Library  
Fresno County Library  
Monterey County Library  
Nevada County Library  
Placentia Public Library  
Sacramento Public Library  
San Diego County Library  
San Francisco Public Library  
San Jose Public Library  
Stanislaus County Library  
Yolo County Library  
Yuba County Library

- \$2.1 million to fund Library, Literacy, and Book Services (LLABS) or mobile units to serve hard to reach and low income, low literacy families located in rural and inner city communities not presently well served by FFL/public libraries. These 24-26 foot long vehicles are not bookmobiles; rather, they are mobile vehicles that will provide a full range of services as defined by Proposition 10 and FFL to the targeted prenatal through age 5 targeted populations and their parents/caregivers.

The California State Library anticipates awarding up to 12 grants of

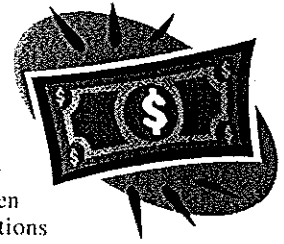
\$175,000  
each.

Priority will be given to applications

reflecting a partnership with their local county Children and Families Commission. The following 17 communities were designated as potential sites for a competitive grant process to award these funds based on the State Commission's focus on Central California and underserved counties. These communities are:

Butte County  
Fresno County  
Imperial County  
Los Angeles County  
Marin County/San Rafael  
(West county/Novato)  
Monterey County  
Oakland/Berkeley  
Sacramento  
San Bernardino County  
San Diego County/City/  
Chula Vista/National City  
San Francisco/North  
San Mateo County  
(So. San Francisco, Daly City,  
San Mateo, East Palo Alto)  
Santa Clara County  
Solano County  
Stanislaus County  
Stockton/San Joaquin County  
Yolo County/Woodland  
Yuba County

For more information, contact Carole Talan, Literacy Coordinator, by phone at (916) 653-8032 or by email ctalan@library.ca.gov ■



## Gibson steps down as LDS chief

After four years as bureau chief for Library Development Services (LDS), Liz Gibson has decided to step down effective July 1 to allow someone else the opportunity to "put his/her imprint on the position and the bureau," and also to allow Gibson to pursue other important areas of library program development of professional interest including the concept of the electronic information clearinghouse, planning data collection/distribution, and library planning, in general.

"For the past four years, I have been privileged to work on an almost daily basis with a talented administrator," State Librarian Dr. Kevin Starr said of Gibson. She is "a devoted librarian, and a person of warmth, commitment, and wit." Expressing gratitude for her management of LDS during a "challenging time" for libraries and librarianship in California, Deputy State Librarian Cameron Robertson also added that Liz Gibson has been a "superb State Library citizen" in her contributions to information technology and human resources development in the library, and also as a team player in the library's administrative council. ■

# San Diego Public Library public awareness campaign rated a success

A public awareness campaign conducted by the San Diego Public Library scored a hit with the public, according to post-campaign analysis conducted by a research firm.

The campaign was launched in January and ran for 14 weeks, supported in part by an LSTA grant provided by the California State Library (CSL). The CSL chose the San Diego Public Library as a test case to determine whether such a campaign might be successfully waged in a major California urban center.

Anna Tatar, director of the library, said: "This campaign has generated so much awareness and support for San Diego libraries. Our spokespersons really sold the value of the library, and they did it with heartfelt enthusiasm. Many library staff and patrons told me that some of the spots brought tears to their eyes. We had a good team of professionals, working together to make this campaign happen."

A grant of \$50,000 in Library Services and Technology Act funds generated more than \$350,000 in media exposure for the public library. The campaign involved a series of 15-second television spots featuring more than a dozen San Diego residents. The slogan for the campaign was: "The Library-Check It Out!"

James Dawe, president of the Library of California board, was one of the community leaders featured in the television spots.

Following the campaign, a survey was commissioned to determine whether the campaign had achieved its goals:

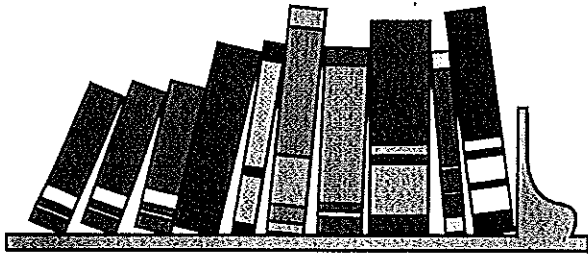
- Awareness of the campaign on the part of the public
- Recall of the slogan
- Increased usage of the library

A questionnaire was designed to assess public impressions of libraries in San Diego and the public's awareness of the campaign. Four hundred interviews were conducted by telephone, the average interview taking about five and a half minutes.

A clear majority of the respondents, nearly six in ten, were aware of the campaign. More than half of the respondents who were aware of the campaign rated it as "good" or "excellent" in terms of making them more aware of the value of reading and public libraries. A majority of respondents who were aware of the campaign also thought it would attract more people to use public libraries. An overwhelming majority of all respondents, 86 percent, said that they intend to visit a public library in the near future. Another overwhelming majority, 87 percent, said that they have positive impressions of public libraries in the San Diego area.

Approximately seven out of ten respondents said that they had used a public library during the past year. The median number of visits per library user was six per year.

Tatar summed up the campaign by saying: "Our media, corporate, and community partners are the ones who made this campaign a success. The whole experience has boosted by belief in how much San Diegans value their libraries. It's been a positive experience for me, personally and professionally." ■



## Funding agency visits State Library

Dispensing grants to California libraries for innovation and demonstrations of improved access to library resources, assuring availability of technological advances in library operations throughout the state, and introduction of better services to the underserved populations, is a vital function of the State Library in developing service statewide. Through the LSTA, a federal program for local financial assistance that is administered by the state, the State Librarian awards over \$11 million in grants each year to applicants from all types of California libraries. Oversight of the LSTA program nationally is a responsibility of the United States Institute of Museum and Library Services (IMLS) [[www.ims.gov](http://www.ims.gov)] in Washington, D.C.

As part of that mission, representatives of the Institute visit each state library as often as once a year. The California State Library's turn came on June 14-16 with the arrival of two officials from IMLS: Betsy Sywetz, deputy director for library services, and Robin Cabot, program officer assigned to California. The team was given an intensive three-day orientation on LSTA achievements in California. State Library staff from Library Development Services Bureau (LDS) and other departments presented briefings and demonstrations on key programs in areas such as InFoPeople, digitization, the Library of California, diversity efforts, children and youth initiatives, professional education, and online reference. The IMLS officers also visited Sacramento Public Library to view the results of recent grant projects in action there.

For more information on LSTA programs, contact Jay Cunningham, LSTA Coordinator, at (916) 653-8112 or by email [jcunningham@library.ca.gov](mailto:jcunningham@library.ca.gov) ■



calendar of events

## July

**July 6-8, 2000**  
ALA summer conference, Chicago

## August

**August 6-12, 2000**  
CSL-Stanford Institute summer conference

**August 16-18, 2000**  
Library of California board meeting, Irvine

**CONNECTION**  
is the website newsletter of the  
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and the Library of California

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# CONNECTION

LIBRARY OF CALIFORNIA

CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

ISSUE No. 2  
August 2000

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## Cascade Pacific, Gold Coast and Golden Gateway submit regional network plans

Librarians from all types of libraries from all regions of the state gathered together in early April 1999 at a Library of California (LoC) planning workshop for a unified purpose: to learn how to become a regional library network. After more than a year of gritty determination to successfully put together a plan, three LoC regional planning groups, Cascade Pacific, Gold Coast, and Golden Gateway, stand on the brink of becoming the first regional library networks of the LoC. All three have submitted their applications for the Library of California board to review and approve at their August 2000 meeting.

The road to becoming a regional library network has been arduous not only for Cascade Pacific, Gold Coast, and Golden Gateway, but also for the other four planning regions: Sierra Valley, Arroyo Seco, Tierra del Sol, and Heartland. According to the Library of California Act, the regional network applications submitted to the LoC board must contain the following information:

- an organizational structure
- bylaws
- membership policies, assuring that all eligible libraries in eligible jurisdictions and institutions in the geographic region of the LoC planning region submitting the application will be enabled to participate
- a long-range plan, including the transition of services from the California Library Services Act to the LoC Act, the criteria and functions for regional resource libraries, and the linkages with information agencies in the region
- the endorsement of the charter members: the charter members shall include more than one type of library
- geographical contiguity.

This is a lot of work, necessitating all the planning regions to develop the most tightly woven plan so that representatives from many different library types, user and multicultural groups, libraries, organizations, information providers within the respective LoC planning region, can be enticed to become network members. This has been a daunting task for all the regions because of the difficulty in scheduling meetings around all the planning members' busy schedules and at

a location that doesn't require some planning group members to drive several hours one way. To those scheduling these meetings, the challenge is akin to one of the labors of Hercules.

Despite these and many other challenges, all planning groups have committed to submitting applications no later than the LoC board meeting in Santa Clara in November, and three have now met that commitment. All the librarians, consultants, and others in Cascade Pacific, Gold Coast, Golden Gateway, Sierra Valley, Arroyo Seco, Tierra del Sol, and Heartland are to be commended for their labors in transforming the vision of Library of California into a palpable reality.

Following is a list of the LoC planning region names and the counties they represent:

**Cascade Pacific Libraries** (Butte, Colusa, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra,

Siskiyou, Tehama, Trinity)

**Golden Gateway** (Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma)

**Sierra Valley** (Alpine, Amador, Calaveras, El Dorado, Merced, Mono, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Tuolumne, Yolo, Yuba)

**Arroyo Seco** (Los Angeles, Orange)

**Tierra del Sol** (Imperial, Inyo, Riverside, San Bernardino, San Diego)

**Heartland** (Fresno, Kern, Kings, Madera, Mariposa, Tulare)

**Gold Coast** (San Luis Obispo, Santa Barbara, Ventura)

More information on the regional library networks is available on the LoC website at [www.library.ca.gov/loc/regional/index.html](http://www.library.ca.gov/loc/regional/index.html). You can also contact Diana Paque, Library of California Director, at (916) 653-7183, or by email to [dpaque@library.ca.gov](mailto:dpaque@library.ca.gov).



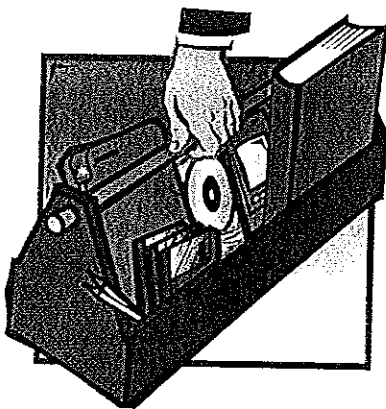
*Cascade Pacific, Gold Coast,  
and Golden Gateway, stand on the  
brink of becoming the first  
regional library networks of  
Library of California.*



## Library board member workshops underway

Effective boards lead to effective public libraries! That is the premise underlying a new partnership between the California State Library and the California Association of Library Trustees and Commissioners (CALTAC).

Carla Lehn, an expert in board development for non-profit and public agencies, has trained a small group of carefully selected CALTAC members in how to train other board members in this important topic. The first group of program graduates has already begun presenting workshops on library board effectiveness at the request of California public library boards. Each new trainer has a well-developed workshop kit based on the publication "Trustee Tool Kit for Library Leadership," the most recent edition of which the California State Library published in partnership with CALTAC in 1998.



The first two Board Member workshops were held at the Lake County Library in Lakeport and at the El Centro Public Library in Imperial County. Trustees and commissioners attending workshops at both libraries said they gained many new ideas that will lead to more effective board action.

Training sessions are now being scheduled in 25 public libraries, with eight able trainers ready and willing to conduct them. They are: Jane Jones, Evelyn Kobayashi, Joan Leighty, Mary Minow, Kristen Montan, Alan Smith, Dom Summa and Eleanor Wright. Kristen Montan and Alan Smith, who led the workshops in Lake County and in El Centro, will be available to present additional workshops.

To learn more about having a workshop presented to a California public library board, contact Alan Smith at his Bank of America office in Pleasant Hill, California. He can be reached by phone at (925) 356-1003, or by email: alan.blake.smith@bankamerica.com.

Funding for these workshops and publication of the CALTAC Tool Kit has been provided by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the California State Librarian.

For more information, contact Al Bennett, CALTAC Workshops Coordinator at the California State Library, at (916) 653-7743, or by email to abennett@library.ca.gov

For the text of the Trustee Tool Kit for Library Leadership publication, see <http://www.library.ca.gov/LDS/toolkit.pdf>. ■

## Mark Parker appointed as new LDS Bureau Chief

State Librarian Dr. Kevin Starr has appointed Mark Parker to the position of chief of the Library Development Services Bureau (LDS). He will replace Liz Gibson, who announced in May that she would step down as LDS bureau chief. Parker, who has been the assistant bureau chief in LDS for the past year, began his new duties as bureau chief on July 1st.

Parker brings a wealth of wisdom and experience to his new position. An administrator for the past 18 years, he has spent seven of those as Coordinator and Analyst for the Mountain Valley Library System (MVLS), and six years as the Deputy Director for Automation and Collection Services for the Sacramento Public Library. Since coming to LDS as the technology coordinator, Parker has been involved in a number of technology projects, including: the development and implementation of regional and statewide bibliographic databases and online catalogs, telecommunications systems, and interlibrary loan networks. He has also played a leading role in other successful statewide library development programs, including InFoPeople, the Gates Library Initiative, California E-rate, and the 24/7 Reference Project.

Gibson assumes the position of Planning Consultant in the LDS Bureau, and will continue to work on both statewide and regional projects and programs. ■

## State Librarian appoints Richard Hall Interim Bond Act Manager

State Librarian Dr. Kevin Starr announced on July 11, 2000 that Richard Hall, library facilities consultant for the State Library, has agreed to act as the Interim Library Bond Act Manager effective July 1, 2000.

As Interim Bond Act Manager, Mr. Hall will oversee the initial implementation of the Library Literacy and Reading Improvement and Public Library Renovation and Construction Bond Act of 2000 program. This measure, which California voters passed as Proposition 14 in March of this year, will provide \$350,000,000 to assist local governments throughout California to renovate and upgrade existing facilities and to build new library buildings.

Mr. Hall has served the State Library well for the last 10 years, first as manager of the 1988 Bond Act public library construction program, and most recently as the library facilities consultant in the State Library's Library Development Services bureau. In Dr. Starr's announcement he stated: "I know you will all enjoy working with Richard. Mr. Hall will act in this capacity until the State Library has the necessary approvals to establish the permanent position for the Library Bond Act Manager."

A FAQ on the bond act is available on the CSL website at [www.library.ca.gov/html/libser17b.html](http://www.library.ca.gov/html/libser17b.html). Richard Hall, Interim Bond Act Manager, can be contacted at (916) 653-7252, or by email to rhall@library.ca.gov. ■



# LSTA and the people of California

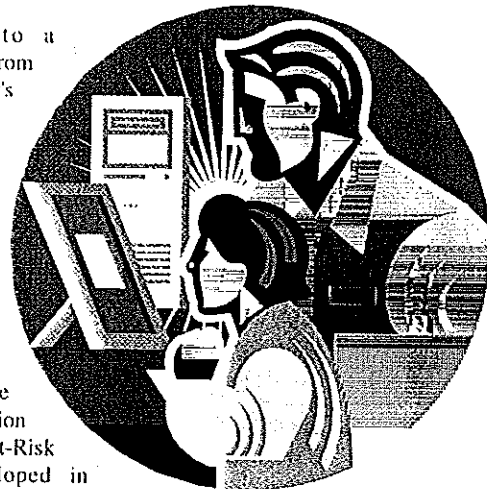
Although most librarians in California and other states have either heard of or applied for federal Library Services and Technology Act (LSTA) grant funds, oftentimes the only information anyone receives is what library programs have been funded and not the direct effect LSTA has on the people libraries serve. Currently there are 510 LSCA- and LSTA-funded library sites in California, serving 1.8 million California residents in urban and rural libraries. The following three examples are selected summaries of the very real impact LSTA has had on peoples' lives:

Federal grant funds were used for several years to allow nearly every public library in California to have access to the Internet. The InFoPeople project purchased personal computer workstations, provided telecommunications support, trained library staff, and provided other services, including the hugely popular Librarian's Index to the Internet (LII).

In Santa Clara, California, an elderly immigrant couple wanted to contact a relative of a long-lost close friend so that they could pass along some photos and memorabilia to him or his family. These close friends had been separated since World War II, and the couple wanted to renew this important friendship after 50 years. Telephone book searches yielded no clues as to this friend's location, but an electronic inquiry using the Internet at one of the InFoPeople-funded libraries found seven potential names in just minutes. One of the persons found turned out to be a relative of the long, lost friend. "I couldn't believe how quick your new service produced results," exclaimed the wife. "And we're so happy you did not charge us for it."

An LSTA-funded grant project entitled "A Place of Our Own" galvanized the Santa Cruz, California, City-County Library to change the mission and character of an old, unused Carnegie library building in a disadvantaged neighborhood of the city. The result was a revitalized branch library that is a valued and popular meeting place for young adults to work on projects ranging from homework help to arts and crafts and science. This transformed building has been re-designated a branch library for young adults, which has brought both regulars and newcomers to the library through word of mouth. This branch library prompted one teen to remark "It's like this place is for us!"

According to a research report from the State Library's California Research Bureau, approximately 856,000 children in California have a parent in jail, prison, or in the state's adult criminal justice system. One solution to reach these At-Risk kids was developed in



Ventura County, California using LSTA funds. Called "The Home Connection," this grant helped forge a creative partnership between the Ventura County Honor Farm and the county library services agency. Part of this project taught parenting skills to incarcerated women using a curriculum based on children's books. As part of their contribution, inmates recorded audiotapes of themselves reading aloud from books appropriate to the age of their children. Two women inmates released from prison died shortly thereafter from drug addiction. One librarian who was involved in this grant project said that during their stay in the program, these mothers had recorded tapes that they mailed home with books for their children. "These tapes and books may be the only positive legacy [these children's] mothers have left them. But, thankfully, their children will have at least these happy moments shared with their moms via tape."

For more information about LSTA, contact Jay Cunningham, LSTA Coordinator at the California State Library, at (916) 653-8112, or by email to [jcunningham@library.ca.gov](mailto:jcunningham@library.ca.gov).

The California Research Bureau (CRB) report entitled "Children of Incarcerated Parents" is available on the CSL website at [www.library.ca.gov/crb/00/notes/v7v2.pdf](http://www.library.ca.gov/crb/00/notes/v7v2.pdf). ■

## First California Bond Act Board Meeting Scheduled



The first meeting of the California Public Library Construction and Renovation Board is scheduled from 9:00 a.m. until 12:00 noon on September 14, 2000 at the California State Library. The meeting will be held in Room 500 of the Library and Courts Building at 914 Capitol Mall in Sacramento, California. This first meeting will be organizational in nature, with the agenda published towards the end of August.

The board is responsible for developing all the "rules, regulations, and policies" to implement the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 or Proposition 14, which California voters approved on March 7, 2000. The board will also approve all grant award decisions for the \$350 million made available for public library construction. First funding priority, according to the act, will go to "joint use projects in which the agency that operates the library and one or more school districts have a cooperative agreement."

