

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

**Response for
FY 1990-91**

**Type REPORT YEAR
Response in this area.**

EXPENDITURES (Included on page 4)

501. Postage and Delivery.	501. 2,375	501. 1,768
502. Telephone and Other Telecommunications.	502. 5,842	502. 6,985
503. Contracted Computer Services.	503. 0	503. 1,500
504. Online Database Searching.	504. 0	504. 0
505. Preservation.	505. 0	505. 0
506. Expenditure for Children's Materials.	506. 28,361	506. 30,000
507. Adult Literacy Program.	507. 60,281	507. 65,725
508. Transfer to City/County divisions for services: maint, accounting, etc.	508. 69,643	508. 14,288
509. Payments for Contract Service to another jurisdiction.	509. 43,455	509. 40,963
510. Estimate of Services & Supplies benefiting the library that were paid for by other City/County Division for report year.	510. 0	510. 0

PUBLIC LIBRARY FUND

511. Amount of PLF funds included in Total Operating Expenditure.	511. 27,181	511. 16,217
512. PLF expended for Library Materials.	512. 11,147	512. 16,217
513. PLF expended for Personnel.	513. 15,534	513. 0
514. Hours of service provided by PLF-paid Personnel.	514. 1,040.00	514. 0
515. PLF expended on General Operating budget.	515. 5,000	515. 0
516. PLF expended on Special Projects.	516. 0	516. 0
517. PLF difference from Allocation.	517. 0	517. 0

Explain difference in this space.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1990-91

Type REPORT YEAR
Response in this area.

COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

601. Books Added Cataloged.

100. 692

601. 6,738

100. 692

601. 6,018

602. Books Adult/YA Added Cataloged.

602. 3,831

602. 3,635

603. Books Added Uncataloged.

603. 1,752

603. 2,435

604. Children's Print Materials
Added, Cataloged.

604. 2,907

604. 2,383

605. Children's Print Materials
Added, Uncataloged.

605. 0

605. 580

606. Books Total Held as of June 30.

606. 123,886

606. 129,123

607. Books Children Held as of June 30.

607. 34,380

607. 36,510

608. Books Adult/YA Held as of June 30.

608. 0

608. 92,613

609. Leased Books.
Inventory on hand.

609. 3,628

609. 1,895

610. Government Documents.
in separate collections.

610. 86

610. 91

611. Microfilm (reels).

611. 0

611. 1,175

612. Microforms (not microfilm).

612. 5,171

612. 5,001

613. Children's Audio Materials
held as of June 30.

613. 0

613.

614. Total Audio Materials.

614. 7,324

614. 8,338

615. Films.

615. 0

615. 0

616. Children's Video Materials
held as of June 30.

616. 0

616.

617. Total Video Materials.

617. 1,662

617. 1,797

618. Number of Current Periodical
and Serial Subscriptions.

618. 238

618. 241

619. Book Titles Added (Cataloged)

619. 6,458

619. 5,391

620. CD-ROMS Data disks only,
not Audio/Video.

620. 0

620.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
 Type Responses in indicated area ONLY,
 Avoid other marks/comments on page.

**Response for
 FY 1990-91**

**Type REPORT YEAR
 Response in this area.**

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692
701.
702.
703.
704.
705.
706.
707.
708.
709.
710.
711.
712.

100. 692	
701.	
702.	
703.	
704.	
705.	
706.	
707.	
708.	
709.	
710.	
711.	18
712.	0

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751.
752.
753.
754.
755.
756.
757.
758.
759.
760.
761.
762.

751.	
752.	
753.	
754.	
755.	
756.	
757.	
758.	
759.	
760.	
761.	669
762.	1,500

Print Materials ADDED
 in other languages.
 Specify in this space.

Arabic 0

HELD

Arabic 256

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1990-91

Type REPORT YEAR
Response in this area.

LIBRARY SERVICES, ANNUAL.