The board has six members. They are: Dr. Kevin Sturr, State Librarian; Philip Angelides, State Treasurer; B. Timothy Gage, Director of the State Department of Finance; Assemblywoman Dr. Gloria Romero, appointed by the Speaker of the Assembly; State Senator Deirdre "Dede" Alpert appointed by Senate Rules; Barton P. Pachino, Esq., appointed by the Governor. ■

# Library of California June board meeting

The following is a selection of the actions taken by the Library of California board at its quarterly meeting on June 21-22 in Santa Barbara:

## 1. Mission Statement

The board voted unanimously to adopt the following mission statement:

*The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.*

## 2. Telecommunications Infrastructure - Z39.50

The board voted unanimously to direct the chief executive officer (State Librarian Dr. Kevin Starr) to allocate Library of California funds up to \$112,500 to continue the Z39.50 Server Software grant program for fiscal year 2000/2001.

## 3. CLSA Statewide Data Base

The board voted unanimously to approve the allocation of fiscal year 2000/2001 funds for the payment of CLSA Statewide Data Base annual subsidies in the amounts of \$65, \$500, and \$5,000.

The board also voted unanimously to approve the allocation of any fiscal year 2000/2001 Statewide Data Base funds not required for payment of annual subsidies. These remaining funds will be for competitive block grants of \$10,000 each to individual public libraries for retrospective conversion projects.

## 4. Senate Bill 1774

The board voted unanimously to support SB 1774 (Bowen), relating to the digital divide and computer access to the Internet if the bill is amended to have the funding portion related to library grants to be administered by the State Library and not the Department of Education.

[For the text of SB1774, see [www.leginfo.ca.gov](http://www.leginfo.ca.gov)]

## 5. Interlibrary Loan Pilot Program

The board voted unanimously to direct its chief executive officer to allocate up to \$500,000 in fiscal year 2000/2001 Library of California funds to extend the current interlibrary loan pilot program through December 31, 2000.

## 6. Budget Change Proposals

The board voted unanimously to authorize the chief executive officer (State Librarian Dr. Kevin Starr) to prepare the following fiscal year 2001/2002 Budget Change Proposals to be considered at the August 2000 board meeting:

### ■ CLSA Interlibrary Loan, Universal Borrowing, and Equal Access Programs

Local assistance funding would be provided for California Library Services Act (CLSA) interlibrary loan and direct loan programs.

### ■ CLSA Special Services Program-Literacy

Local assistance funding would be provided to increase the state match for libraries with established California Library Literacy Service programs to approximately 30%, and to expand Families for Literacy services in California libraries.

### ■ CLSA System Reference and Communications and Delivery Program

Local assistance funding would be provided to help the program meet additional costs incurred by newly formed library jurisdictions that by fiscal year 2000/2001 have affiliated with a CLSA System.

[For complete text of Library of California board action items, see [www.library.ca.gov/loc](http://www.library.ca.gov/loc). ■]



## Library of California board meeting set for August 16 to 18 in Irvine

The Library of California Board will hold its regular meeting at the Irvine Crowne Plaza Hotel on August 16th through 18th. Tentatively, board committee meetings are scheduled for the first day, a board strategic planning session for the second day, and the board meeting itself for the final day.

At the August meeting, the board will be considering several issues related to funding programs. These include:

- Funding Library of California programs in fiscal year 2000/01 with existing funding
- Factors which should be considered and addressed in funding regional library network operations
- Discussion of requests for new funding (BCPs) for 2001/02 and setting board priorities for the support of these requests.

Library of California board committee meetings and general sessions are open meetings, and interested parties are welcome to attend. Agendas and packets for the meeting will be sent to all regional contacts during the week prior to the board meeting. ■

## Regional contacts meeting at the August board meeting

Few opportunities exist for contacts from the Library of California planning regions to meet and discuss issues and concerns. As the Board welcomes the participation of members of regional planning groups at their meetings, it also seemed appropriate to give regional contacts an opportunity to meet and discuss current issues among themselves within the context of the board meeting. Therefore, a Regional Contacts Meeting is scheduled for the evening of August 16, 2000, from 6 to 9pm, at the Crowne Plaza Irvine. There will be a no-host bar and dinner followed by the meeting. Dinner is expected to be in the range of \$15-20 per person. Invitations are being sent to regional contacts and system coordinators, but the dinner and meeting are open to all regional planning group representatives. For further information, please contact your regional contact, or Wanda Green at (916) 653-6033 or [wgreen@library.ca.gov](mailto:wgreen@library.ca.gov). Reservations received after August 1 will be on a space-available basis. ■

# RAND California trial gives valuable info to Library of California Regions

The state supported subscription to RAND California, begun in 1999 as the first statewide licensed database for the Library of California (LoC) Regions, ended July 30. The project has given the LoC Regional Planning groups useful marketing information about the libraries that participated in this trial database program.

Over 1,600 libraries participated in the RAND California trial program, including more than 500 K-12 schools, 800 public, 180 college and university, and 70 special libraries. A survey to evaluate the RAND California trial project is currently underway. Libraries that have not already filled out the survey form can find it online

at: <http://bancroft.library.ca.gov/randeval/randsurv.cfm>.

<http://bancroft.library.ca.gov/randeval/randsurv.cfm>.

All libraries that registered for RAND are encouraged to fill out the survey form so that future database licensing activities can benefit from the experience of this trial project.

Libraries wishing to subscribe to RAND California can do so for the coming year. The LoC has negotiated a cooperative purchase for this licensed database at reduced rates for the LoC participants. An online enrollment form is available at:

<http://ca.rand.org/subscribe.libca.html>. You can also contact Joe Nation of RAND Corporation at (415) 453-5086, or by email [joe@joenation.com](mailto:joe@joenation.com).

For more information about the RAND California trial database program, contact Ira Bray, Electronic Information Resources consultant at the California State Library, at (916) 653-0171, or by email to [ibray@library.ca.gov](mailto:ibray@library.ca.gov) ■



# Californians honored for helping libraries

Four living Californians have been included by the American Library Association (ALA) in the ten being honored for support of the state's libraries in the 20th century.

The four individuals recognized for their advocacy of libraries are State Senator Deirdre ("Dede") Alpert (Dem.-San Diego); Congressman Randy ("Duke") Cunningham (Rep.-Escondido); James Dawe, a San Diego attorney and longtime library supporter; and State Senator Richard K. Rainey (Rep.-Walnut Creek).

The ALA also named the California Public Utilities Commission as an outstanding advocate of public libraries for giving libraries a 50-percent discount on utility rates statewide. This discount rate is now complemented by the federal e-rate program, allowing library users in California to have access to electronic databases and Internet information resources.

Alpert sponsored the legislation that created the Library of California, a statewide network of libraries of all types. When fully realized, the Library of California will connect all of the 8,000 libraries in the state to form a vast information-sharing system.

Cunningham was instrumental in securing federal grants for libraries at a critical time when the previous funding act expired. He helped to rally others in Congress to support passage of the Library Services and Technology Act, which now provides \$14 million annually to California libraries.

Dawe has been a spokesperson for libraries in San Diego and statewide. He is currently president of the Library of California board, which oversees the spending of federal and state funds on libraries in the state. He chaired the campaign to pass the March 2000 bond issue for public library construction and renovation.

Rainey successfully led the legislative effort in Sacramento to place the bond issue on the March ballot. The \$350-million bond issue is the largest library construction bond issue in the nation's history. As sheriff of Contra Costa County, before being elected to the State Legislature, Rainey worked closely with the county library system to provide literacy tutoring for inmates in the county jails.

The five posthumous recipients of the ALA awards are Edith M. Coulter, an outstanding reference librarian at the University of California at Berkeley and one of the founders of the library school there; James L. Gillis, the California state librarian who supported the creation of county free libraries throughout the state and established the Department of Traveling Libraries, sending 200 libraries to rural communities; Henry E. Huntington, who in 1919 deeded his estate, library, art gallery, and gardens to create the Henry E. Huntington Library and Art Gallery, one of the greatest collections of rare books and documents in the world; Charles Lummis, who helped to make the Los Angeles Public Library one of the premier public libraries in the nation; and Joseph C. Rowell, long-time university librarian at the University of California at Berkeley, who shaped the university library system. ■

# Governor's Book Fund at \$70,000

The Governor's Book Fund, established to address the literacy needs of California's children, has reached \$70,000.

Established by the California State Library Foundation on behalf of the Governor and First Lady Sharon Davis, the fund will direct grants to school libraries with a demonstrated need for new books. This is a statewide program, and it is estimated that grants will average \$5,000.

The fund will solicit donations from the private sector. It has a nine-member advisory board consisting of representatives of key agencies and organizations. The First Lady is an honorary member and chair of the advisory board, which meets annually in the State Librarian's office. The advisory board held its first meeting on March 14 of this year.

K-12 schools will be able to apply for funds after assessing their existing book

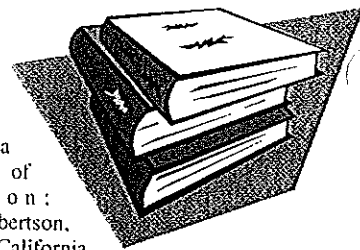
collections, identifying specific subject areas of need, and describing the types of materials that, if purchased, address that need. All California public school libraries, including those in high schools, are eligible for these grants. The board anticipates that the application process will be finalized later this year and applications announced in September.

The Vintner's Classic, a golf tournament to be held at the Sonoma Mission Inn on September 15, will donate all proceeds to the Governor's Book Fund. For those not wishing to participate in the golf tournament, a day of spa treatments can be arranged.

Book Fund Advisory Board Members for 2000/01 include: First Lady Sharon Davis, Chair and Honorary Member; Dr. Kevin Starr, State Librarian; Julie Song, Governor's Office of the Secretary of Education; Barbara Jeffus, School Library

Consultant, California Department of Education: Marilyn Robertson, President, California School Library Association; Lenore Daw, Elementary Library Media Teacher, Bethune Elementary (Fresno); Maria Rangcl, Middle School Library Media Teacher, Los Angeles Unified School District; Amanda Carter, High School Library Media Teacher, Travis Unified School District (Fairfield); Patty Wong, Coordinator for Youth Services, Oakland Public Library; Dr. Carole Talan, Library Literacy Programs Coordinator, California State Library.

For more information, contact Carole Talan, Governor's Book Fund Coordinator, at (916) 653-8032, or by email to ctalan@library.ca.gov. ■



## Interlibrary Loan: The Library of California model

Since it began in April 1999, the Library of California (LoC) pilot program for Interlibrary Loan (ILL) has blossomed, with over 100 libraries joining the pilot program and being reimbursed for over 100,000 loans. This pilot program, established shortly after the LoC came into being, builds upon the California Library Services Act (CLSA) by recognizing the importance of ILL among public, academic, school, medical, legal, corporate, and other California libraries. This is not allowable under CLSA, which is limited to reimbursing only public libraries or loans in which a public library is one of the parties involved in the ILL transaction. Public libraries continue to be reimbursed under CLSA; the ILL program authorized by the LoC Board allows any type of non-public library to submit a reimbursement claim for loaning their materials to other libraries. The board has also authorized this program to continue at least through the end of 2000.

Besides this pilot program, the board also authorized a study of interlibrary and direct loan compensation programs within other states. Himmel and Wilson Library Consultants were awarded the contract, and subsequently produced a report entitled Supporting Interlibrary Loan and Direct Loan Services in California's Multitype Library Environment. In their report Himmel and Wilson observed that California already has the most comprehensive and fair loan compensation program of all the states. They recommended that California should expand the current CLSA Transaction Based Reimbursement (TBR) program to include all types of libraries.

Partly to test the mettle of the consultants' recommendation and also guide LoC staff, a focus group of librarians from throughout California met at the State Library on May 18 to consider proposals on interlibrary

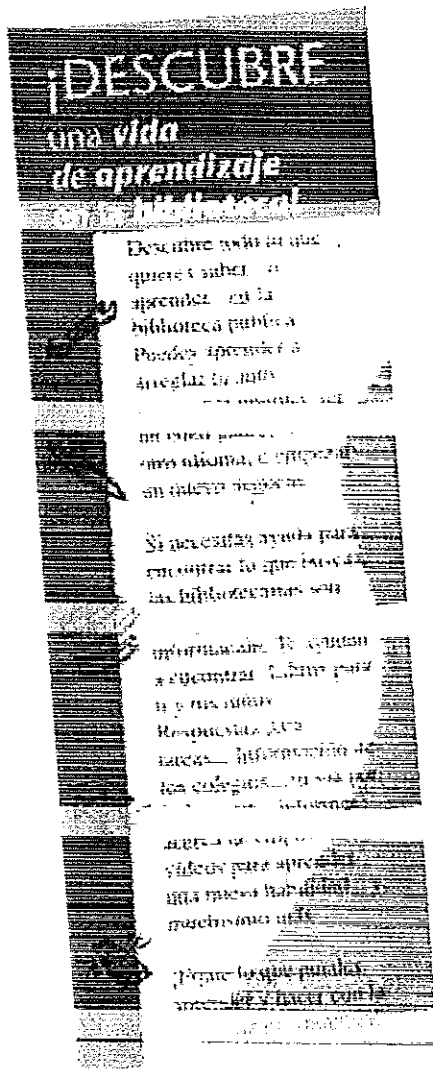
and direct loan compensation that the Library of California board would be considering in the near future. Led by consultant Joan Frye Williams, the focus group used the seven principles of Himmel and Wilson's Supporting Interlibrary Loan report as a springboard for discussion. After much discussion the group recommended a more creative approach to loan compensation that did not follow the core Himmel and Wilson recommendation to expand TBR. Instead, they offered six loan concepts, some of which are outside current practice and, indeed, may be outside current law. Because of this, the participants felt that the focus group's work should be distributed for further comment before LoC staff presented staff proposals to the board for action.

The focus group consensus approached loan compensation with the following concepts:

- Think "compensation," not "reimbursement"
- Provide sign-up incentives for new participants
- Don't limit compensation to cash payments
- Provide baseline compensation annually
- Compensate all loans, both interlibrary and direct
- Recognize the efforts of "top tier" lenders

The Himmel and Wilson and focus group reports can be found on the Library of California Web site at [www.library.ca.gov/loc/resource/l-studies/illstudyfinal-1eb00.pdf](http://www.library.ca.gov/loc/resource/l-studies/illstudyfinal-1eb00.pdf).

For more information about LoC and CLSA loan programs, contact Tom Andersen, CLSA Program Coordinator, at (916) 653-7391, or by email to tandersen@library.ca.gov. ■



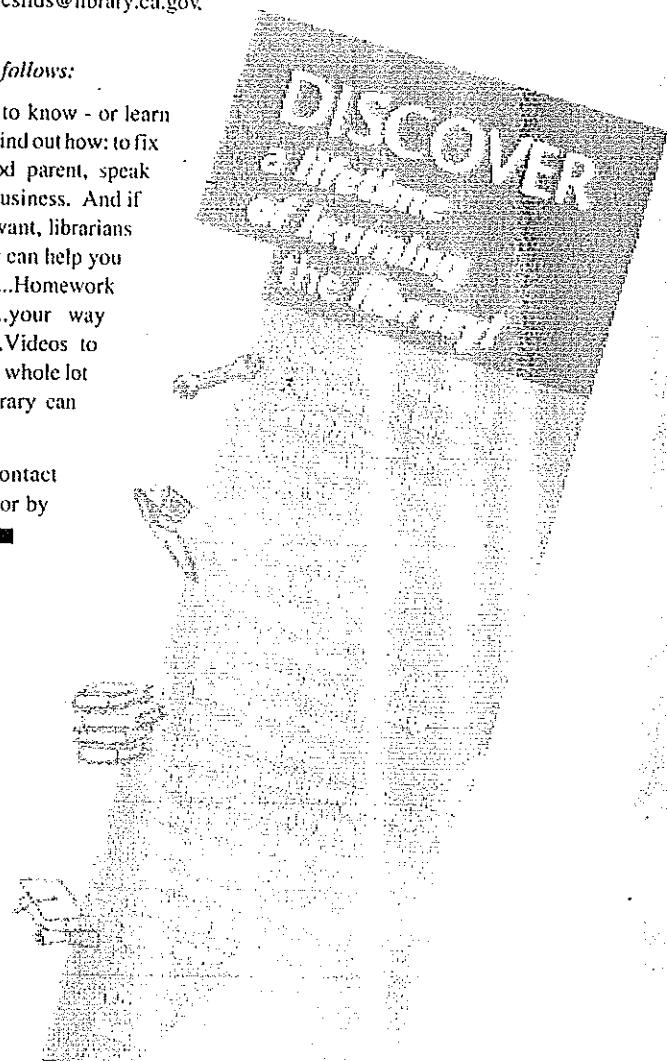
## Bookmarks promoting lifelong learning still available

One of the recommendations resulting from the Convocation on Providing Public Library Service to California's 21st Century Population in 1997 was that public libraries should publicize the library's unique role in lifelong learning. To help libraries in this endeavor, bookmarks with the heading "Discover a lifetime of learning at the library!" were produced in English, Spanish, Chinese, Vietnamese and Korean, and distributed upon request to public libraries. A limited number of English and Spanish bookmarks is still available at no charge to California public libraries while supplies last. To request copies of the bookmark, e-mail or fax your request, indicating the number of bookmarks desired, the language (Spanish or English), and the address to which they should be shipped to [csllids@library.ca.gov](mailto:csllids@library.ca.gov), or (916) 653-8443 fax.

*The text of the bookmark reads as follows:*

"Discover everything you want to know - or learn how to do - at your public library. Find out how: to fix your car, surf the 'net, be a good parent, speak another language, or start a new business. And if you need help finding what you want, librarians are information navigators. They can help you find: Books for you and your kids...Homework answers...College information...your way around the Internet...Job info...Videos to help you learn a new skill...and a whole lot more. Check out what the library can help you learn and do!"

For more information, contact Kathy Low at (916) 653-6822 or by email to [klow@library.ca.gov](mailto:klow@library.ca.gov). ■



## LSTA announcement for 2001/2002 fiscal year coming

Thinking about a new program for your library but can't come up with the money? Maybe Library Services and Technology Act (LSTA) can help! In August 2000 the State Librarian will announce the availability of application materials for interested persons to apply for LSTA federal grant funds for the fiscal year 2001/2002 grant period. Those interested in applying for LSTA funds in this next grant cycle should start planning now if you have an idea for a new library program or service, resource sharing project, projects involving technology and/or digitization, retrospective conversion, or other types of projects. Information about LSTA is available as a hyper-link on the California State Library's website at [www.library.ca.gov/html/grants.html](http://www.library.ca.gov/html/grants.html). Updated LSTA information should be available soon on the website, so stay tuned.

For more information about LSTA, contact Jay Cunningham, LSTA Coordinator, at (916) 653-8112, or by email to [jcunningham@library.ca.gov](mailto:jcunningham@library.ca.gov). ■

## August

**August 6-12, 2000**

CSL-Stanford Institute summer conference

**August 16-18, 2000**

Library of California board meeting, Irvine

**August 23, 2000**

Library Service and Technology Act (LSTA)  
announcement of awards for fiscal year 2000/2001

## September

**September 30, 2000**

Completion of fiscal year 1999/2000 LSTA projects

## October

**October 1, 2000**

Start of LSTA fiscal year 2000/2001 projects

## November

**November 8-10, 2000**

Library of California board meeting, Santa Clara

**November 10, 2000**

State Advisory Council on Libraries Meeting (tent.),  
Santa Clara

**November 11-14, 2000**

California Library Association (CLA)  
Annual Conference, Santa Clara

**November 11, 2000**

California Millenium Conference: CLA 2000,  
Santa Clara



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STATE LIBRARY  
FOUNDED 1850

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**CONNECTION**  
is the website newsletter of the  
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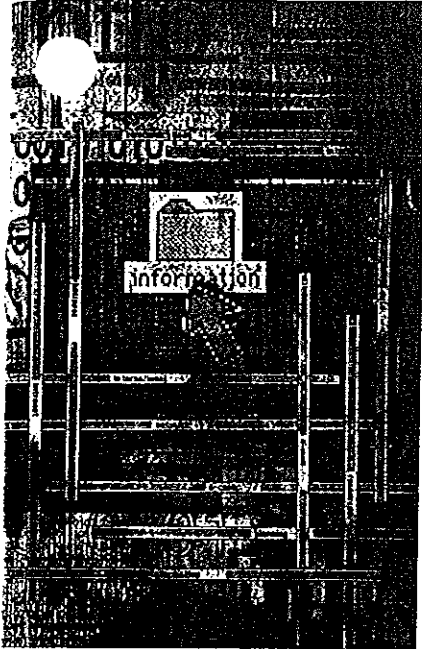
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Articles for inclusion in a  
future issue of the  
*Connection* are welcomed.  
Please submit articles or  
suggestions to the *Connection*  
editor, Robert Daseler

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## What Exactly Can Libraries Do?

"In this day and age of the Internet, libraries of all types are not fully understood. The Connecticut Library Association (sponsored by the Legislation Committee) commissioned a series of background papers to explain, in nontechnical terms, the role of the library in the world today and the scope and potential for services," according to Michael Golrick, CLA President.

Community libraries are a public benefit... essential to a self-governing people. Connecticut had several of the first communities which offered these tax-supported lifelong learning resources to all residents. No matter how many private funds are bestowed on libraries to help them extend their services, their most important funding comes from being rooted in the needs and hopes of those who vote taxes to support them.

The wisest private benefactor of libraries to date, Andrew Carnegie, understood the significance of public support. He required that his gift of buildings... be matched by community effort. The people who were to use it turned each building into the center for books, discovery, and shared ideas that they wanted to sustain.

Public libraries and public schools are still the only institutions freely accessible to most individuals for customized growth of mental capacity, understanding of feelings and emotions and enhancement of the spirit.

**Most other public services address crises or physical needs. The library is the only public agency which serves the minds of ALL of the population, one individual at a time.**

Many examples are given describing some of what public libraries can do for different age groups.

### FOR PRESCHOOL CHILDREN

- Libraries provide the only freely accessible center open to all children from birth to school age.
- Libraries help parents learn about good parenting and helping children to develop language and other mental skills, as well as emotional stability.
- Librarians model reading aloud, storytelling, learning to enjoy communication with music, puppets, games, and dramatic play, so that parents/caregivers in day care and other family serving agencies can practice with children at other times and in other places.
- Preschool children begin to learn from books and other library experiences about personality, cultural, and other differences between themselves and others.

### FOR ELEMENTARY AND MIDDLE SCHOOL AGES

- Librarians provide out-of-school programming for school-age children as well as access to homework help and learning resources on evenings, holidays, and weekends.
- Librarians provide resources and assistance to home-schooled students and their parents.
- Librarians in most...libraries run summer reading programs for school age children which involve children of varying ages as well as family members.
- Librarians initiate partnerships with museums, science discovery centers, and recreation centers to help children to link insights from one experience to another and follow up on what interests them in various ways.

### FOR MIDDLE SCHOOL AND HIGH SCHOOL AGES

- Librarians are role models and mentors when they interact with teens in the library.
- Librarians collaborate with community agencies.



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## Turning Point for ALTA: President's Message

The 1999-2000 YEAR, the turn of the century and a turning point for ALTA. I have been privileged to be at the helm of ALTA as the seeds sown by previous ALTA presidents have begun to bear fruit. This year has seen the following accomplishments:

- The execution of our name change from the American Library Trustee Association to the Association for Library Trustees and Advocates. In May, 1999 the membership voted to change our name to include library advocates, and this year we have sought to infuse recognition of and support for library advocates into all of ALTA's committees and programs, including changing the name of our newsletter to *The Voice*.
- The establishment of the first ALA/ALTA National Advocacy Honor Roll Banquet. Outstanding library advocates of the 20th century will be honored at a banquet on July 7, 2000 during the ALA Annual Conference in Chicago. Over 35 states have selected library advocates to honor. The honorees come from:
  - **The Library Community:** trustees, friends groups, library associations, state library agencies, librarians and staff from all types of libraries, library schools
  - **The Business and Professional Community:** businesses, corporations, media, associations, not-for-profit organizations, research centers
  - **The Political and Public Service Community:** elected officials, citizen groups, library coalitions, educators
  - **The Philanthropic Community:** foundations, private donors, trusts
- A Midwinter Training the Trainer Session for a new module for the Trustee Leadership Seminars—Library Advocacy Now! 101: Speaking Up & Speaking Out. Members of the Trustee Leadership Seminar committee, the Legislation committee and the Regional Vice Presidents participated in a training the trainer session to determine if ALA's Advocacy Now! Program can be added as a module to the Trustee Leadership Seminar series delivered by ALTA members.
- Securing an ALA World Book Goal Award to expand the Library Advocacy Now! Program. \$2,000 was awarded to the project titled "Library Advocacy for the 21st Century." The award presented to ALA President-elect Nancy Kranich in collaboration with ALTA will provide funds to update materials for use by trustees to deliver Advocacy Now! Training as a module of the Trustee Leadership Seminars.
- The development and execution of educational conference programming for library trustees, advocates and library professionals. The March, 2000 Public Library Association conference provided an opportunity to co-sponsor a pre-conference on trusteeship entitled—Central Casting: After Getting the Part, Who Gets the Oscar? A Guide to Library Board Trusteeship. In addition, the importance of marketing techniques to improve customer service in the library was explored in a PLA program organized by ALTA entitled—Connecting with Library Customers: Using Patron Data to Improve Customer Service. ALTA programming for the ALA Annual Conference in Chicago in July, 2000 will include:
  - **Friday, July 7th Pre-Conference:** Smart Marketing: Rx to Increase Library Use
  - **Saturday, July 8th Opening Session for Trustees:** "What's Your Score? Grading Your Board's Toolkit"
  - **Saturday, July 8th President's Program:** Connecting with Library Customers: Sooo Many Choices
  - **Sunday, July 9th Education of Trustees Pro-gram:** "Strange Bedfellows—Coming of Age"
  - **Sunday, July 9th SOS Luncheon:** Meeting the Needs of Senior Citizens
  - **Sunday, July 9th Closing Session for Trustees:** "Libraries Build Communities: Advocates Build Support for Libraries"
- Representation of ALTA throughout the library community. I have had the privilege of representing ALTA as a member of President



Pat Fisher

cont. on back cover



## What Exactly Can Libraries Do?

continued from front page 1

- Discussion groups can be a great source of opinion formation, self-expression, and command of language.
- Libraries are not just about reading. They are also about writing and learning to express and communicate.

### FOR YOUNG ADULTS – AGES 18-25

- Libraries provide much excellent information about higher education possibilities of all kinds, as well as about jobs and careers.
- Libraries assist high school dropouts or young people unable to attend college to embark on individually planned study programs.
- Librarians are involved in many kinds of programs that assist teenage mothers.
- Librarians help young people who live far away from family and old friends to find new interests, hobbies, and life paths.
- Libraries provide resources for self-knowledge, inspiration, and solace.

### FOR ADULTS (OF ALL AGES)

- Libraries provide practical handbooks on every possible subject, as well as materials and space in which to pursue independent study.
- Libraries are essential to people who run small businesses.
- Libraries are also a necessity to professionals in every field who need specific information and need it immediately.
- Libraries provide the most satisfaction and comfort of any institution to people as they advance to maturity.
- Libraries boast thousands of the most desirable, devoted, and constant volunteers in our society.
- Libraries enhance the quality of life for seniors by offering books on audiotape and CD to those who cannot see to read, delivering books and other materials to the homebound, and bringing books, videos and films to nursing homes and other senior residences.

"Here's the Story: What Exactly Can Libraries Do?"  
A Background Paper from the Legislative  
Committee of the Connecticut Library  
Association, Willimantic, CN: CLA, 2000. This  
portion was drafted by Virginia Mathews.

## Policy Governance

### HOW CAN THE TIME AT BOARD MEETINGS BE USED MOST EFFECTIVELY?

Establishing a working relationship using "policy governance" may be the strategy to bring resolution to the jagged line between the board and directors.

In the use of policy governance, the board establishes thresholds for practices and operations that in turn gives the direction flexibility to manage staff, resources and facilities within that framework.

As an example, the board could set a governance policy stating that gifts to the library do not require the acceptance of the board if less than a certain value (e.g. \$2,500) and has limited fiscal impact for subsequent years. Thus a gift of a vehicle from homebound delivery would require board approval due to ongoing maintenance and insurance while a cash gift of \$2,000 for children's book would not require approval.

In other examples, a grant from the state library to strengthen a program would not require board review and approval, an e-rate application would not, staff travel in-state would not, but out-of-state travel would, a contract to form a multi-county library federation would, and increasing fines for overdue books would.

Policy governance requires that the board and director identify the threshold for a wide variety of categories including gifts, contracts, facilities, staffing and resources. Documenting these policies is critical to success. The result is that both the director and board members have a working agreement on the role of the board and the discretion of the director.

Using the concept of policy governance, the board meetings then focus on the board's advocacy strategies with commissioners, review the thresholds and policies in place, and analyze community needs. Written reports on gifts, director decisions and staff actions ensure that the board knows what has occurred in the past month.

The board does not have to understand the intricate operational characteristics of the library and make unnecessary decisions in a complex working environment. The director does not have to delay acting upon possible opportunities or be concerned that the board will reverse decisions.

Policy governance smooths the playing field both for the members and for the director. The members of the board know their rules and the director knows the level of flexibility available for managing the library system.

Jerry Krois "'Policy Governance' Strategy Is Resolution of the Jagged Line." *The Outrider* 32.2 (Feb. 2000): 7.

### ALTA at a Glance

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### ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

### ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

## Important ALTA Dates in 2000

July 6-12, 2000

ALA Annual Conference –  
Chicago, IL

July 7

ALTA Preconference: “Smart Marketing: Rx to Increase Library Use” (co-sponsored by PLA)

National Advocacy Honor Roll Banquet (co-sponsored by ALA President Sarah Long)

July 8

Opening Session for Trustees: “What’s Your Score? Grading Your Board’s Toolkit”

“Trustee/Advocate Net”

President’s Program: “Connecting with Library Customers: Soooo Many Choices”

July 9

ALTA Education of Trustees Committee Program: “Strange Bedfellows – Coming of Age”

SOS Luncheon: “Meeting the Needs of Senior Citizens: Seniors Do It, Too!”

Closing Session for Trustees: “Libraries Build Communities: Advocates Build Support for Libraries”

ALTA President’s Address: “State of the Organization”

October 12-15, 2000

2000 National Institute –  
Baltimore, MD (held in conjunction with ALSC and RUSA)

January 12-17, 2001

ALA Midwinter Meeting  
Washington, DC

# News and Views

## RETRIEVING OVERDUE BOOKS

Wyoming libraries use a variety of methods to retrieve overdue materials. Fines around the state for overdue books range from five to ten cents per day and 25 to 50 cents a day for videos. Some libraries then mail patrons overdue notices or make phone calls. Libraries also send out letters from the head librarian, a certified letter from the library director, and/or turn the problem over to the county attorney.

The Campbell County Library gives its patrons a five-day grace period before charges begin, and “house calls” to retrieve the items are not uncommon at Weston County.

Patty Myers, director at the Platte County Library, said they call a patron twice “as a reminder” and then send one letter. Their final process, a “letter from the county attorney is nasty, but we get about a 98 percent return.”

--*Outrider: A Publication of the Wyoming State Library* 22.3 (March 2000): 4-5.

## E-BOOKS IN THE LIBRARY?

Roberta Burk, Reader’s Advisory Coordinator at Algonquin Area (IL) Public Library, describes how “patrons are lining up for e-books—and staff are responding to the challenge” in *Library Journal* 125.7 (15 April 2000): 42-45. If you believe a recent Microsoft advertisement, in ten years e-book titles will outsell paper in many categories and portable electronic book readers will weigh less than eight ounces, run 24 hours, and hold as many as one million titles. Libraries are encouraged to be a part of this revolution, “whatever direction e-book developments take.”

## CLINTON’S “DIGITAL DIVIDE” INITIATIVE

President Clinton announced a “National Call to Action” in April to address the “digital divide” between computer haves and have-nots. The effort calls on companies and nonprofit organizations to help bring digital opportunity to youth, families, and communities around the country. One goal is to create digital opportunity for all Americans through community technology centers and eventual universal home Internet

access. Clinton cited four existing projects that illustrate the sort of partnerships he hopes to encourage, including ALA’s work to create and expand local programs offering information literacy training. He noted that the Association “has pledged to expand the information literacy programs of its members in at least 250 communities.”

--“News Briefs for April 10, 2000.” *American Libraries*. Online.

## FAST START-UP FOR KANSAS TRUSTEES

Barely 12-months-old, the Kansas Library Trustee Association (KLTA) has notched several achievements:

1. **Survey.** The first-ever survey of the state’s 2100 trustees had 261 responses. The results are being used to prepare KLTA’s 2001 Business Plan and Budget.
2. **Conference.** “Trustees-Friends Day” at the 2000 Tri-Conference featured five sessions.
3. **Membership.** KLTA’s 613 members will be listed on the “inaugural membership” plaque. The plaque honors the Kansas Library Association’s 100th birthday.
4. **Publications.** “TrusteeTalk,” the quarterly newsletter, is Kansas’ only publication by trustees and for trustees.
5. **Cooperation.** Trustee continuing education is the focus of a statewide planning team representing the State Library, seven regional library systems, Emporia State University’s School of Library and Information Management and KLTA. A joint membership database is being set up with Friends of Kansas Libraries.
6. **Advocacy.** KLTA has aggressively supported legislation that would provide a statewide telecommunications backbone and databases, as well as restore cuts to the State Library’s budget. Over 300 emails, faxes, letters and calls have been made in addition to participation in February’s Legislative Day.
7. **Funding.** An ongoing fundraising program plus membership fees has set a solid financial basis.

There’s more than Oz in Kansas. Now we trustees, are on the move!

--Ellen Miller, President, Kansas Library Trustee Association

# and NEWS and VIEWS

## WRITE GRANTS IN PLAIN ENGLISH

For your next grant, try "talking" through the keyboard to the grant reviewer. Write the way you talk, using common words and a variety of punctuation. **The Plain English Approach to Business Writing** by Edward P. Bailey is recommended.

Professional grant writers use common words unless they are writing very technical proposals. Writing grants with common words does not mean writing with kindergarten language or producing only simple-minded ideas. Writing grants with impressive words makes the reviewer's job harder.

For example, which sentence would you rather read? "Subsequent to the implementation of this program, it is incumbent upon us to instruct our clients to comply with it." Or "After the grant starts, we will tell our clients to comply with it."

Write as you talk. It is easier for you and your reviewer.

**Grantseeker Tips**, no. 28 (4 Feb. 2000) (A bi-weekly electronic newsletter that helps you inspire, sustain and trouble-shoot your grantseeking activities. To subscribe to **Grantseeker Tips** send a message to [MinerL@mu.edu](mailto:MinerL@mu.edu). Put "subscribe" in the subject line. Copyright, Miner and Associates Inc., 2000.)

## CALIFORNIA VOTERS APPROVE \$350-MILLION LIBRARY BOND MEASURE

California voters approved Proposition 14, the state's first library bond in 12 years, by 59% to 41% on March 7. The measure provides \$350 million to build new libraries or expand or renovate existing ones. Funds can also go toward upgrading telecommunications and electrical systems to accommodate technology and the purchase of furniture and equipment. Although the proposition did not contain a list of projects to be funded, a 1998 survey by the California Library Association identified 425 proposals in need of funds. The Los Angeles Times noted

March 9 that many such projects have been deferred since the passage of the anti-tax Proposition 13 in 1978.

The measure authorizes libraries to apply for state grants between \$50,000 and \$20 million, which must be matched by a 35% local contribution. Joint-use projects involving a cooperative agreement between libraries and schools receive first-priority funding.

--"News Briefs for March 13, 2000." **American Libraries**. Online.

## CELEBRITIES JOIN BID TO STOP LIBRARY CUTS

Some of Britain's most distinguished writers joined politicians, comedians and other celebrities in a protest over cutbacks to library services. Around 60% of the population use a library once per year, with half of that number using libraries regularly, according to statistics provided by the Library Association. All social groups and all ages use libraries. However, young people are particularly heavy users. Between 1987 and 1997 a total of 88 libraries were closed in England. Nearly 80% of the authorities reported that they had reduced library opening hours. The library closures were carried out to save money, according to research, rather than because they are being under-used.

--**Press Association Newswire** (10 Feb. 2000). Online. Available: [libraryHQ.com](http://libraryHQ.com).

## PROPERTY-TAX BOOST FOR SAN DIEGO LIBRARIES

San Diego (CA) County Libraries will receive new tax revenues. The San Diego County Board of Supervisors approved a three-year plan that will provide an additional \$8.5 million for the system's 31 branches. **The San Diego Union-Tribune** (April 5, 2000) said the plan calls for a 24% increase in operating hours, with all branches open at least five days a week; children's librarians at branches that don't have them now and new young-adult programs; a new Books-by-Mail program; a doubling of the materials budget, to \$1.7 million over three years; more than \$600,000 for computers,

cont. on pg. 6

# News and Views and

continued from pg. 5 printers, and databases; and \$1.4 for building repairs and ADA upgrades. The new funding follows two years of negotiations with state legislators to allow the county to permanently reallocate some of the growth in property tax revenue to the library system. Normally, state law restricts county special-district library systems like San Diego to only a small percentage of local property taxes. "We're attempting to not just provide more hours, but provide some consistency," said county Librarian Marilyn Crouch.

--"News Briefs for April 24, 2000." *American Libraries*. Online.

## NEIGHBORHOODS ALIVE 21

Chicago Mayor Richard M. Daley's year 2000 budget includes an \$800 million building program for new libraries, police stations, and firehouses. "Libraries are the gateways to knowledge for the next millennium," Daley said. "They supply books, music, periodicals, programs, and Internet to every person in Chicago. The information superhighway may be the road to success in the next century, but if there is no entrance ramp in our communities, we risk falling behind. We want libraries to be information and educational centers for children, senior citizens, and families."

Seventy percent of the library's buildings will have been renovated or replaced by the end of 2001. The "Neighborhoods Alive 21" initiative will result in the construction or renovation of most of the library's remaining buildings.

--"2000 Budget Invests in the Chicago Public Library." *Public Libraries* (Jan./Feb. 2000): 12-13.

## ILLINOIS TRUSTEES' SURVEY

The Illinois State Library surveyed 4,805 public and district library trustees. Nearly 1,200 surveys were returned (a 25 percent response rate). Most Illinois trustees are women (70 percent). Most trustees are elected (65 percent). Most of the trustees have served on the board for 10 years or under (72 percent).