801. Total Public Service Hours.

100. 692
801. 3,186

100. 692
801. 3,209

802. Attendance in Library.

802. 237,918

802. 295,090

803. Reference Questions.
Omit Directional.

803. 46,727

803. 54,951

804. Online Database Searches.

804. 0

804. 0

805. Circulation of Children's Materials.

805. 0

805. 147,796

806. Circulation Non-English.

806. 10,592

806. 13,554

807. Circulation Non-Book.

807. 24,209

807. 33,980

808. Total Circulation.

808. 296,787

808. 387,269

809. Children's Circ as Percent of
Total Circulation.

809. 0.00

809. 38.2

810. In-Library use of Materials.

810. 57,839

810. 75,473

811. ILL loans to others.

811. 3,883

811. 2,765

812. ILL loans received.

812. 3,415

812. 3,332

813. Pre-School Programs. Number.

813. 101

813. 101

814. Pre-School Programs. Attendance.

814. 1,548

814. 2,182

815. School Age Programs. Number.

815. 174

815. 316

816. School Age Programs. Attendance.

816. 5,319

816. 6,894

817. Adult Programs. Number.

817. 0

817. 72

818. Adult Programs. Attendance.

818. 0

818. 926

819. Total Programs. Number.

819. 275

819. 489

820. Total Programs. Attendance.

820. 6,867

820. 10,002

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

**Response for
FY 1990-91**

**Type REPORT YEAR
Response in this area.**

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

100. 692

901. Director (monthly rate)	Begin	901. 0
902. Director (monthly rate)	Final	902. 5000
903. Assistant Dir.	Begin	903. 0
904. Assistant Dir.	Final	904. 4113
905. Chief Lib. Div.	Begin	905. 0
906. Chief Lib. Div.	Final	906. 3501
907. Branch Libn.	Begin	907. 0
908. Branch Libn.	Final	908. 0
909. Librarian	Begin	909. 2194
910. Librarian	Final	910. 2806
911. Lib. Tech. Asst.	Begin	911. 1855
912. Lib. Tech. Asst.	Final	912. 2373
913. Clerk Non-Pro. (Beginning)	Begin	913. 1381
914. Clerk Non-Pro. (Beginning)	Final	914. 1766
915. Mgr. of Spec. Service.	Begin	915. 2120
916. Mgr. of Spec. Service.	Final	916. 2713

100. 692

901. Director (monthly rate)		901. 5,644
902. Director (monthly rate)		902. 5,644
903. Assistant Dir.		903. 4,286
904. Assistant Dir.		904. 4,286
905. Chief Lib. Div.		905. 3,648
906. Chief Lib. Div.		906. 3,648
907. Branch Libn.		907. 0
908. Branch Libn.		908. 0
909. Librarian		909. 2,287
910. Librarian		910. 2,924
911. Lib. Tech. Asst.		911. 1,933
912. Lib. Tech. Asst.		912. 2,473
913. Clerk Non-Pro. (Beginning)		913. 1,439
914. Clerk Non-Pro. (Beginning)		914. 2,082
915. Mgr. of Spec. Service.		915. 2,662
916. Mgr. of Spec. Service.		916. 3,406

CALIFORNIA PUBLIC LIBRARY REPORT FOR : M692

Placentia Dist

MOBILE LIBRARIES.

Report Year	FY.
UPDATE PLRBKMBL	

Use this page to report new vehicles.
Photocopy this page if several new vehicles.
Type or Handwrite Responses on this page.
This page will NOT be OCR Scanned.

Type: (B)ookmobile (T)railer (V)an :	
---	--

Description:

Make.	
Model.	
Year.	
Chassis Manufacturer.	
Length.	
Book Capacity in Volumes.	
Total miles traveled per year.	
Number of individual Stops.	
Total hours per month in public service. (omit travel time)	

Staffing in full-time equivalent:

Librarians on vehicle. FTE.	
Driver/clerks on vehicle. FTE.	
Support Staff off vehicle. FTE.	
Total materials circulation per year.	
Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts)	

Has adult or children's programming been conducted from bookmobile? (Y/N)

Cite example.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
DATE: July 13, 1992
SUBJECT: **Travel Authorizations**

BACKGROUND:

1. California Special Districts Association, 24th Annual Conference, San Diego, September 9 - 11, 1992

Assistant Library Director Sal Addotta to attend Special District Worker's Compensation Authority Meeting on September 9 so his travel and overnight for that date will be covered by CSDA.