Of the respondents only 28 percent were members of the Illinois Library Association and 13 percent were members of the American Library Association. For continuing educational experiences, trustees said that they would prefer to have them at their local library (34 percent) or gave multiple responses to this question. Most of those surveys indicated that they would only travel 30 miles or less (one-way) to attend a trustee program. Saturday was the best day for training for 28 percent of those returning surveys. For future trustee programs the most recommended topics were budget and finance, basic trustee training, legal issues, and Internet issues.

--H. Neil Kelley. "Portrait of the Illinois Trustee Community." *Illinois Libraries* 81.4 (Fall 1999): 222-223.

## ADULT READING PROGRAM

The Cape Girardeau (MO) Public Library inaugurated its first adult reading program last summer--"Spring into Reading." The program ran April through July, focused on the topics of award-winning fiction and librarians in fiction. Library staff members prepared a lengthy reading list of the topics. Adults were eligible for prize drawings (up to three times) after reading ten books. Local businesses provided gift certificates for the program. Almost 90 people took part in the program. The fall reading theme was "Don't Judge a Book by Its Movie."

--"Adult Reading Program in Cape Girardeau." *Newsline: Monthly from the Missouri State Library* (Oct. 1999).

## THE CONFERENCE IS COMING! THE CONFERENCE IS COMING!

In the last issue many of the programs featured at conference were highlighted. Hopefully you've made plans to attend the ALA Conference in Chicago, July 6-12, 2000. It's not too late, though. Join us for lots of practical information for you and your library and lots of fun.

# NEWS and VIEWS

Pat Fisher, ALTA President, chose "Marketing for Trustees" as her theme this year. Many of the inference programs and the preconference are emphasizing marketing techniques of which library trustees should be aware.

## "SMART MARKETING: RX TO INCREASE LIBRARY USE" PRECONFERENCE

Friday, July 7, 2000

11:30 a.m. – 4:30 p.m.

This dynamic program features:

- Keynote speaker Darlene Weingand on "Thinking Outside the Box: Library Trustees and Marketing."
- "ABCs of Marketing." Andrea Lapsley, Marketing Director, Houston (TX) PL
- "Using Marketing to Get Results." This panel includes trustee Lamar Marchese, Las Vegas (NM) Public Library; library director David Leamon, Topeka-Shawnee County (KS); and library marketing director Michael Mahaney, Buffalo-Erie County (NY).
- "Marketing Do's, Don'ts and Pitfalls." Two Illinois library marketing directors—Maggie Nelson, Peoria Public Library and Krysta Tepper, Bloomington—team up for down-home advice.

Fees include the half-day workshop, luncheon, participant handouts and afternoon refreshments. Fees are \$80 for ALTA members; \$130 for ALA members; \$180 for all others.

Don't wait! Space is limited to the first 175 persons.

## "CONNECTING WITH LIBRARY CUSTOMERS: SOOO MANY CHOICES"

Saturday, July 8, 2000

2:00 – 4:00 p.m.

A variety of marketing techniques that have worked will be explained in this President's Program. Consultant Ellen Miller will provide a brief overview of marketing.

- Dr. Leigh Estabrook, Dean, Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign will discuss uses of patron data in marketing.

- Linda Levy, Acting Director, Metropolitan (OK) Library System, will describe some library changes brought about by focus groups.
- Jean Hatfield, Program Services Manager, Johnson County (KS) Library System, will give some useful insights of using teen advisory groups.
- Barbara Archbold, Associate Director for Public Services, King County (WA) Library System, will show several techniques used for marketing, including surveys.
- Tom Lawrence, Executive Director, Poughkeepsie (NY) Public Library District, will explain "how marketing techniques have changed library service."
- Beth Carpenter, Electronic Services Manager, Outagamie Waupaca (WI) Library System, will share "how library services have changed marketing techniques."

This program will be one of the highlights of the conference. Don't miss it.

"Meeting the Needs of Senior Citizens: Seniors Do It, Too!" will be held on Sunday, July 9, 2000 from 12:00 noon – 2:00 p.m.

"Strange Bedfellows – Coming of Age" will be held on Sunday, July 9, 2000 from 9:30 – 11:00 a.m. sponsored by the Education of Trustees Committee.

The ALTA Closing Session will be "Libraries Build Communities: Advocates Build Support for Libraries" on Sunday, July 9, 2000 from 2:00 – 3:30 p.m. The General Membership Meeting will immediately follow the program. 3:30 – 4:00 p.m



## Have You Read

The ALA Office of Intellectual Freedom (OIF) is frequently contacted by librarians and trustees seeking guidance on how to write an Internet Use Policy. OIF has developed "Guidelines and Considerations for Developing a Public Library Internet Use Policy," available at <http://www.ala.org/piio/internettoolkit/>. The OIF is looking for examples of Internet Use Policies. If you are aware of exceptional policies, please send copies or links to Don Wood, American Library Association, Office for Intellectual Freedom, 50 East Huron Street, Chicago, IL 60611 or [dwood@ala.org](mailto:dwood@ala.org).

As the struggle over filtering Internet access in public libraries across America heats up, a recent "white paper" prepared for the American Library Association by the law firm of Jenner and Block is must reading for trustees and library directors. In its 35 pages of straight talk aimed at the lay reader, the "Memorandum on Internet Filtering in Public Libraries" discusses current cases, offers suggestions about responses to filtering mandates, and outlines the legal pros and cons of filters and filtering.

This important and timely offering is available online at <http://www-itrif.org/internetfilteringmemo.html>.

Five pages of "Footnotes" with relevant and useful citations may be downloaded from the same URL.

--Dale Ross

# ALTA 2000 Annual Conference Schedule

THURSDAY, JULY 8, 2000

9:30 am – 12:30 pm Executive/Budget Committee Meeting HYT – Dusable

5:30 – 9:00 pm Board of Directors Dinner and Meeting HYT – Regency B So.

FRIDAY, JULY 7, 2000

8:00 – 9:00 am **Committee Meetings**  
 Action Development Committee SHER – Parlor G  
 Education of Trustees Committee SHER – Columbus A  
 Intellectual Freedom Committee SHER – Huron  
 Marketing Committee SHER – Missouri  
 Nominating Committee (closed) SHER – Colorado  
 Website Task Force SHER – Parlor D

9:00 – 10:00 am **Committee Meetings**  
 Corporate Funding/Financial SHER – Mississippi  
 Develop Committee  
 Local Arrangements Committee SHER – Parlor B  
 Preconference Committee SHER – Parlor E  
 Publications Committee SHER – Parlor F  
 Specialized Outreach Services Committee SHER – Lincoln Bd.

10:00 – 11:00 am **Committee Meetings**  
 Legislation Committee SHER – Lincoln Bd.  
 Membership Committee SHER – Parlor G  
 President's Program Committee SHER – Parlor D  
 Trustee Leadership Seminars Committee SHER – Huron

11:30 am – 4:30 pm ALTA Preconference: "Smart Marketing: Rx to Increase Library Use," Co-sponsored by PLA

11:30 am – 1:30 pm Luncheon and Keynote Address SHER – Superior A,B

1:30 – 4:30 pm General Session SHER – Michigan A,B

3:00 – 4:00 pm Breakout Sessions:  
 SHER – Ontario  
 SHER – Erie

4:30 – 5:30 pm **Committee Meeting**  
 Conference Program and Evaluation Committee SHER – Huron

7:00 – 10:00 pm ALA/ALTA National Advocacy HIL – Grand Ballroom  
 Honor Roll Banquet Co-sponsored by  
 ALA President Sarah Long

# Chicago Illinois July 6-10, 2000

## SATURDAY, JULY 8, 2000

8:00 – 10:00 am	Opening Session for Trustees: "What's Your Score? Grading Your Board's Toolkit"	SHER – BR I
10:00 – 11:00 am	Regional Membership Meetings: Regions 1-4 Regions 5-8 Regions 9-12	SHER – Arkansas SHER – Mississippi SHER – Ohio
11:30 am – 12:30 pm	Committee Meeting Legislation Committee	SHER – Parlor C
11:30 am – 1:30 pm	Trustee/Advocate Net	SHER – Ballroom II
2:00 – 4:00 pm	President's Program: "Connecting with Library Customers: Soooo Many Choices"	SHER – Ballroom I
4:30 – 5:30 pm	Committee Meeting White House Conference Sub-Committee	SHER – Columbus B
5:30 – 7:00 pm	ALA Opening General Session (no conflict)	

## SUNDAY, JULY 9, 2000

8:30 – 11:00 am	Education and Intellectual Freedom Program: "Strange Bedfellows – Coming of Age"	SHER – Ballroom I
12:00 noon – 2:00 pm	SOS Luncheon: The Esther Lopato Honor Program: "Meeting the Needs of Senior Citizens"	SHER – Ballroom III
2:00 – 3:30 pm	Closing Session for Trustees: "Libraries Build Communities: Advocates Build Support for Libraries"	SHER – Ballroom VIII
3:30 – 4:30 pm	ALTA General Membership Meeting	SHER – Ballroom VIII
5:00 – 6:00 pm	Committee Meeting Conference Program and Evaluation Committee	SHER – Lincoln Bd.

## MONDAY, JULY 10, 2000

8:00 – 10:30 am	1999-00 Board of Directors Meeting	MCC – N227a
10:45 – 11:30 am	2000-01 Board of Directors Meeting	MCC – N227a
11:30 am – 12:00 noon	2000-01 Executive Committee Meeting	MCC – N227a

ABBREVIATIONS: HIL – Hilton Chicago & Towers, HYT – Hyatt Regency Chicago (HQ),  
MCC – McCormick Place, SHER – Sheraton Hotel

## 2000 ALTA Awards

### MAJOR BENEFACTORS HONOR AWARD

The Flora-Monroe (IN) Township Public Library was at a crossroads in 1993, when Dr. Arthur B. Richter gave a gift that could not have been more timely, dispelling any reluctance that remained on the part of the Library Board to pursue a bond issue to renovate and enlarge the library. Richter was a prominent Indianapolis cardiologist. He included in the list of influences that led to his success the time he spent in the Flora library as a youth while living with his sister. His gift was presented to the library with the expressed hope that the Library Board would "move giant strides" to complete a building project that had been contemplated for several years. It was indeed the catalyst that made the project a reality.

Volunteers for moving, offers of donated time and services (from auctioneering to stained-glass artisan skills) as well as monetary gifts were made as the building took shape and community support and interest grew.

It is because of his vision and altruism that the building project went forward. Because of his benefaction, the Flora-Monroe Township Public Library stands as a monument to this community's pride and its quest for the highest quality of life.

--Melissa Bishop

### LITERACY AWARD

Literacy is a personal and public passion for Ruth G. Hardman. Years ago when her son was in elementary school, he was diagnosed as having dyslexia. Fortunately, Hardman had the resources to send Phillip to a school that could help him with his reading difficulties. Today, Dr. Phillip Kistler is a neurologist and professor at Harvard Medical School!

"The greatest gift in the world you can give a person is the ability to read," says Hardman, who is eighty-four-years-young. "I have always been interested in education, but it was my son's dyslexia that prodded me to get more involved in our community's literacy efforts."

Ruth Hardman's financial and vocal support has enabled the Tulsa (OK) City-County Library System (TCCL) to expand its literacy services. Our renovated literacy offices opened in October at the Central Library in downtown Tulsa, complete with a state-of-the-art computer lab for students and tutors, a private study room, a staff workroom and shelves of literacy resources available for check out. Thanks to Hardman's generosity, we are now able to offer computer-assisted instruction and family literacy outreach in addition to free one-on-one tutoring for adults. She is our primary benefactor, but she is also our Number One recruiter of volunteers and students. Whether she is at the grocery store, a dinner party, or the hairdresser, she tells her story and speaks out about the importance of literacy.

Linda Saferite, TCCL's Executive Director, sums it up best: "Ruth is a special volunteer. Her generosity and her faith in the Library enable us to be creative so we can reach more people who learn in different ways."

--Lynn Yasser

### ALTA/GALE OUTSTANDING TRUSTEE CONFERENCE GRANT

Two \$750 grants enable public library trustees to attend the ALA Annual Conference. The grants, made possible by Gale Research, Inc., are awarded annually to public library trustees who have demonstrated qualitative interests and efforts in supportive service of the local public library. The award will be presented during the ALTA Opening Session on Saturday morning.

Marie A. Glazer is this year's recipient of the ALTA/GALE Outstanding Trustee Conference Grant. Her interest in the library started as a small child and has continued throughout her adult life. For a number of years Glazer has been active in the community serving on numerous boards and commissions. Last year she became involved in the library bond issue, to provide a much-needed expansion of the library facility. She then applied and was appointed to the Library Board.



Dr. Arthur B. Richter



Ruth G. Hardman



Glazer says, "Even though I felt there were other individuals in our community that were more qualified to serve, I knew there were none who love the library more...I must confess that being a public library trustee is a tremendous responsibility, and I am so grateful for those who have previously served and the current trustees who have so graciously helped me."

Glazer is looking forward to attending the ALA Annual Conference for "a unique opportunity to learn more about my responsibilities as a trustee of a growing public library system." The Daniel Boone Regional Library in Missouri is in the midst of major growth and changes, as the master facility plan is being implemented. Completion of construction documents for a new 100,000 square foot main library is underway, and other facility projects are planned for the near future.

"I am interested in attending both conference programs and the exhibits to understand more clearly some of the building and furniture related decisions facing us. As a new trustee, I also look forward to the sessions offered by ALTA as I further my knowledge of the role of a trustee. The issues and challenges that lie ahead for my library system are similar to those experienced by other public libraries, and I know the opportunity to talk to other trustees from throughout the country will be extremely valuable," according to Glazer.

### **ALA TRUSTEE CITATION**

Dr. Jean Thibodeaux Kreamer has been a moving force in library development since she launched her career as a professional librarian and a university administrator. That career now spans thirty years, most of them spent as an accomplished library activist. Her work on behalf of libraries resonates nationwide.

Kreamer is currently a member of the Board of Commissioners of the State Library of Louisiana. In 1984, she was appointed to the Board of Control of the Lafayette Public Library. With term restrictions, she now serves that library as an active member of the Lafayette Public Library

Foundation, which she was instrumental in organizing, and the Lafayette Public Library Friends, of which she was a founder.

Kreamer is an administrator at the University of Louisiana at Lafayette, where she directs Media and Printing Services. She also is the University's Copyright Oversight Officer. Her doctorate is in Educational Media and Library Science, and she is a nationally recognized authority in the field of Video and Copyright Law, and writes and lectures widely on both.

During Kreamer's tenure as Board president, the Lafayette Public Library received the highest recognition given by the Louisiana Library Association, the James Oliver Modisette award. Not coincidentally, she herself was honored with a Modisette award, as Louisiana's Outstanding Trustee. It was an acknowledgement of her deep personal commitment of time, energy, and talent to her work as a public servant.

Kreamer has been active in the American Library Trustee Association and a member of its Speaker's Bureau. She has spoken with great effectiveness to many library groups across the nation. She combines a thorough knowledge of her subject with humor and a dynamic delivery.

Dr. Jean Thibodeaux Kreamer's life is dedicated to improving the quality of life in her community and in her state. Her activities and successes have resonance across the nation, as well. She is bold, without being intimidating, and does not fear going where none has gone before. She has inimitable style, verve, and flair, and her work is carried out with these hallmarks. Libraries are her focus and her love, and support of them permeates everything she does. All this, combined with her determination, diligence, and tenacity, makes her a model trustee to be admired, respected, and emulated.

--Wayne L. Coco and Minnie-Lou Lynch



Dr. Jean Thibodeaux Kreamer

## Turning Point for ALTA: The President's Message continued from 2

Sarah Long's task force on Core Values. I spoke to the Massachusetts Library Association on the subject of "Diversity" and to the Board of Library Trustees for the District of Columbia Public Library on "Creating a Board that Works." I will be a panelist on the National Issues Forum at the Canadian Library Association in June, 2000.

• The expansion of opportunities for ALA/ALTA membership. On a trial basis, we are offering a membership category for Advocates. Advocate members are non-voting members of ALA and ALTA who pay a nominal membership fee to receive "informational alerts" on library issues to allow them to be more effective advocates for their local libraries. They also receive recognition locally and nationally for their support of libraries. The ALA Advocacy Now! brochure has been revised to promote the Advocate member

category. In addition, research to launch direct mail campaigns for Advocate and Trustee members has begun this spring.

It has been a busy year. The committees and the ALTA staff have worked extremely hard to accomplish a great deal. Next year, 2000-2001, the first year in the new millennium, G. Victor Johnson takes the helm; and many more strides will be made to increase the effectiveness and impact of ALTA. Let's give him our support!

--Pat Fisher, ALTA President

"A library outranks any other thing a community can do to benefit its people. It is never failing spring in the desert."

--Andrew Carnegie

**Fall deadline:**

**ALTA** Voice of  
America's  
Library  
Trustees &  
Advocates

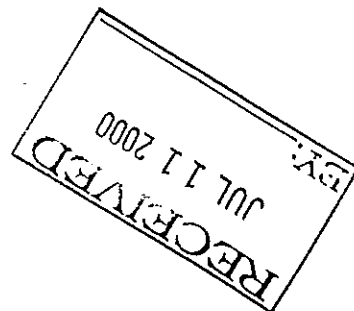
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Chicago, IL 60611

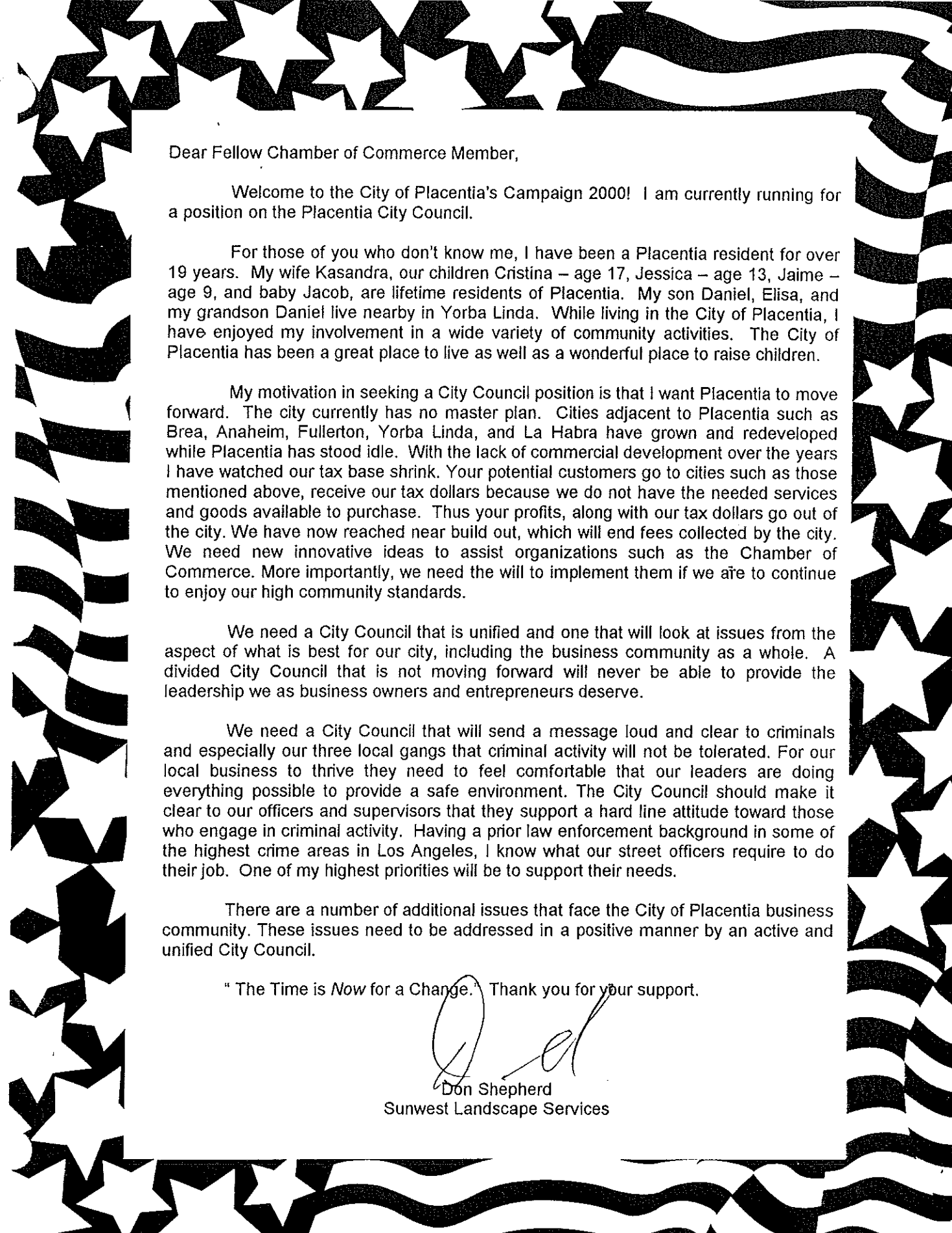
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The Voice is published quarterly by the American Library Trustees Association and is available with membership in ALA/ALTA. Address membership correspondence to Susan Roman, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to Sharon A. Saulmon, 12228 S. High Meadow Ct., Oklahoma City, OK 73170.