Conference Registration of \$275 plus actual hotel and miscellaneous expenses should not exceed \$450.

2. The cost for a trustee to attend CSDA would be \$275 for registration and meals, plus travel, 2 nights of hotel and miscellaneous expenses for a total that should not exceed \$650.
3. Beginning and Advanced Wordperfect 5.1, California State University, Fullerton, Mondays, September 14 - 28 and November 23 - December 14. \$205 plus books. Principal Librarian Suad Ammar.

RECOMMENDATION:

Approve CSDA Annual Conference expenses for Assistant Library Director Sal Addotta at a cost not to exceed \$450 and Wordperfect 5.1 classes for Principal Librarian Suad Ammar at a cost not to exceed \$220.

TO: Elizabeth Minter, Library Director

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: August 14, 1992

SUBJECT: California Special Districts Association (CSDA) Annual
Conference September 9-11, 1992 in San Diego

I will be attending the Special Districts Workers Compensation Authority (SDWCA) Board meeting and other activities on Wednesday and Thursday September 9 and 10.

My travel expenses and room for Wednesday night will be paid for by SDWCA.

I am requesting attendance at the full conference with the District paying my registration of \$275 and one night's hotel stay for Thursday at approximately \$110. Other expenses are estimated at \$50. Total estimated costs are: \$435.

California Special Districts Association
915 L Street, Suite 1000
Sacramento, California 95814

Agenda item 20

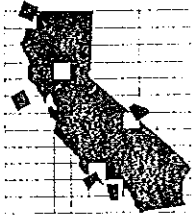
Page 3

Bulk Rate

U.S. Postage

PAID

Permit No.2472
Sacramento, CA



*****3-DIGIT 926
PLACENTIA LIBRARY DIST
411 E. Chapman Ave.
Placentia CA 92670



CALIFORNIA
SPECIAL
DISTRICTS
ASSOCIATION

24th Annual
Conference

**DISTRICTS UNDER
ASSAULT**

Learning to do more with less

Districts Under Assault: "Learning to Do More with Less."

What an appropriate theme for this year's annual conference. All forms of local government are experiencing financial woes as the State tries to weather its financial crisis. This year's annual conference will offer valuable information on how to operate your district in today's struggling economic environment.

CSDA's annual conference will be held at the *San Diego Hilton Resort and Tennis Club*. Participants will be able to absorb updated information as well as enjoy a beautiful ocean view. Activities offered at the resort will help participants relax following their full day of educational sessions and presentations.

This annual conference promises to be like no other CSDA conference yet. The program has been changed to include as much information as in the past but in a streamlined format. It is going to be a "*hold onto your hats and enjoy the ride*" program. Participants will leave the 24th Annual conference with valuable information on "doing more with less" as well as having a renewed commitment to cost effective and efficient service delivery.



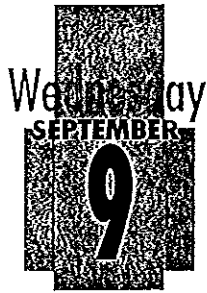
Anyone and everyone should attend. Board members, general managers, administrative staff and technical staff will all find something of value in the 1992 program. The conference offers *strategic workshop sessions, keynote addresses, networking opportunities and an elaborate exhibit program*. Strategic planning sessions at this year's conference will include: *how to recruit and motivate volunteers, how to research and obtain grants, appropriate employee evaluation and the role of board members in the district...* just to name a few. A special session dealing with how to deal with the loss of state property taxes is scheduled.

Never before has there been a greater need for special districts to be informed, inspired, motivated and organized. CSDA's 24th annual conference offers something for every special district representative.

You won't want to miss it!



LEARNING TO DO



9:00 a.m. to 11:30 a.m.
Conference Registration
11:30 a.m. to 1:30 p.m.
Luncheon
President's Welcome:
Larry Farr
Keynote Presentation:
Ralph Heim
12:00 noon to 4:00 p.m.
Horton Plaza Tour and Luncheon
1:45 p.m. to 3:00 p.m.
Strategic Workshop - Session I (see schedule)

3:15 p.m. to 4:30 p.m.
Strategic Workshop - Session II (see schedule)
6:00 p.m. to 9:00 p.m.
Dinner Cruise (optional)
Hilton Queen Paddle Wheeler



8:00 a.m. to 9:00 a.m.
Continental Breakfast
8:00 a.m. to 7:00 p.m.
Exhibits Open
8:45 a.m. to 9:45 a.m.
Annual SDRMA Membership Meeting
9:50 a.m. to 10:45 a.m.
Annual SDWCA Membership Meeting
10:50 a.m. to 11:45 a.m.
Annual CSDA Finance Corporation Meeting
12:00 noon to 1:30 p.m.
Luncheon and Keynote Presentation
Keynote:
**Senator Marian Bergeson*

1:30 p.m. to 2:30 p.m.
Annual CSDA Membership Meeting, Election and Services Update
2:45 p.m. to 4:30 p.m.
Strategic Workshops - Session III (see schedule)
6:00 p.m. to 7:00 p.m.
Hosted Reception and Exhibit Prize Drawing
7:00 p.m. to 9:00 p.m.
Annual Banquet
Awards Presentation



8:00 a.m. to 9:00 a.m.
Continental Breakfast
9:00 a.m. to 10:15 a.m.
General Session Presentation
**Dallas Holmes, Attorney at Law*
Best, Best and Krieger
10:30 a.m. to 12:00 noon
Strategic Workshop - Session IV (see schedule)
12:00 noon to 1:30 p.m.
Luncheon and Annual Prize
Drawing
Keynote Presentation
Marilyn Gray, "Humor in the Workplace"

1:30 p.m. to 4:00 p.m.
CSDA Board of Directors Meeting
Adjournment

*invited

STRATEGIC WORKSHOPS

Session I - Wednesday, September 9, 1992 1:45 p.m. to 3:00 p.m.

- A) Dealing with the Public
Robert Rauch
Robert A. Rauch Business Communications
- B) Regional Government and Growth Management
Gregory R. Cox
State of California Office of Planning and Research
- C) Director Liability Issues
Hank Marsh
Marsh, Marsh, Volpe and Molin
- D) How to Deal with the Loss of State Property Tax
Keith Curry
Public Financial Management, Inc.
Barney Allison
Nossaman, Guthner, Knox and Elliott

Session II - Wednesday, September 9, 1992 3:15 p.m. to 4:30 p.m.

- E) FPPC Issues
Linda Moureaux
FPPC, Technical Assistant Division
- F) Volunteers
Barbara Penn
*Department of Social Services,
San Diego*
- G) Grant Writing Workshop
Susan Williams
*East Bay Regional Recreation &
Park District*
Ron Young
Shasta Dam Area P.U.D.
- H) LUST: It's Not What You Think!
Michael Kaddatz
ARM-Tech

Session III - Thursday, September 10, 1992 2:45 p.m. to 4:30 p.m.

- I) How to Run a Meeting
David Laredo
DeLay & Laredo, Attorneys at Law
- J) Legal Issues
Conflict of Interest, Americans with Disabilities Act
Rick Battles
Mullen and Henzell
Hank Marsh
Marsh, Marsh, Volpe & Molin
- K) Personnel Issues
Employee Discipline and Evaluations
Mike Glaze
Lake Oroville Area P.U.D.
- L) Deep Pockets: Gone-but not Forgotten
Bud Maddelena
Administrator/Risk Manager SDRMA

Session IV - Friday, September 11, 1992 10:30 a.m. to 12:00 noon

- M) Conflict Resolution
*The Seven Keys to Strong Board/General Manager
Working Relations*
Dr. Leonard Murdy
Murdy & Associates
- N) Local Chapters Workshops
John Fox
Galela Sanitary District
- O) Records Retention
Richard Harrison Smith
Law Offices of Harrison Smith
- P) Recent Changes in the Brown Act
Thomas Stone
Law Office of Thomas Stone

M O R E W I T H L E S S

Important Information

How to Register -

Register now for CSDA's 1992 Annual Conference Program by completing the registration form below. *Return it on or before September 4, 1992 to Terri Taylor, CSDA, 915 L Street, Suite 1000, Sacramento, California, 95814, (916) 442-7887.* Registration requested after September 4 will be subject to space availability and a \$25.00 fee increase.