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Dear Fellow Chamber of Commerce Member,

Welcome to the City of Placentia's Campaign 2000! I am currently running for a position on the Placentia City Council.

For those of you who don't know me, I have been a Placentia resident for over 19 years. My wife Kasandra, our children Cristina – age 17, Jessica – age 13, Jaime – age 9, and baby Jacob, are lifetime residents of Placentia. My son Daniel, Elisa, and my grandson Daniel live nearby in Yorba Linda. While living in the City of Placentia, I have enjoyed my involvement in a wide variety of community activities. The City of Placentia has been a great place to live as well as a wonderful place to raise children.

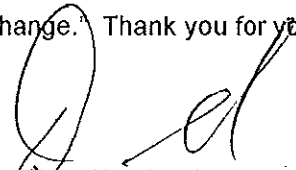
My motivation in seeking a City Council position is that I want Placentia to move forward. The city currently has no master plan. Cities adjacent to Placentia such as Brea, Anaheim, Fullerton, Yorba Linda, and La Habra have grown and redeveloped while Placentia has stood idle. With the lack of commercial development over the years I have watched our tax base shrink. Your potential customers go to cities such as those mentioned above, receive our tax dollars because we do not have the needed services and goods available to purchase. Thus your profits, along with our tax dollars go out of the city. We have now reached near build out, which will end fees collected by the city. We need new innovative ideas to assist organizations such as the Chamber of Commerce. More importantly, we need the will to implement them if we are to continue to enjoy our high community standards.

We need a City Council that is unified and one that will look at issues from the aspect of what is best for our city, including the business community as a whole. A divided City Council that is not moving forward will never be able to provide the leadership we as business owners and entrepreneurs deserve.

We need a City Council that will send a message loud and clear to criminals and especially our three local gangs that criminal activity will not be tolerated. For our local business to thrive they need to feel comfortable that our leaders are doing everything possible to provide a safe environment. The City Council should make it clear to our officers and supervisors that they support a hard line attitude toward those who engage in criminal activity. Having a prior law enforcement background in some of the highest crime areas in Los Angeles, I know what our street officers require to do their job. One of my highest priorities will be to support their needs.

There are a number of additional issues that face the City of Placentia business community. These issues need to be addressed in a positive manner by an active and unified City Council.

"The Time is Now for a Change." Thank you for your support.



Don Shepherd  
Sunwest Landscape Services

# Endorsed by the Placentia Police Officer's Association

## Organizations Supported

Sponsor Miss Placentia Pageant  
Sponsor Placentia Yorba Linda Girls Softball Association  
Sponsor Placentia Pony Baseball  
Sponsor El Dorado Choir Booster  
Sponsor El Dorado Football  
Sponsor El Dorado Girls Basketball  
Sponsor JUSA  
Sponsor National Junior Basketball Association  
Sponsor Placentia Little League  
Sponsor El Dorado High School Girls Softball  
Placentia Police Officers Association  
Tuffree Junior High School  
Sponsor El Dorado High School Drama Club Department  
Girl Scout Troop #682  
Member of Placentia Chamber of Commerce

## Leadership Positions

Placentia Heritage Committee, Executive Board - 2 years  
EL Dorado High School Choir's, PRISM Chairman - 4 years  
El Dorado High School Football Booster Club Executive Board - 4 years  
Rose Drive Friend's Church, Chairman of Children's Council - 3 years  
Rose Drive Friend's Church, Leader of "Friendship Park" - 10 years  
Placentia Little League, Coach - 6 years  
Placentia Yorba Linda Girls Softball, Coach - 5 years  
Junior United Soccer Association, Coach - 8 years  
National Junior Basketball Association, Coach - 5 years  
Anaheim High School Football, Coach - 5 years  
Anaheim Pop Warner Football, Coach - 2 years

## Awards

Placentia Man of the Year - 1995  
Placentia Yorba Linda School District Volunteer of the Year Award - 2000  
Rose Drive Friend's Church Children's Ministry - 1993  
Placentia Shining Star Recipient - 1997, 1998, 1999  
Girl Scout Service Award - 1993

## Miscellaneous

Organized Christmas Tree give away of over 100 trees in cooperation with the Placentia Police Officers Association

Former Police Officer with the city of Los Angeles, and the Anaheim Police Department

Business owner of Sunwest Landscape Services for over 24 years. Operating in the Placentia area for over 22 years.

19 year resident City of Placentia

Actively involved in the Placentia Schools for over 19 years.

Actively involved with Girl Scout Troop #682 for 7 years

# Issues

## Redevelopment

We need to aggressively address the fact that our tax base will continue to be reduced unless we attract new business. It is unfortunate that we have fallen so far behind the other cities around us. We need to make goods and services available to our citizens and people outside Placentia and hold the tax dollars here that now leave our city. At this time, our city has no master plan.

## Law Enforcement

We need to send a strong message to criminals and especially our local gangs that criminal activities will not be tolerated. Our patrol officers need the support from their supervisors as well as the City Council to aggressively attack those who would engage in criminal activity and make all sections of Placentia safe at all hours.

## Railroad

The railroad-lowering project is destined to have a tremendous impact on the City of Placentia. It is some years away at this time, however, we must have input via a strong representation. At present time the City of Placentia staff has done an excellent job through the efforts of Mr. Chris Becker to place our community needs first. I believe the Council should support staff and allow Mr. Becker to move forward without interference.

## Community Facilities

Our facilities do need upgrading. However, to use the funds received from the settlement of the Orange County bankruptcy would be irresponsible. This money needs to be invested in future revenues such as redevelopment which would in turn raise revenue to not only build, but also maintain our new facilities. The only other option for that money is to return it to the property owners of the city.

## Looking to the Future

We need a master plan. Without vision and a progressive City Council, unified by the best interest of our citizens, growth will be impossible.

## McFadden School Property

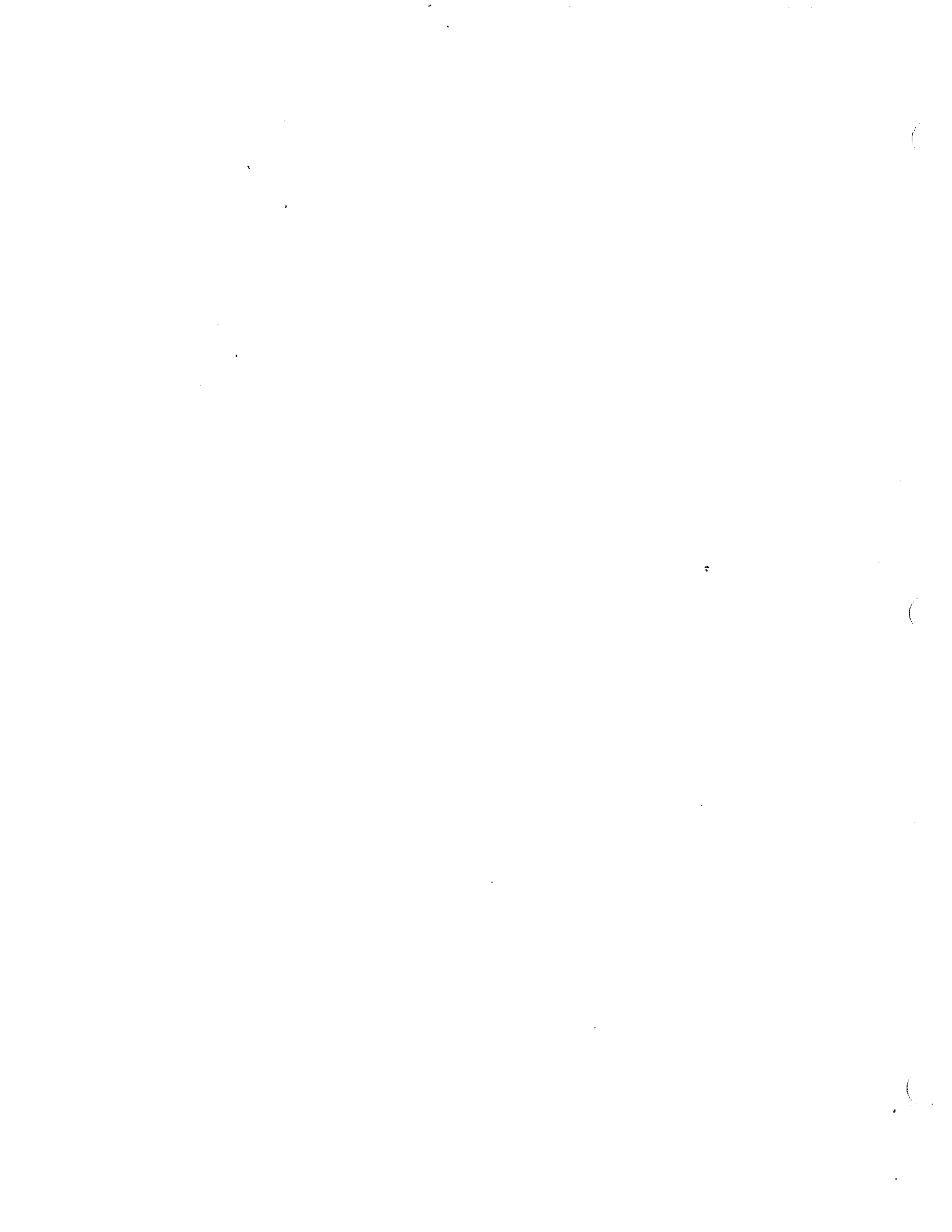
We need to take a hard look at possible future needs of our city before considering the sale of the McFadden School and adjacent property. If it is agreed that the sale is in the best interest of the city, the proceeds should first be used to house the displaced city offices now at McFadden. The balance should be used to promote redevelopment and attract ongoing revenue to the city, which could be used to lower taxes or support community outreach programs. If the net proceeds cannot be used in this way then the dollars should be returned to the tax paying property owners of Placentia.

## Heritage and Culture

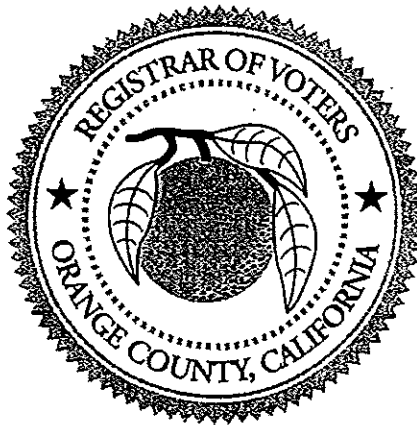
We need to take positive steps to insure that our heritage and culture are maintained. There is a wealth of history in the City of Placentia. The City Council can do this by supporting our various committees that work so hard to that end.

## Community Involvement

We are blessed in the City of Placentia with a great number of citizens who are willing to volunteer countless hours. However, we need more. As a member of the City Council, I look forward to inspiring by example all citizens to become involved in community activities.



**CANDIDATE'S HANDBOOK**  
**FOR**  
**SCHOOL DISTRICTS**  
**AND**  
**SPECIAL DISTRICTS**  
**GENERAL ELECTION**  
**TUESDAY, NOVEMBER 7, 2000**



*This Handbook is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, the Handbook is not intended to provide legal or factual advice. Candidates and others using the Handbook must bear full responsibility to make their own determinations as to all legal standards and duties, and as to all factual matter, contained in the Handbook.*

**COUNTY OF ORANGE**  
**REGISTRATION AND ELECTIONS DEPARTMENT**  
**1300 "C" SOUTH GRAND AVENUE**  
**SANTA ANA, CALIFORNIA 92705**  
**MAILING ADDRESS:**  
**P.O. BOX 11298**  
**SANTA ANA, CALIFORNIA 92711**  
**(714) 567-7600**  
**[www.oc.ca.gov/election](http://www.oc.ca.gov/election)**





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## GENERAL ELECTION CALENDAR - NOVEMBER 7, 2000

*All section references are to the Elections Code unless stated otherwise. GC references the California Government Code, Ed. Cd. references the California Education Code.*

- June 30**  
(E-130)                    **CONSOLIDATION OF ELECTIONS - SCHOOLS - NOTICE** Last day for county superintendent of schools to notify governing boards in writing that consolidated election is required to be held. applies when there are two or more school districts of any type in the same area. Ed.Cd. §5323, §5340
- July 5**  
(E-125)                    **BOUNDARY MAP** Last day for secretary of special district to file with the Registrar of Voters a map showing the boundaries of the district and the divisions, if any, and a statement indicating whether the directors will be elected at large or by division. §10522
- July 5**  
(E-125)                    **NOTICE OF ELECTIVE OFFICES** District Secretary's Transmittal form must be filed with the Registrar of Voters by this date. The notice shall bear the secretary's signature and the district seal and must contain:  
(a) The elective offices of the district to be filled at the next general district election.  
(b) Whether the district or the candidate is to pay for the publication of a  
(c) candidate's statement of qualifications pursuant to Elections Code Section 13307. §10509
- July 7**  
(E-123)                    **SPECIFICATIONS OF ELECTION ORDER** At least 123 days before the election, the governing board of the school district shall, by resolution delivered to the county superintendent of schools and the Registrar of Voters, indicating:  
(a) The date of the election.  
(b) The purpose of the election. Ed. Cd. §5320, §5322
- July 10**  
(E-120)                    **DELIVER NOTICE OF ELECTION TO REGISTRAR OF VOTERS** At least 120 days prior to the date of the election the county superintendent of schools shall deliver to the Registrar of Voters, copies of the order of election and the formal notice of election. Ed. Cd. §5324, §5325, §5361
- July 10**  
**thru**  
**August 9**  
(E-120-90)                    **NOTICE OF ELECTION** The Registrar of Voters must publish once in a newspaper of general circulation the Notice of Election. The notice shall contain the date of the election and shall name the offices for which candidates may be nominated; the qualifications for each office; when and where nomination papers may be obtained; and that appointment to each elective office will be made as prescribed by Elections Code Section 10515 or Education Code Section 5328 in the event there are no nominees or an insufficient number of nominees for such office and a petition for an election is not filed within the time period prescribed by Elections Code Section 10515 or Education Code Section 5326.

*\*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

# GENERAL ELECTION CALENDAR - NOVEMBER 7, 2000

The Registrar of Voters shall deliver a copy of the published notice to each special district secretary, who shall post it. The notice shall include the qualifications required by the principal act for each office for which candidates may be nominated.

§12112, §12113, Ed. Cd. §5328.5, §5361, §5363

**July 10  
thru  
August 9  
(E-120-90)**

**GENERAL PRESS RELEASE** Between these dates the Registrar of Voters shall issue a general press release which shall set forth the district elective offices to be filled and a telephone number that voters may use to obtain information. §12112

**July 17  
thru  
August 11  
(E-113-88)**

**NOMINATION PERIOD** Declaration of candidacy forms for all offices may be obtained from and delivered for filing to the Registrar of Voters office from July 17, 2000 through August 11, 2000, 5:00 p.m. §10510, §10603

**EXCEPTION:** If an incumbent fails to file nomination of candidacy by August 11, the filing period is extended to August 16, 2000 for all qualified persons other than the incumbent. §10516, §10604

**July 17  
thru  
August 11  
(E-113-88)**

**CANDIDATE'S STATEMENT OF QUALIFICATIONS** Each candidate may prepare a statement on a form provided by the Registrar of Voters. The statement may contain no more than 200 words, unless the governing body of the local agency has authorized the statement to contain 400 words. The statement must be filed at the same time the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the nomination period and until 5:00 p.m. of the next working day after the close of the nomination period. §13307

If the nomination period is extended because an incumbent eligible for reelection failed to file a declaration of candidacy, candidates filing during the extended filing period may file a candidate's statement. The next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn. A candidate's statement may not be changed. §10516, §10604

The Registrar of Voters will estimate the total cost of printing and handling the candidate's statements and will require each candidate filing a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. This amount must be paid at the time the candidate's statement is filed. If there is an underpayment, the candidate shall be required to pay the balance of the cost incurred. Overpayments will be refunded within 30 days of the election. §13307

The candidate's statement is confidential until after the expiration of the filing period. Copies of all candidate's statements will be available for public inspection at the Registrar of Voters office for 10 days prior to being submitted for printing. §13311, §13313

*\*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

**GENERAL ELECTION CALENDAR - NOVEMBER 7, 2000**

- July 31**  
(E-99)      **SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS DUE**  
The last day to file semi-annual campaign disclosure statements by all elected officers, candidates, and committees for the period of January 1, 2000 through June 30, 2000. GC §84200
- August 11**  
(E-88)      **LAST DAY TO REQUEST CONSOLIDATION OF ELECTION WITH GENERAL ELECTION** Resolution requesting consolidation with general election must be filed no later than this date. §10403, Ed. Cd. §5342
- August 11**  
(E-88)      **DEADLINE - OF FILING NOMINATION DOCUMENTS** Last day to file nomination documents and candidate's statement with Registrar of Voters. §10510, §10603
- EXCEPTION:** If the filing period is extended because the incumbent failed to file, the deadline is extended until **August 16, 2000, 5:00 p.m.** §10516, §10604
- August 11**  
(E-88)      **LAST DAY FOR CANDIDATES TO WITHDRAW** No candidate shall withdraw his/her declaration of candidacy after **5:00 p.m.** on the 88th day prior to the election unless the filing period has been extended until the 83rd day, in which case a candidate has until **5:00 p.m.** of the 83rd day prior to the election to withdraw. §10510, §10516, §10603
- August 12**  
**thru**  
**August 16**  
(E-87-83)      **EXTENSION OF NOMINATION PERIOD IF INCUMBENT FAILS TO FILE**  
If an incumbent, eligible for reelection, fails to file his/her nomination papers by August 11, there is a 5-day extension allowed for any person other than the incumbent to file for such office.
- NOTE:** There is no extension of the nomination period for any office where there is no incumbent eligible to be elected. §10516, §10604
- August 16**  
(E-83)      **PETITION TO HOLD ELECTION** Last day, if nominees do not exceed offices to be filled, to file with the Registrar of Voters a petition requesting the election to be held. Petition must be signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division. §10515, Ed. Cd. §5326
- August 17**  
(E-82)      **RANDOMIZED ALPHABET DRAWING** On this day the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the general election ballot. The Registrar of Voters shall also conduct a drawing of the letters of the alphabet to determine the ballot order for candidates for legislative offices when the district includes more than one county. §13111(i), §13112
- August 17**  
**thru**  
**August 26**  
(E-82-73)      **PUBLIC REVIEW FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS** During this period, candidate's statement of qualifications will be available for public examination. §13313