Hotel Accommodations -

The 1992 Annual CSDA Conference will be held at the prestigious San Diego Hilton Hotel. The hotel has set aside a block of rooms for CSDA which are available on a first come, first served basis at a special rate of \$110.00 per night single or double occupancy. You may make reservations by calling the Hilton at (619)276-4010, and identifying yourself as a CSDA Conference delegate. The deadline for making hotel reservations for the conference is August 19. *Reservations requested after August 19 will be accepted at the prevailing hotel rate on a space available basis.*

Cancellation/Refund Policy -

Cancellations on or before September 4 will receive a full refund less a \$25.00 processing fee. **No refunds for cancellations after September 4.**

Exhibitors and Sponsors -

CSDA is once again proud to offer exhibit and sponsorship opportunities. For more information please call Terri Taylor at the CSDA office (916) 442-7887.

Registration Fees

The registration fees include admittance to the 1992 program, including your choice of sessions from the *four strategic workshops* offered, as well as a *comprehensive conference materials binder*. Also included are all **continental breakfasts, breaks, luncheons, receptions, and annual banquet**. (Wednesday evening's optional dinner cruise is additional.) Please return your completed registration form and check made payable to CSDA according to the following schedule:

CSDA Members: \$275.00	_____	Guests: Name(s) _____
Non-Members: \$295.00	_____	Conference Meal Pass: \$150.00
Optional Dinner Cruise: \$45.00	_____	Optional Dinner Cruise: \$45.00
		Horton Plaza Tour and Lunch, <i>September 9</i> : \$25.00
		Palomar Observatory and Lunch in La Jolla
		(lunch on your own) <i>September 10</i> : \$30.00

Total enclosed:

REGISTRATION FORM

Strategic Workshop Selections:

Session I - September 9, 1:45 p.m. to 3:00 p.m.	Workshop A,B,C or D	First Choice
Session II - September 9, 3:15 p.m. to 4:30 p.m.	Workshop E,F,G or H	First Choice
Session III - September 10, 2:45 p.m. to 4:30 p.m.	Workshop I,J,K or L	First Choice
Session IV - September 11, 10:30 a.m. to 12:00 noon	Workshop M,N,O or P	First Choice

Please return by September 4, 1992 to:

Terri Taylor, CSDA, 915 L Street, Suite 1000, Sacramento, California, 95814 (916) 442-7887

Name

District

Address

City

State

Zip

Telephone



TO: Library Board of Trustees

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

DATE: August 17, 1992

SUBJECT: Publication of Library information in the *Placentia Quarterly*

BACKGROUND:

Based upon a recommendation in the Library's Plan of Service for 1992-93 the Library Board at its June, 1992, meeting authorized the staff to proceed with plans to publish two pages of Library information in each issue of the *Placentia Quarterly*.

Attached is a copy of the first issue containing Library pages.

The copy was prepared under the supervision of Principal Librarian Suad Ammar with contributions by Children's Librarian Kay Schneider and Literacy Coordinator Melanie Daniels. Page design and layout was coordinated by Library Assistant Karen Cushing with assistance from Shirley Christian of the City of Placentia's City Manager's Office.

This publication is mailed to every household in the City of Placentia with additional copies sent to businesses and other points of distribution.

RECOMMENDATION:

Receive and file.

THIS PAGE IS BLANK

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: August 17, 1992
SUBJECT: Election process for Library Trustees in 1992

BACKGROUND:

On Thursday, August 13, 1992, the Orange County Elections Office reported to Assistant Director Sal Addotta that three candidates have filed for the three Library Trustees positions available on the November 3, 1992, ballot.

The candidates are:

Peggy Dinsmore (incumbent), 2108 Rosemont
Patricia Montelongo, 16321 Shadburn Place
Al Skholer, 1120 Cypress Point Drive

These candidates will assume office at the December 21, 1992, Board Meeting.

Ms. Montelongo and Mr. Skholer have been sent Agendas for the Board meeting on August 17, 1992.

According to information in the Election Handbook the cost budgeted for election expenses (\$13,000) should be significantly less since the names do not actually have to go on the ballot and the results processed.

RECOMMENDATION:

Receive and file.

THIS PAGE IS BLANK

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: August 17, 1992

SUBJECT: Review of implications of the State Budget for 1992-1993

BACKGROUND:

This item is on the Agenda in case there is some news on the State Budget.

It is anticipated that the State Budget will have an impact of no less than 10% of the District's anticipated revenues for 1992-1993.

THIS PAGE IS BLANK

July 29, 1992

The Honorable Art Torres
24th California State Senate District
2080 Capitol Building
Sacramento, CA 95814

Dear Senator Torres:

I wish to express my alarm about the impact of the proposed reallocation of our District's property tax revenue to a county-wide fund to be allocated by the board of supervisors.

For the past four (4) years the Orange County Supervisors have denied the Placentia Library District's requests for allocations from the Special District Augmentation Funds. Our request for FY1992-1993 was for only \$41,000 to expand literacy and homework assistance services to school-age students in Atwood. Even this was denied.

Based upon this historical experience there is no reason to believe that the Orange County Supervisors would allocate any of the former AB8 funds to the Placentia Library District even if it were the clear intent of the California Legislature.

Like the other four independent special library districts in California, the Placentia Library District operates solely on property taxes and has no other sources of tax revenue. If our property tax funds are significantly reduced Library staff, many of whom are heads of households or college students dependent upon their employment for tuition and living expenses, will be laid off, and hours of public service reduced at a time when school libraries are also being cut back or eliminated.

Placentia Library District was founded in 1919, before the existence of the City of Placentia or the Orange County Library. It has proven to be an economical, efficient, and cost-effective agency of local government.

Please don't destroy our Library services by making the funding of Placentia Library District dependent upon the whims of the Orange County Supervisors!

If you would like additional information about the services of the Placentia Library District please give me a call at 714-528-1925.

Yours truly,

Elizabeth D. Minter
Library Director

August 11, 1992

The Honorable Tom Umberg
72nd California State Assembly District
4139 Capitol Building
Sacramento, CA 95814

Dear Representative Umberg:

SUBJECT: Support of Farr Amendment ("30-10) to SB617

Placentia Library District continues to request your support in opposing the "superpot" augmentation proposal of AB617 and the Hauser Amendment.

The Amendment offered by Assemblyman Sam Farr to shift approximately \$400 million of property tax revenues with a specific formula for each enterprise and non-enterprise special district is a workable solution.

The "30-10" option will enable Placentia Library District to make a substantial contribution to the State's budget deficit without transferring financial control from our elected officials (Board of Trustees) to the County supervisors.

The other Farr proposal for the establishment of a Special District Selection Committee in each county would not be of benefit in Orange County as long as the Supervisors were able to ignore the Committee's recommendations.

For the past four (4) years the Orange County Supervisors have denied the Placentia Library District's requests for allocations from the Special District Augmentation Funds. Our request for FY1992-1993 was for only \$41,000 to expand literacy and homework assistance services to school-age students in Atwood. Even this was denied.

Based upon this historical experience there is no reason to believe that the Orange County Supervisors would allocate any of the former AB8 funds to the Placentia Library District even if it were the clear intent of the California Legislature. A Special District Selection Committee in Orange County would be a waste of time and an exercise in futility unless there were some guarantee of results.

Placentia Library District was founded in 1919, before the existence of the City of Placentia or the Orange County Library. It has proven to be an economical, efficient, and cost-effective agency of local government.

Placentia Library District, August 11, 1992, Page 2.

Please don't destroy our Library services by making the funding of Placentia Library District dependent upon the whims of the Orange County Supervisors!

We would deeply appreciate your support of the "30-10" Amendment to SB617.

If you would like additional information about the services of the Placentia Library District please give me a call at 714-528-1925.