*\*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

## GENERAL ELECTION CALENDAR - NOVEMBER 7, 2000

- September 11  
thru  
October 24  
(E-57-14)**      **WRITE-IN CANDIDATES** First day nomination papers are available for a write-in candidate. Must be filed by **October 24, 2000, 5:00 p.m.** §8601
- September 28  
thru  
October 17  
(E-40-21)**      **SAMPLE BALLOT MAILING - STATE BALLOT PAMPHLET MAILING**  
Between these dates sample ballot pamphlets will be mailed by the Registrar of Voters. State ballot pamphlets will be mailed directly to voters by the Secretary of State. §9094, §13303, §13304
- October 9\*  
(E-29)**      **FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE**  
The last day to file campaign disclosure statements for candidates and committees covering the period July 1 through September 30, 2000.  
GC §84200.5, §84200.7(a)
- October 9\*  
(E-29)**      **LAST DAY TO REGISTER TO VOTE IN GENERAL ELECTION** Closing date of registration for this election. §2102, §2107
- October 9\*  
thru  
October 31  
(E-29-7)**      **ABSENTEE VOTING** Absentee ballots available during this period. A written application is required and must contain printed name, residence address, signature of voter and where the ballot is to be mailed.  
§3001, §3003
- October 22  
thru  
November 6  
(E-16-1)**      **LATE CAMPAIGN CONTRIBUTION REPORTING PERIOD** Contributions received of \$1,000 or more per source must be reported within 24 hours during this period. GC §84203
- October 24  
(E-14)**      **DEADLINE FOR WRITE-IN CANDIDATES TO FILE** Last day for write-in candidate to file nomination papers by **5:00 p.m.** §8601
- October 26  
(E-12)**      **SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENTS DUE** The last day to file campaign disclosure statements for candidates and committees covering the period ending October 21.  
GC §84200.5, §84200.7(a)
- November 1  
thru  
November 7  
(E-6-0)**      **ABSENTEE VOTING - EXTENDED PERIOD** During this period absentee ballots are available when conditions prevent voting at polling place. Written application signed under penalty of perjury is required unless the absent voters ballot is voted in the office of the elections official. §3021
- November 7  
(E-0)**      **ELECTION DAY** Polls will be open from 7:00 a.m. to 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters office.  
§10541, §14212, §15260

*\*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

## GENERAL ELECTION CALENDAR - NOVEMBER 7, 2000

- November 7**  
(E-0)      **ABSENT VOTER BALLOTS RETURNED** Deadline for the Registrar of Voters to receive absentee ballots by mail or in person is **November 7, 2000, 8:00 p.m.** A voter may deliver his/her absentee ballot in person to any polling place in the county by the close of the polls on election day. §3017
- November 9**  
(E+2)      **COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS** Votes will be canvassed by the Registrar of Voters. §10547, §15301
- December 1**  
(E+24)      **DATE OF TAKING OFFICE** Elected school board members take office on the first Friday in December after the general election. Ed. Cd. §5017
- District officers, elected or appointed, take office at noon on this day, after taking the official oath and executing such bond as may be required by the principal act. §10554
- December 5**  
(E+28)      **CANVASS OF OFFICIAL RETURNS MUST BE COMPLETED BY THIS DATE** §15372
- December 5**  
(E+28)      **CERTIFICATE OF ELECTION** Approximately on this date the elections official shall make and deliver to each person elected a certificate of election signed by the elections official. §10553, §15372, §15401
- January 8**  
(E+62)      **DATE OF TAKING OFFICE** Elected directors of Municipal Water District take office at noon on the first Monday after January 1st succeeding their election. GC §24200
- January 31**  
(E+85)      **SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENTS DUE** Last day to file semi-annual campaign disclosure statements for all candidates and committees for the period through December 31, 2000. GC §84200

*\*Hereinafter, date falls on a Saturday, Sunday or holiday; use next business day.*

**SCHOOL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED  
NOVEMBER 7, 2000**

**COMMUNITY COLLEGE DISTRICTS**

**NUMBER TO BE ELECTED**

Coast	1 Member each, Trustee Areas 2, 3, 4
North Orange County	2 Members, Trustee Area 1 1 Member each, Trustee Areas 3, 4
Rancho Santiago	3 Members, Trustee Area 1 1 Member, Trustee Area 3
South Orange County	1 Member each, Trustee Areas 1, 3, 6, 7

**HIGH SCHOOLS DISTRICTS**

Anaheim Union	2 Members
Fullerton Joint Union	2 Members
Huntington Beach Union	2 Members

**UNIFIED DISTRICTS**

Brea-Olinda Unified	3 Members
Capistrano Unified	1 Member each, Trustee Areas 1, 2, 3, 5 1 Member, Trustee Area 7, Unexpired Term
Garden Grove Unified	3 Members
Irvine Unified	3 Members
Laguna Beach Unified	2 Members
Los Alamitos Unified	3 Members
Newport-Mesa Unified	1 Member each, Trustee Areas 1, 3, 6
Placentia-Yorba Linda Unified	3 Members
Saddleback Valley Unified	3 Members
Santa Ana Unified	3 Members
Tustin Unified	3 Members

**ELEMENTARY SCHOOL DISTRICTS**

Anaheim City	2 Members
Buena Park	2 Members
Centralia	2 Members
Cypress	2 Members
Fountain Valley	2 Members
Fullerton	2 Members
Huntington Beach City	2 Members
La Habra City	2 Members
Lowell Joint	2 Members
Magnolia	2 Members, Full Term 1 Member, Unexpired Term
Ocean View	2 Members
Savanna	2 Members
Westminster	2 Members

**SPECIAL DISTRICT OFFICES FOR WHICH CANDIDATES ARE TO BE ELECTED  
NOVEMBER 7, 2000**

**COMMUNITY SERVICES DISTRICTS**

Capistrano Bay Community Services District	2 Directors, Full Term
	1 Director, Unexpired Term
Emerald Bay Service District	2 Directors
Rossmoor Community Services District	3 Directors Full Term
	1 Director, Unexpired Term
Surfside Colony Community Services District	1 Director, Full Term
	1 Director, Unexpired Term
Three Arch Bay Community Services District	3 Directors

**IRRIGATION DISTRICT**

Serrano Water District	1 Director each, Division 2, 3, 5
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**PARK AND RECREATION DISTRICT**

Silverado-Modjeska Park and Recreation District	2 Directors
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**SANITARY DISTRICTS**

Costa Mesa Sanitary District	2 Directors
Midway City Sanitary District	2 Directors
Sunset Beach Sanitary District	3 Directors
	1 Assessor (2 year term)

**STORM WATER PROTECTION DISTRICT**

Surfside Colony Storm Water Protection District	3 Directors
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**CALIFORNIA WATER DISTRICTS**

El Toro Water District	3 Directors
Irvine Ranch Water District	3 Directors
Los Alisos Water District	2 Directors
Moulton Niguel Water District	1 Director each, Division 1, 5, 6, 7
Santa Margarita Water District	3 Directors

**COUNTY WATER DISTRICTS**

East Orange County Water District	2 Directors, Full Term
	1 Director, Unexpired Term
Laguna Beach County Water District	2 Directors
Rossmoor/Los Alamitos Area Sewer District	3 Directors
Mesa Consolidated Water District	1 Director each, Division 1, 2, 3
Santiago County Water District	3 Directors
South Coast Water District	1 Director each, Divisions 1 - 7
Trabuco Canyon Water District	2 Directors
Yorba Linda Water District	2 Directors

**INDEPENDENT WATER DISTRICT**

Orange County Water District	1 Director each, Division 2, 3, 4, 6
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**MUNICIPAL WATER DISTRICT**

Municipal Water District of Orange County	1 Director each, Divisions 1 - 7
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**LIBRARY DISTRICTS**

Buena Park Library District	3 Directors
Placentia Library District	3 Directors



## GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

### A Candidate must be:

1. 18 years old by election day;
2. a citizen of the state;
3. a registered voter at the time nomination papers are issued, and, unless otherwise specifically provided, qualified to vote for the office;
4. eligible to take the oath of office and be able to be bonded in the amounts provided for by statute.

A Candidate may not have been convicted of designated crimes specified in the Constitution and laws of the State.

A person is not eligible to be elected or appointed to a county or district office unless he/she is a registered voter of the county or district in which the duties of the offices are to be exercised at the time that nomination papers are issued to the person or at the time of the person's appointment.

GC §24001

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment.

§201

Notwithstanding any other provision of law, a public officer who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her official duties, and a candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate.

GC §275.2

Successful candidates must qualify for office by taking the oath of office and be able to be bonded in the amounts provided for by statute, by the presiding judge of the Superior Court, and/or by judges of the Superior Court.

CA Constitution, Art. XX, §3; GC §1450, §1458

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state.

GC §1020

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State.

GC §1021

The declaration of candidacy form to be completed by the candidate includes a statement that he/she meets the statutory and constitutional qualifications for the office and that, if nominated, he/she will accept the nomination and not withdraw.

§8040

## **SPECIAL QUALIFICATIONS FOR SCHOOL BOARD MEMBER**

- (a) Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- (b) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Ed. Cd. §35107

In addition to the above, a candidate for a school district having trustee areas must be a resident of the trustee area for which he/she is a candidate. Ed. Cd. §5030

## **APPOINTMENT OF SCHOOL BOARD MEMBERS**

If a school district or community college district election is not held because of a condition listed in section 5326 of the Education Code, the qualified person or persons nominated shall be seated at the organizational meeting of the board, or if no person has been nominated or if an insufficient number is nominated, the governing board of the district shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election, and such appointee or appointees shall be seated at the organizational meeting of the board as if elected at a school district or community college district election. Ed. Cd. §5328

## **APPOINTMENT OF SPECIAL DISTRICT NOMINEES**

If a district election is not held because of a condition listed in Elections Code Section 10515, the Registrar of Voters shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to such office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make such appointments. If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at the general district election for such office. §10515

**SPECIAL QUALIFICATIONS FOR HOLDING OFFICE  
AND VOTING WITHIN SPECIAL DISTRICTS**

COMMUNITY SERVICES DISTRICTS

DIRECTOR -  
VOTER -

Shall be a "registered elector" (registered voter) residing within the district.  
Shall be a registered voter in the district. GC §61016, §61200

IRRIGATION DISTRICTS

DIRECTOR -  
VOTER -

Shall be a registered voter in the district or division, if any.  
Shall be a registered voter in the district or division, if any.  
Water Cd. §21100, §21551, Calif. Cons. Art. II.2

PARK AND RECREATION DISTRICTS

DIRECTOR -  
VOTER -

Shall be a qualified registered voter in the district or a qualified voter of the state and an owner of real property within the district.  
Shall be a registered voter in the district. Pub. Res. Cd. §5783.3, §5781.4

SANITARY DISTRICTS

DIRECTOR -  
VOTER -

Shall be a resident elector (registered voter) in the district.  
Shall be a registered voter in the district. Health & Safety Cd. §6464, §6561

STORM WATER DISTRICT

TRUSTEE -  
  
VOTER -

Shall be a freeholder of the district and shall have resided in the district one year preceding election; provided that when unincorporated territory is included with incorporated territory at least one trustee shall be an eligible freeholder of the unincorporated territory, if such there be residing in said district.  
Shall be a registered voter in the district.  
West's Water Cd. App. §13-5; Deering's Uncd. Water Cd. §6176.5

CALIFORNIA WATER DISTRICTS

DIRECTOR -  
VOTER -

Shall be a registered voter in the district or division, if any.  
Shall be a registered voter in the district or division, if any.  
Water Cd. §35177, §35178, §35188, §35189, §35190, §35212, §35213

COUNTY WATER DISTRICTS

DIRECTOR -  
VOTER -

Shall be a registered voter in the district or division, if any.  
Shall be a registered voter in the district or division, if any.  
Water Cd. §30500, §30700, §30735

ORANGE COUNTY INDEPENDENT WATER DISTRICT

DIRECTOR -  
VOTER -

Shall be a resident of district.  
Shall be a registered voter in the district or division, if any.  
West's Water Cd. App. §40-11; Deering's Uncd. Water Cd. §5683.9, §5683.11

MUNICIPAL WATER DISTRICTS

DIRECTOR -  
VOTER -

Shall be a registered voter in the district or division, if any.  
Shall be a registered voter in the district or division, if any.  
Water Cd. §71170, §71250, §71453, §71501

LIBRARY DISTRICTS

TRUSTEE -  
VOTER -

Shall be a registered voter in the district.  
Shall be a registered voter in the district. Ed. Cd. §19611, §19702

## DECLARATION OF CANDIDACY PROCEDURES

Candidates for school board member or special district director must file a Declaration of Candidacy between July 17, 2000 and August 11, 2000.

There is no filing fee. Nomination signatures are not required.

### DECLARATION OF CANDIDACY

July 17, 2000 is the first day that candidates for school board members or special district directors may obtain the declaration of candidacy and candidate's statement of qualifications forms. Forms are available at the Registrar of Voters office 1300 S. Grand Ave Building C, Santa Ana.

Information to be completed by the candidate, on the declaration of candidacy form includes the candidate's name, occupation (ballot) designation, residence address, phone number. The declaration of candidacy includes a statement under penalty of perjury under the laws of the State of California that the information is true and correct

§10511

The candidate must take the Oath of Allegiance before the deputy receiving the form. (The Oath may alternatively be taken before a Notary Public.)

There is no filing fee. The last day to file as a candidate is **August 11, 2000, 5:00 p.m.**

The last day to withdraw as a candidate is **August 11, 2000, 5:00 p.m.** §10510, §10603

**EXCEPTION:** If a declaration of candidacy for an incumbent elective member of a school district or director of a special district is not filed by 5:00 p.m. on August 11, 2000, the filing period is extended until **5:00 p.m. on August 16, 2000**, for those offices in which the incumbent failed to file. During this extended period, candidates, other than the incumbent, may file a declaration of candidacy. This does not apply if there is no incumbent eligible to be reelected.

If the filing period is extended, as noted above, candidates for the extended office may withdraw from the election until **August 16, 2000, 5:00 p.m.** the 83<sup>rd</sup> day before the election. No candidate's name shall be printed on a ballot unless he/she has filed a declaration of candidacy.

### DATES OF TAKING OFFICE

Elected school board members take office on **December 1, 2000.** Ed. Cd. §5017

District officers, elected or appointed, take office at noon on **December 1, 2000.** §10554

Elected directors of Municipal Water District take office at noon on **January 8, 2000.** GC §24200

**BALLOT DESIGNATIONS FOR CANDIDATES**  
(§13107)

With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

- (1) Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination documents to which he/she was elected by vote of the people, or to which he/she was appointed, in the case of a superior or municipal court judge.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior or municipal court judge, was appointed to that office.
- (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he/she holds and to which he/she was appointed, as a nominated candidate, in lieu of an election, pursuant to Education Code sections 5326 and 5328 or Elections Code sections 7228, 7423, 7673, 10229, or 10515.

Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

- (1) It would mislead the voter.
- (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- (3) It abbreviates the word "retired" or places it following any word or words which it modifies.

## BALLOT DESIGNATIONS FOR CANDIDATES

(§13107)

(Continued)

- (4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of word "retired."
- (5) It uses the name of any political party, whether or not it has qualified for the ballot.
- (6) It uses a word or words referring to a racial, religious, or ethnic group.
- (7) It refers to any activity prohibited by law.

If upon checking the nomination documents, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

The candidate shall, within three days from the date of receipt of the notice, appear before the elections officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

In the event the candidate fails to provide an alternate designation, no designation will appear after the candidate's name.

No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official to change an unacceptable designation.

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.

In all cases, words so used will be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

## BALLOT ORDER OF CANDIDATES

The Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. The procedure shall be as follows: Each letter of the alphabet shall be written on a separate slip of paper, each of which shall be folded and inserted into a capsule. Each capsule shall be opaque and of uniform weight, color, size, shape, and texture. The capsules shall be placed in a container, which shall be shaken vigorously in order to mix the capsules thoroughly. The container then shall be opened and the capsules removed at random one at a time. As each is removed, it shall be opened and the letter on the slip of paper read aloud and written down. The resulting random order of letters constitutes the randomized alphabet, which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date. **The date of the drawing for the general election will be August 17, 2000, 11:00 a.m.**

§13112

## WRITE-IN CANDIDATES

Every person who desires to be a write-in candidate and have his/her name as written on the ballot of an election counted for a particular office shall file:

- (a) A statement of write-in candidacy that contains the following information:
  - (1) Candidate's name.
  - (2) Residence address.
  - (3) A declaration stating that he/she is a write-in candidate.
  - (4) The title of the office for which he/she is running.
  - (5) The party nomination which he/she seeks, if running in a primary election.
  - (6) The date of the election.
- (b) The requisite number of signatures on the nomination papers, if any, required pursuant to section 8062, 10220, or 10510. §8600

The statement and nomination papers shall be available from the Registrar of Voters on **September 11, 2000**. The statement and nomination papers shall be delivered to the elections official responsible for the conduct of the election no later than the 14th day prior to the election, **October 24, 2000, 5:00 p.m.** §8601

No fee or charge shall be required of a write-in candidate. §8604

**CANDIDATE'S STATEMENT OF QUALIFICATIONS**  
(§13307)

Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself/herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the Registrar of Voters when his/her nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. The statement **may be withdrawn, but not changed**, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

**NOTE:** In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file nomination papers, a candidate's statement for that particular office may be withdrawn during the extended nomination period and until 5:00 p.m. of the next working day after the close of the extended nomination period.

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate will be printed in type of uniform size and darkness, and with uniform spacing.

All candidates' statements shall remain confidential until the expiration of the filing deadline.

§13311

The Registrar of Voters will estimate the total cost of printing and handling the candidates' statements filed pursuant to this section, and will require each candidate having a statement to pay in advance his/her estimated pro rata share as a condition of having his/her statement included in the voter's pamphlet. The Registrar of Voters will determine the cost for each candidate and will refund any excess amount paid within 30 days of the election. An invoice will be sent if any additional amount is required to be paid by the candidate.

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order or certified check, or the statement will not be printed in the voter's pamphlet.

**NOTE:** Pursuant to minority language provisions of the Federal Voting Rights Act, Orange County is required to provide election materials in the Vietnamese and Spanish Languages in addition to English. The materials covered by this Act include Candidate Statements. Therefore, all estimated costs include translating and printing candidate statements into the Vietnamese and Spanish languages. These materials will be provided to voters who have requested Vietnamese or Spanish language election materials.



## CANDIDATE'S STATEMENT OF QUALIFICATIONS

(§13307)

(Continued)

Nothing in the foregoing shall be deemed to make any statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet.

Before the nomination period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his/her representative at the time he/she picks up the nomination papers.

Copies of all candidates' statements will be available for public inspection between **August 17 and August 26, 2000, 5:00 p.m.** at the Registrar of Voters office 10 days prior to being submitted for printing, in conformance with Elections Code section 13313.

**DEPOSIT AMOUNT REQUIRED FOR SCHOOL DISTRICT  
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

<u>COMMUNITY COLLEGE DISTRICTS</u>	<u>200 words</u>	<u>400 words</u>
Coast Community College District	\$3,400	
North Orange County Community College District	3,550	
Rancho Santiago Community College District	2,150	
South Orange County Community College District	4,250	
 <u>HIGH SCHOOLS DISTRICTS</u>		
Anaheim Union High School District	1,650	
Fullerton Joint Union High School District	1,350	
Huntington Beach Union High School District	2,000	
 <u>UNIFIED SCHOOL DISTRICTS</u>		
Brea-Olinda Unified School District	700	
Capistrano Unified School District	2,000	
Garden Grove Unified School District	1,400	
Irvine Unified School District	1,150	
Laguna Beach Unified School District	700	\$1,200.00
Los Alamitos Unified School District	800	
Newport-Mesa Unified School District	1,450	2,600.00
Placentia-Yorba Linda Unified School District	1,200	
Saddleback Valley Unified School District	1,600	
Santa Ana Unified School District	1,000	
Tustin Unified School District	950	
 <u>ELEMENTARY SCHOOL DISTRICTS</u>		
Anaheim City School District	1,000	
Buena Park School District	650	
Centralia School District	700	
Cypress School District	750	1,200.00
Fountain Valley School District	800	
Fullerton School District	950	
Huntington Beach City School District	1,000	
La Habra City School District	700	
Lowell Joint School District	600	
Magnolia School District	700	
Ocean View School District	1,000	
Savanna School District	600	
Westminster School District	800	

**NOTE:** The above noted amounts are based on: 200 word statement - two candidates preparing statements for the same office; 400 word statement - one candidate preparing a statement for the office. If more candidates prepare statements for the same office the actual cost per candidate will be less than the deposit amount. If only one candidate prepares a 200 word statement for an office, the actual cost of the statement will be significantly higher. Invoices or refunds will be made within 30 days of the election.

Any candidate needing information applicable to indigents should check with the election clerk.

**DEPOSIT AMOUNT REQUIRED FOR SPECIAL DISTRICT  
CANDIDATE'S STATEMENT OF QUALIFICATIONS**

<b>SPECIAL DISTRICTS</b>	<b>200 word</b>	<b>400 word</b>
Capistrano Bay Community Services District	District will cover cost	
Emerald Bay Service District	\$ 550	
Rossmoor Community Services District	600	
Surfside Colony Community Services District	550	
Three Arch Bay Community Services District	550	
Serrano Water District	Division 2, 3, 5 550	
Silverado-Modjeska Park and Recreation District	550	
Costa Mesa Sanitary District	1,000	
Midway City Sanitary District	900	
Sunset Beach Sanitary District	550	
Surfside Colony Storm Water Protection District	550	
El Toro Water District	850	
Irvine Ranch Water District	1,450	
Los Alisos Water District	District will cover cost	
Moulton Niguel Water District	Division 1, 5, 6 650	
	Division 7 600	
Santa Margarita Water District	1,050	
East Orange County Water District	850	\$1,500.00
Laguna Beach County Water District	650	
Rossmoor/Los Alamitos Area Sewer District	650	
Mesa Consolidated Water District	Division 1, 2, 3 600	
Santiago County Water District	550	
South Coast Water District	Divisions 1-7 550	
Trabuco Canyon Water District	600	
Yorba Linda Water District	850	
Orange County Water District	Division 2 1,400	
	Division 3 1,350	
	Division 4, 6 1,450	
Municipal Water District of Orange County	Division 1 see insert	
	Division 2 see insert	
	Division 3 see insert	
	Division 4 see insert	
	Division 5 see insert	
	Division 6 see insert	
	Division 7 see insert	
Buena Park Library District	700	
Placentia Library District	750	

**NOTE:** The above noted amounts are based on: 200 word statement - two candidates preparing statements for the same office; 400 word statement - one candidate preparing a statement for the office. If more candidates prepare statements for the same office the actual cost per candidate will be less than the deposit amount. If only one candidate prepares a 200 word statement for an office, the actual cost of the statement will be significantly higher. Invoices or refunds will be made within 30 days of the election.

Any candidate needing information applicable to indigents should check with the election clerk.

**WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT**  
(§9)

The following are the guidelines for computing the word count:

The title of the office, name, age and occupation lines are not included in the word count - only the text is counted. Punctuation is not counted.

Dictionary words.....one word  
The words "a", "the", "and", "an" are counted as individual words.

Geographical names - County of Orange, San Juan Capistrano..... one word

Abbreviations - UCLA, U.C.L.A., PTA, P.T.A., USMC, U.S.M.C. .... one word

Regularly hyphenated words appearing in any generally available dictionary ..... one word published within 10 years preceding the election. Each part of all other hyphenated words shall be counted as a separate word

Dates - all digits (4/8/98) ..... one word  
Words and digits (April 8, 1998).....two words

Whole numbers - Digits (1 or 10 or 100, etc.) ..... one word  
Spelled out (one or ten or one hundred) ..... each word counts as one word

Numeric combinations (1973, 18 1/2, 1971-73, 5%)..... one word

Monetary amounts (if the dollar sign is used with figures - \$1,000) ..... one word  
Spelled out (one thousand dollars) .....one for each word

Telephone numbers.....one word

Internet web site address.....one word

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed. The candidate should correct any misspellings before the statement is filed.

**The submitted statement must be typed. No word will be printed in "ALL CAPS", bolded or underlined.** The scanning equipment used by the Registrar of Voters office to produce camera ready copy for sample ballot printing has some limitations, therefore, the style of a candidate's statement must conform to the sample you will be given. The statement may include a description of the candidate's education and qualifications expressed by the candidate himself/herself.

The candidate must sign and date the statement before it is filed. All statements are confidential until the expiration of the filing deadline.

The candidate is required to pay the estimated cost of the statement and sign a deposit agreement at the time the statement is filed. When the statement is filed, a copy of the signed statement and the signed deposit agreement will be given to the candidate.

The statement must be filed at the same time that the declaration of candidacy is filed. The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period.

**NOTE:** If the nomination period is extended, because an incumbent, eligible to be elected, failed to file a declaration of candidacy, the next working day after the close of the extended filing period for the office is the last day that a candidate's statement may be withdrawn, but not changed.

**CAMPAIGN DISCLOSURE FILING SCHEDULE**  
(Government Code §81000-§91015)

<b>GENERAL ELECTION</b>		
<u>TYPE OF STATEMENT</u>	<u>PERIOD COVERED</u>	<u>FILING DEADLINE</u>
<b>1ST PRE-ELECTION</b>	<b>*JULY 1 - SEPTEMBER 30</b>	<b>OCTOBER 5, 2000</b>
<b>2ND PRE-ELECTION</b>	<b>OCTOBER 1 - OCTOBER 21</b>	<b>OCTOBER 26, 2000</b>
<b>LATE CONTRIBUTION</b>	<b>OCTOBER 22 - NOVEMBER 6</b>	<b>WITHIN 24 HOURS OF RECEIPT OF \$1,000</b>
<b>SEMI-ANNUAL</b>	<b>OCTOBER 22 - DECEMBER 31</b>	<b>JANUARY 31, 2001</b>

\*The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1 if no previous statement has been filed.

The second pre-election statements must be sent by personal or guaranteed overnight delivery. All other type of statements (first pre-election, semi-annual) may be sent by first class mail.

**FAILURE TO FILE OR LATE FILING OF CAMPAIGN DISCLOSURE STATEMENTS COULD RESULT IN MONETARY FINES.**

Campaign statements containing 30 pages or less may be faxed provided that the required original (a copy containing an original signature of the committee treasurer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.

**ALL CANDIDATES ARE REQUIRED TO FILE CAMPAIGN DISCLOSURE STATEMENTS**

For detailed information on Campaign Disclosure Statements see the 1995/1996 Information Manual and 2000 Addendum on Campaign Disclosure Provisions of the Political Reform Act. The information manual is prepared by the Fair Political Practices Commission and it is included in each candidate's campaign disclosure kit.

If you plan on spending one thousand dollars (\$1,000) or more in a calendar year you will receive a campaign reporting kit when you file for office. The kit contains all the necessary forms and instructions for filing your required campaign disclosure statements.

If you plan on spending less than one thousand dollars (\$1,000) in a calendar year you will receive a form 470 (short form) when you file for office. Every candidate or officeholder who has filed a short form and who thereafter receives contributions or makes expenditures totaling one thousand dollars (\$1,000) or more in a calendar year, shall send written notification to the Secretary of State, the local filing officer, and each candidate contending for the same office within 48 hours of receiving or expending a total of one thousand dollars (\$1,000). The written notification shall revoke the previously filed short form statement.

GC §84206

## CAMPAIGN DISCLOSURE

(Continued)

If you have questions concerning Campaign Disclosure you may call (714) 567-7558 for assistance or additional filing forms or you may contact the Fair Political Practices Commission at (916) 322-5660 ([www.fppc.ca.gov/fppc/](http://www.fppc.ca.gov/fppc/)).

WORKSHOPS WILL BE OFFERED ON HOW TO COMPLETE YOUR FORMS. PLEASE REFER TO THE CAMPAIGN DISCLOSURE WORKSHOP FILER FOR DATES AND TIMES.

### CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual is issued his/her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of the provisions of Chapter 5 of Division 20 of the Elections Code to the individual filing, in accordance with Title 9, (commencing with section 81000) of the Government Code, an initial campaign statement on behalf of the committee. §20440

The elections official shall accept at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. §20442

Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. §20443

In no event shall a candidate for public office be required to subscribe to or endorse the code. §20444

### USE OF SURPLUS CAMPAIGN FUNDS

Any campaign funds in excess of expenses incurred for the campaign or for expenses specified in subdivision (d) of Section 85305, received by or on behalf of an individual who seeks nomination for election, or election to office, shall be deemed to be surplus campaign funds and shall be distributed within 90 days after withdrawal, defeat, or election to office in the following manner.

(a) No more than ten thousand (\$10,000) may be deposited in the candidate's officeholder account; except such surplus from a campaign fund for the general election shall not be deposited into the officeholder account within 60 days immediately following the election.

(b) Any remaining surplus funds shall be distributed to any political party, returned to contributors on a pro rata basis, or turned over to the General Fund. § 89519

## CAMPAIGN LITERATURE

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type, which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).  
GC §84305

**NOTE:** The treasurer's name and committee identification number are not required on mass mailings.

"Mass mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.  
GC §82041.5

- (a) Whenever any person makes an expenditure for the purpose of financing communications expressly advocating the election or defeat of a clearly identified candidate, or solicits any contribution through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type of general public political advertising, such communication --
  - (1) if paid for and authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state that the communication has been paid for by such authorized political committee, or
  - (2) if paid for by other persons but authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state that the communication is paid for by such other persons and authorized by such authorized political committee;
  - (3) if not authorized by a candidate, an authorized political committee of a candidate, or its agents, shall clearly state the name of the person who paid for the communication and state that the communication is not authorized by any candidate or candidate's committee.
- (b) No person who sells space in a newspaper or magazine to a candidate or to the agent of a candidate, for use in connection with such candidate's campaign, may charge any amount for such space which exceeds the amount charged for comparable use of such space for other purposes.  
2 U.S.C. §441d
- (a) Any person whose signature is used in violation of, and any candidate for elective office whose election or defeat is expressly advocated in any campaign advertisement that violates, subdivision (b) of Section 115.1 of the Penal Code, shall have a civil cause of action against any person committing the violation.

## CAMPAIGN LITERATURE

(Continued)

- (b) If a mass mailing or other printed matter that violates subdivision (b) of Section 115.1 of the Penal Code expressly advocates the election or defeat of more than one candidate only a person whose signature is used and the candidate or candidates to whom the unauthorized signature directly relates shall have a civil cause of action pursuant to this section.
- (c) Any person bringing a cause of action pursuant to this section may recover damages in an amount of two times the cost of the communication, but not to exceed fifty thousand dollars (\$50,000), with regard to which the unauthorized signature was used.
- (d) As used in this section, "signature" means either of the following:
  - (1) A handwritten or mechanical signature, or a copy thereof.
  - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

Civil Code §3344.5

## RESTRAINING ORDER OR INJUNCTION

The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, broadcasting, or telecasting of any matter in violation of this chapter, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

§20006

## REPRESENTATION REQUIREMENTS

No candidate or committee in his/her behalf shall represent in connection with an election campaign, either orally or in campaign material, that the candidate has the support of a committee or organization that includes as part of its name the name or any variation upon the name of a qualified political party with which the candidate is not affiliated, together with the words "county committee," "central committee," "county," or any other term that might tend to mislead the voters into believing that the candidate has the support of that party's county central committee or state central committee, when that is not the case.

This section shall not be construed to prevent a candidate or committee from representing that the candidate has the support of a committee or group of voters affiliated with another political party, which committee or group is identified by the name of that party, where the name of the committee or group also includes the name of the candidate.

Any member of a county central committee or state central committee may commence an action in the superior court to enjoin misrepresentation by a candidate or committee in his/her behalf, in the manner prohibited by this section, to the effect that the candidate has the support of the state or county central committee involved.

§20007



## POLITICAL ADVERTISEMENT REQUIREMENTS

Any paid political advertisement which refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. §20008

## SIMULATED BALLOT REQUIREMENTS

- (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type of lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

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### NOTICE TO VOTERS (Required by law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

This is an unofficial, marked ballot prepared by \_\_\_\_\_ (insert name and address of the person or organization responsible for preparation thereof).

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Nothing in this section shall be construed to require any such notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

- (b) No such simulated ballot or simulated sample ballot shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof. §20009



## ELECTION DAY - POLL WATCHING GUIDELINES

The election process is a public affair and anyone who wishes may observe. However, the vote of the individual citizen is secret, and no one may interfere with a voter's right to cast a secret ballot.

Members of the precinct boards are sworn election officials of the County of Orange and have complete responsibility for conducting all phases of the election in their precinct. Observers who are courteous will find them cooperative. However, certain standards are expected of observers.

- Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment in the state prison for 16 months or two or three years. §18502
- The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities.
- The area between the official table and the voting booths is for voters only and may not be used as an observer post. §14221
- Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. §14223
- Poll watchers may not wear candidate badges, discuss candidates, or bring any campaign material into the polling place. This constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. The term "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue "POLLING PLACE 100'" signs which are posted outside, indicate the 100 foot boundary for electioneering. §18370
- No one may be within 100 feet of a polling place while wearing a firearm or a peace officer or security guard uniform except: (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his/her vote; (2) A peace officer who is conducting official business in the course of his/her public employment or who is at the polling place to cast his/her vote; (3) A private guard or security personnel hired or arranged for by a city or county elections official; (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. §18544
- The Precinct board will cooperate with any reasonable request from observers who are considerate. The Registrar's office has instructed Precinct Officers to ask unruly poll watchers to leave, and to ask for assistance from the local law enforcement agency if necessary.

## ELECTION NIGHT RESULTS

Orange County uses a central location for tallying votes. All ballots are tabulated in the Registrar of Voters Tally Center located at 1300 S. Grand Ave. Bldg. C, Santa Ana.

The vote counting procedure is open to public viewing. Unofficial results are available throughout the evening of the election in the Registrar of Voters office beginning at approximately 8:15 p.m. and continuing until all precinct ballots have been tallied. Results may also be obtained by calling the Registrar of Voters office at (714) 567-7600 or on our web site ([www.oc.ca.gov/election/](http://www.oc.ca.gov/election/)).



## PENAL PROVISIONS

- (a) The Legislature finds and declares that the voters of California are entitled to accurate representations in materials that are directed to them in efforts to influence how they vote.
- (b) No person shall publish or cause to be published, with intent to deceive, any campaign advertisement containing a signature that the person knows to be unauthorized.
- (c) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid television, radio, or newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.
- (d) For purposes of this section, an authorization to use a signature shall be oral or written.
- (e) Nothing in this section shall be construed to prohibit a person from publishing or causing to be published a reproduction of all or part of a document containing an actual or authorized signature, provided that the signature so reproduced shall not, with the intent to deceive, be incorporated into another document in a manner that falsely suggests that the person whose signature is reproduced has signed the other document.
- (f) Any knowing or willful violation of this section is a public offense punishable by imprisonment in the state prison or in a county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or by both that fine and imprisonment.
- (g) As used in this section, "signature" means either of the following:
  - (1) A handwritten or mechanical signature, or a copy thereof.
  - (2) Any representation of a person's name, including, but not limited to, a printed or typewritten representation, that serves the same purpose as a handwritten or mechanical signature.

Penal Code §115.1

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe such a name to such a petition, is guilty of a felony and is punishable by imprisonment in the state prison for 16 months or two or three years. §18200

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18201

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his/her possession, entitled to be filed under the provisions of this code. §18202



**PENAL PROVISIONS**  
(Continued)

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18203

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the state prison for 16 months or two or three years or by both such fine and imprisonment. §18204

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, solicited, or received any money or other valuable consideration to or for the use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment in the state prison for 16 months or two or three years. §18205

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to sections 11327 or 13307, with the intent to mislead the voters in connection with his/her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000). §18351

No person, on election day, shall, within 100 feet of a polling place:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240.
- (d) Do any electioneering.

As used in this section "100 feet of a polling place" shall mean a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. §18370

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of an absentee voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he/she knows the absentee voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provisions of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by section 18370, or by any other provision of law. §18371

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine. GC §3205.5





## SERVICES TO CANDIDATES

### INDEXES

All candidates are entitled to purchase indexes. These are printed lists of registered voters by precinct, listed by address with the street names arranged alphabetically and street numbers in numerical order for a given street name.

Each candidate may purchase up to two copies (sets) of indexes for his/her own use or the use of his/her committee. These may be a complete set, including all precincts within the district in which the candidate is running, or a partial set, including some of the precincts in the district. Indexes sell for 50 cents per thousand names or portion thereof. Indexes may be ordered by filling out the proper form at the Registrar's office or by writing/faxing a letter to the Registrar's office requesting indexes for a certain district. For further information, please call (714) 567-7615.

### MAPS

A set of precinct maps is located on our public counter. If you wish to purchase maps of the district in which you are a candidate, our Map Unit at (714) 567-7586, will supply you with the information needed to order maps.

### POSTCARD REGISTRATION FORMS

For candidates and committees wishing to conduct registration drives to register voters, postcard registration forms are available at the Registrar's office from the Outreach Coordinator. You may obtain the amount of registration forms you deem necessary. You will be asked to complete a Statement of Distribution form at the time the forms are issued to you. For further information, please call (714) 567-7569.

### COMPUTER TAPES

Candidates may purchase the registered voter file on magnetic tape or CD-ROM. The file is in alphabetical sequence and can be ordered with the names of all voters in Orange County or just the voters in a particular city or district.

The candidate must fill out a written request form containing a signed declaration that the data purchased will be used only for election purposes.

Products are usually available within seven days of placing the order (depending on job scheduling). The cost of the product is payable in advance at the time the product is requested. For further information, please call (714) 567-7615.

### ABSENTEE BALLOT APPLICATIONS

Chapter 1 of Division 3 of the Elections Code was added to the Elections Code effective January 1, 1986. It states in part: The Secretary of State shall prepare and distribute to appropriate elections officials a uniform application format for an absent voter's ballot which conforms to the requirements of section 3006. All individuals, organizations and groups who distribute applications for an absent voter's ballot shall follow this format.

If you choose to distribute applications for absent voter's ballots, you will be asked to complete a Statement of Distribution plans before receiving a camera ready copy of the application. You will be given a list of the application requirements and the Elections Code sections covering penal provisions.



# REGISTRAR OF VOTERS OFFICE 2000 CALENDAR

JANUARY							MAY							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1		1	2	3	4	5	6						1	2
2	3	4	5	6	7	8	7	8	9	10	11	12	13	3	4	5	6	7	8	9
9	10	11	12	13	14	15	14	15	16	17	18	19	20	10	11	12	13	14	15	16
16	17	18	19	20	21	22	21	22	23	24	25	26	27	17	18	19	20	21	22	23
23 30	24 31	25	26	27	28	29	28	29	30	31				24	25	26	27	28	29	30
FEBRUARY							JUNE							OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29					25	26	27	28	29	30		29	30	31				
MARCH							JULY							NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1				1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	19	20	21	22	23	24	25
26	27	28	29	30	31		23 30	24 31	25	26	27	28	29	26	27	28	29	30		
APRIL							AUGUST							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23 30	24	25	26	27	28	29	27	28	29	30	31			24 31	25	26	27	28	29	30



ELECTION DAY



HOLIDAY

OFFICE HOURS: 8 AM TO 5 PM



**DEPARTMENT OF TRANSPORTATION**

RIGHT OF WAY  
OUTDOOR ADVERTISING BRANCH  
1120 N STREET, MAIL STATION 37  
P. O. BOX 942874  
SACRAMENTO, CA 94274-0001  
TDD 1-800-735-2929  
FAX (916) 654-4956  
(916) 654-4790



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act authorizes the placing of "temporary political signs" separate and apart from the normal outdoor advertising display controls. No such political signs, however, may be placed within the right of way of any highway or within 660' of the edge of and visible from the right of way of a landscaped freeway.

Temporary political signs are signs, which meet the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

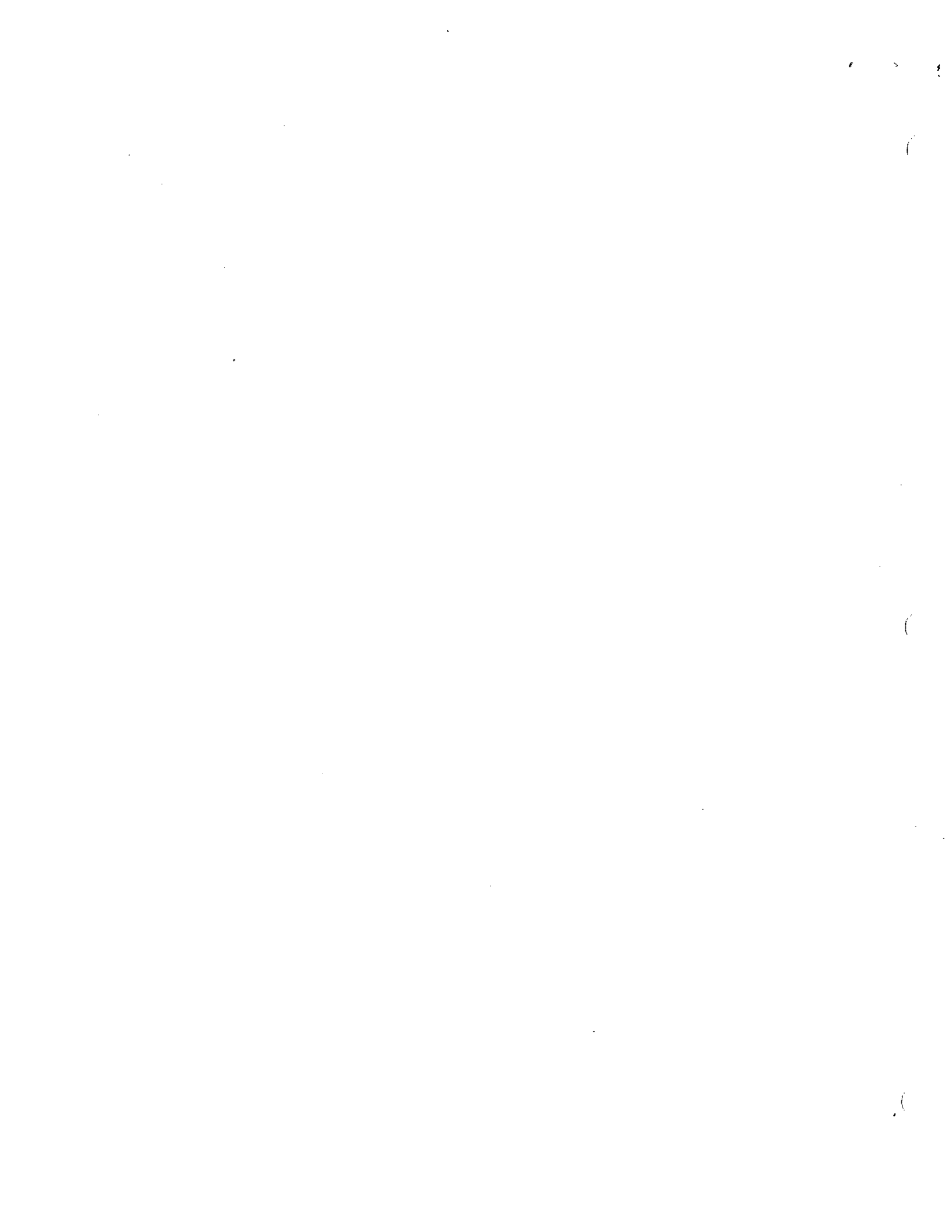
A Statement of Responsibility form is attached to this letter.

Please pass this information along to those assisting in your campaign and complete and return the Statement of Responsibility form to the appropriate district office located on the attached map. We will gladly answer any questions regarding the form.

Because the law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election, we are calling these provisions to your attention to avoid possible embarrassment to you and your supporters.

Enclosure

Mail Statements of Responsibility to: Appropriate district office located on the attached map.



**DEPARTMENT OF TRANSPORTATION**

**RIGHT OF WAY PROGRAM**

Outdoor Advertising Branch  
1120 N STREET, MS-37  
P. O. BOX 942874  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-4790



**STATEMENT OF RESPONSIBILITY FOR  
TEMPORARY POLITICAL SIGNS**

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November Other: \_\_\_\_\_

County, in which Election  
is Being Held: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Office Sought or  
Proposition Number: \_\_\_\_\_

Number of Signs to be to be Placed: \_\_\_\_\_

Responsible Party's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Include Area Code): \_\_\_\_\_

The undersigned accepts responsibility for removal of signs placed in respect to the above candidate (or proposition) as stated below and in accordance with Section 5405.3 of the Business and Professions Code.

It is understood and agreed that any signs placed pursuant to Section 5405.3 of the Business and Professions Code and not removed within ten (10) days after the election may be removed by the Department and the undersigned hereby agrees to pay the costs of removal upon the submission of invoice therefor by the Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

**Mail Statement of Responsibility to:**

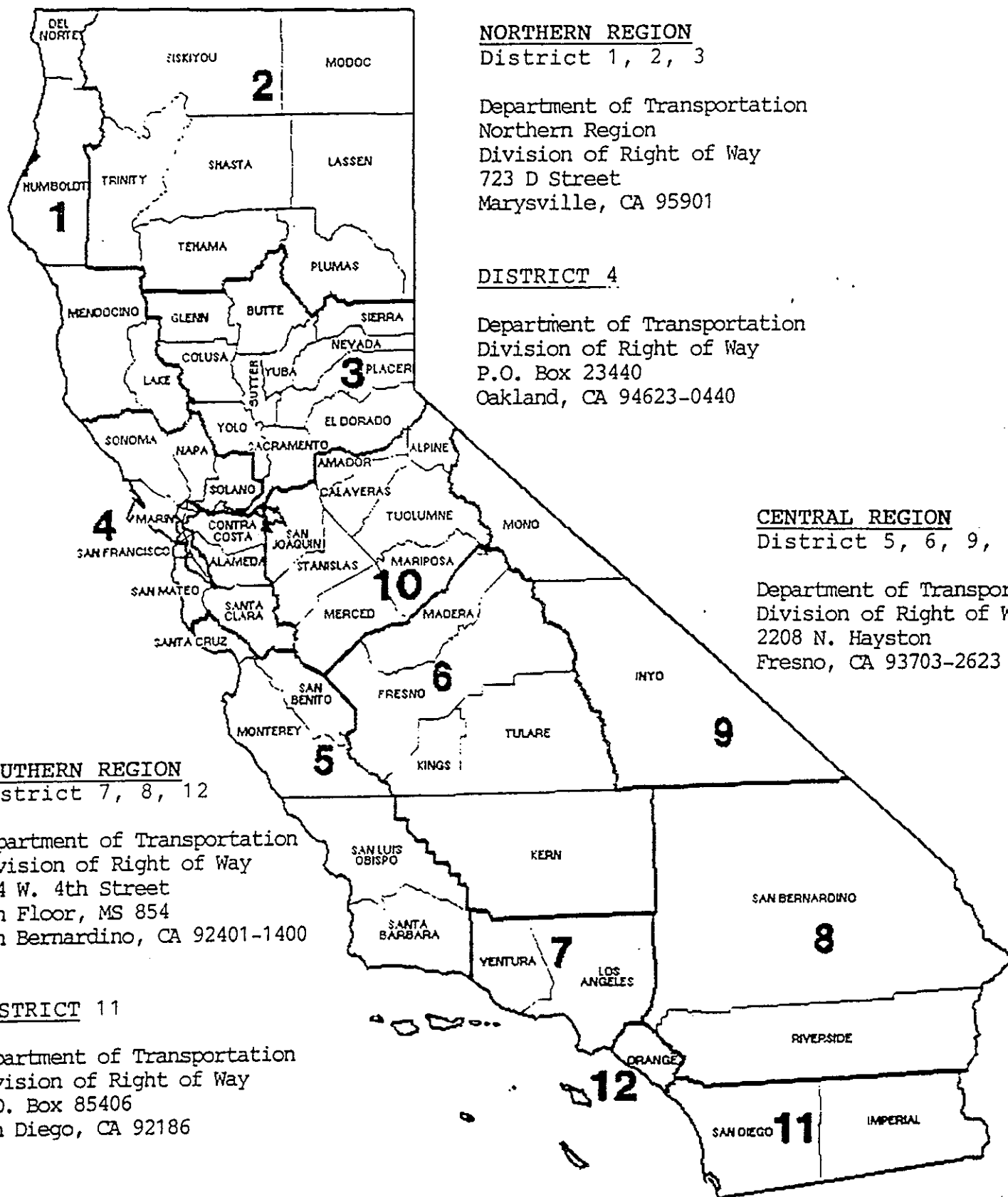
**Appropriate district office located on the  
attached map.**





# Region / District

## Right of Way / Outdoor Advertising Offices



NORTHERN REGION  
District 1, 2, 3

Department of Transportation  
Northern Region  
Division of Right of Way  
723 D Street  
Marysville, CA 95901

DISTRICT 4

Department of Transportation  
Division of Right of Way  
P.O. Box 23440  
Oakland, CA 94623-0440

CENTRAL REGION  
District 5, 6, 9, 10

Department of Transportation  
Division of Right of Way  
2208 N. Hayston  
Fresno, CA 93703-2623

SOUTHERN REGION  
District 7, 8, 12

Department of Transportation  
Division of Right of Way  
464 W. 4th Street  
8th Floor, MS 854  
San Bernardino, CA 92401-1400

DISTRICT 11

Department of Transportation  
Division of Right of Way  
P.O. Box 85406  
San Diego, CA 92186

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CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE PRINT NAME, OFFICE SOUGHT, AND DATE OF ELECTION

des/osc/2  
7-12-95

CFCP.1

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES  
as found in Chapter 5 of Division 20 of the  
California Elections Code

Chapter 5. Fair Campaign Practices  
Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions<sup>1</sup>

20420. As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

The text of the code shall read, as follows: (see reverse)

20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

(See over)

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<sup>1</sup>304. "Campaign advertising or communication" means a communication authorized by a candidate or a candidate's controlled committee, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type general, public, political advertising.

305. "Candidate for public office" means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or her behalf counted by election officials, for nomination for, or election to, any state, regional, county, municipal, or district office which is filled at an election. The provisions of this chapter do not apply to candidates for federal office.

MAR 24 1998

Stephen M. Kelly, Clerk

Deputy Clerk

*CERTIFIED FOR PUBLICATION*

IN THE COURT OF APPEAL OF THE STATE OF CALIFORNIA

FOURTH APPELLATE DISTRICT

DIVISION THREE

JOHN F. DEAN,

Petitioner,

v.

THE SUPERIOR COURT OF  
ORANGE COUNTY,

Respondent;

ROSALYN LEVER et al.,

Real Parties in Interest.

G023111

(Super. Ct. No. 791765)

OPINION

Original proceedings; petition for a writ of mandate to challenge an order of the Superior Court of Orange County, John C. Woolley, Judge. Writ issued.

Darryl R. Wold and Reed & Davidson for Petitioner.

No appearance for Respondent.

Mark S. Rosen for Real Party in Interest Darrell Opp.

No appearance for Real Party in Interest Rosalyn Lever.

COPY EXHIBIT D

\* \* \*

Petitioner, a candidate for local office, seeks extraordinary writ relief mandating the Registrar of Voters delete part of an opponent's candidate statement as an impermissible personal attack on petitioner. We issue relief and conclude the superior court erred in not ordering the deletion.

Darrell Opp seeks to unseat the incumbent petitioner, John Dean, as county superintendent of schools in the upcoming June 1998 election. Opp submitted a candidate statement to the Registrar of Voters which began with the following three paragraphs commenting on petitioner: "[¶] The incumbent, John Dean, is failing our schools, our children and the taxpayers. [¶] Under Dean's tenure \$250,000,000 (Two Hundred and Fifty Million!) was borrowed to gamble in the bankrupt Citron investment pool. Dean personally authorized this borrowing. He is one of the few remaining county officials who has not resigned or been removed from office for his role in this fiasco. [¶] Dean's 'leadership' over the last eight years resulted in massive increases in the size of the County bureaucracy. Elected on a platform to cut the county budget, instead his budget has increased from \$64 Million to over \$105 Million."<sup>1</sup>

Dean challenged Opp's candidate statement by seeking a writ of mandate in the superior court pursuant to Elections Code section 13313.<sup>2</sup> That section authorizes the court to mandate amendment or deletion of material in the voter's pamphlet which is "false, misleading, or inconsistent with the requirements of this chapter; . . . ."

Dean sought relief on two grounds: (1) deletion of the first three paragraphs (quoted above) "because they consist entirely of material that is not permitted to be included in a candidate's statement" and (2) deletion of four false and misleading

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<sup>1</sup> The statement continues with a recitation of Opp's background, his platform for the County Department of Education, and a list of individuals who have endorsed his candidacy.

<sup>2</sup> All further references are to the Elections Code unless otherwise noted.

sentences in the second and third paragraphs of the statement. The trial court denied the request to delete the first three paragraphs in their entirety, but did direct amendments to the second and third paragraphs.<sup>3</sup> The only issue presented here is whether the lower court erred in refusing to delete the first three paragraphs in their entirety.

Section 13307 delineates the contents of a candidate's statement for local office, as well as the procedures for inclusion of such a statement in the voter's pamphlet. In pertinent part, the statute provides: "(a)(1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations."

"[T]he interpretation and applicability of a statute is a question of law." (*City of Petaluma v. County of Sonoma* (1993) 12 Cal.App.4th 1239, 1244.) In reviewing petitioner's claim, we are guided by well settled rules of statutory interpretation. The most fundamental of these rules is that where the statute is clear, the "plain meaning" rule applies. The Legislature is presumed to have meant what it said, and the plain meaning of the language governs. (*Great Lakes Properties, Inc. v. City of El Segundo* (1977) 19 Cal.3d 152, 155.) "If the language is clear and unambiguous there

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<sup>3</sup> The court directed the second paragraph be amended to read: "During Dean's tenure \$250,000,000 (Two Hundred and Fifty Million!) was borrowed to invest in the risky Citron investment pool. Dean should have prevented this borrowing. He is one of the few remaining bankruptcy-era county officials who has not resigned or been removed from office." The court directed the third paragraph amended to read: "Dean's 'leadership' over the last eight years resulted in massive increases in the size of the County Department of Education bureaucracy. Elected on a platform to cut the Department's budget, instead his budget has increased from \$64 Million to over \$105 Million."

is no need for construction, nor is it necessary to resort to indicia of the intent of the Legislature . . . .” (*Delaney v. Superior Court* (1990) 50 Cal.3d 785, 798.)

The language of section 13307 is unambiguous. “The statement may include the name, age and occupation of the candidate and a brief description . . . of the candidate’s education and qualifications. . . .” As noted by the Supreme Court in *Clark v. Burleigh* (1992) 4 Cal.4th 474, “[t]he negative implication of this specific list, of course, is that the Legislature did not intend the statutory candidate’s statement to contain any other material: *expressio unius est exclusio alterius*. (Citation omitted.)”<sup>4</sup> (*Id.*, at p. 489, emphasis in original.)

Opp argues *Clark* is distinguishable because section 13308, which governs *judicial* elections, contains specific limitations prohibiting comments on another candidate’s qualifications, character or activities. *Clark* first found the implied intent to limit the statement from the same words used in the statute we review here. The additional language specific to judicial elections demonstrates additional express intent. But express intent is unnecessary here under the maxim *expressio unius est exclusio alterius*. “The expression of some things in a statute necessarily means the exclusion of other things not expressed.” (*Gikas v. Zolin* (1993) 6 Cal.4th 841, 852, citing *Dyna-Med, Inc. v. Fair Employment & Housing Com.* (1987) 43 Cal.3d 1379, 1391, fn. 13; see also *Lake v. Reed* (1997) 16 Cal.4th 448, 466-467.) Here, the statute expressly authorizes comment’s on one’s own qualifications, to the exclusion of comments on an opponent’s qualifications.

We have received a reply from real party in interest Opp. Further proceedings would add nothing to our review. (See *Palma v. U.S. Industrial Fasteners, Inc.* (1984) 36 Cal.3d 171, 180.) The relevant law and facts are entirely clear. (*Ng v.*

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<sup>4</sup> *Clark* interpreted sections 10012 and 10012.1, the predecessors to sections 13307 and 13308. (See Stats. 1994, ch. 920, § 2.)



*Superior Court* (1992) 4 Cal.4th 29, 35.) Consequently, additional briefing and oral argument would serve no useful purpose. (*Alexander v. Superior Court* (1993) 5 Cal.4th 1218, 1222-1223.) Moreover, time is of the essence. (See Elec. Code, § 13314, subd. (a)(3).)

Let a peremptory writ of mandate issue directing the Registrar of Voters to delete the first three paragraphs of Opp's candidate statement from the voter's pamphlet and to print the Opp candidate statement in the voter's pamphlet without those three paragraphs. To prevent mootness and to prevent frustration of the relief granted, this court's decision shall be final upon filing of the opinion. (Cal. Rules of Court, rule 24(d).)

SILLS, P. J.

WE CONCUR:

WALLIN, J.

RYLAARSDAM, J.