Yours truly,

Elizabeth D. Minter
Library Director

SACRAMENTO OFFICE
STATE CAPITOL
SACRAMENTO, CA 95814
(916) 445-4264

1940 W ORANGWOOD AVE
SUITE 106
ORANGE, CA 92668
(714) 939-0604 (PUBLIC)
8-657-4100 (ATSS)

California State Senate

SENATOR
JOHN R. LEWIS
THIRTY-FIFTH SENATORIAL DISTRICT

COMMITTEES:
AGRICULTURE AND WATER
RESOURCES
BUSINESS AND
PROFESSIONS
(VICE CHAIRMAN)
INSURANCE, CLAIMS AND
CORPORATIONS
PUBLIC EMPLOYMENT AND
RETIREMENT



August 6, 1992

Ms. Elizabeth D. Minter
Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, California 92670

Dear Ms. Minter:

Thank you for your recent letter expressing your concerns for funding for the Placentia Library District. I appreciate your input.

Please be assured I will take a close look at this issue with your views kept in mind during these difficult budget deliberations. Again, thanks for taking the time to write and share your thoughts with me on this important issue. I certainly hope you will continue to keep me informed of your views on future legislative issues of interest or concern to you.

Sincerely,

A handwritten signature in cursive script that reads "John Lewis".

JOHN LEWIS

□ SACRAMENTO OFFICE
STATE CAPITOL
SACRAMENTO, CALIFORNIA 95814
(916) 445-8077

□ DISTRICT OFFICE
1388 SUTTER STREET
SUITE 1002
SAN FRANCISCO, CALIFORNIA 94109
(415) 557-0784

□ DISTRICT OFFICE
300 SOUTH SPRING STREET
SUITE 16505
LOS ANGELES, CALIFORNIA 90013
(213) 620-4356

Assembly California Legislature

WILLIE LEWIS BROWN, JR.
SPEAKER OF THE ASSEMBLY

August 11, 1992

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

Dear Ms. Minter:

Thank you for your letter expressing concern about proposals now pending to reduce AB 8 bailout funds to cities, counties, special districts, and library districts as part of the 1992-93 budget.

I sympathize with your concerns, and recognize clearly that the potential cuts will result in deterioration of locally-delivered services. I wish they could be avoided, but in light of the very serious fiscal situation California finds itself in, our options are severely limited.

As you know, in order to preserve minimum levels of vital public services in the areas of health, education, public safety and others, deep cuts are being made across the entire range of public spending. To ensure that pain is shared equally, many in the Legislature believe the time has now come to end the substantial state bail-out provided to cities, counties, and special districts after Proposition 13, worth today almost \$3 billion annually.

Tentative proposals are pending which would reverse the 1979 AB 8 property tax shift, thereby returning local agencies and schools to their pre-Proposition 13 shares of the local property tax. Recognizing the impact such deep cuts could have on local service delivery, these proposals also include authorization for cities and counties to levy local-option sales taxes to recoup some or all of the property tax losses.

I had hoped to minimize the magnitude of cuts necessary in this budget, by proposing a multi-year repayment of the state

Ms. Minter
August 11, 1992
Page 2

deficit and closure of tax loopholes. Unfortunately, the Governor has repeatedly rejected these notions, forcing us to consider these large local government reductions.

We are now working around-the-clock to devise a workable plan which minimizes pain to all affected groups. I hope the final plan will be one which we can live with.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie L. Brown, Jr.", written in a cursive style.

WILLIE L. BROWN, JR.
Speaker of the Assembly

WLB:rv

PENINSULA FRIENDS OF THE LIBRARY
PALOS VERDES LIBRARY DISTRICT
650 Deep Valley Drive • Rolling Hills Estates, CA 90274

Library Funding is Threatened *A Message to All Community Residents*

The Governor and Legislature are having difficulty in balancing the state budget for 1992-93. There are several budget solutions currently under consideration and all include the capture by the state of **property taxes which fund local government**. The differences between the solutions relate to the *amount* of local tax money to be taken and the *process* used to capture the monies.

The Palos Verdes Library District is an independent governmental unit, governed by an elected Board of Library Trustees. The Library District is 92% funded by local property taxes. The Library District will lose funding under all of the proposed budget solutions, but one choice is more palatable than the others.

The basic plans for the capture of local property taxes are:

1) AB 8 bailout reversal: One approach is to take away local property taxes allocated to the Library District as a bailout measure enacted by the state following the passage of Proposition 13. This action would result in a revenue loss of at least 34%. A loss of this magnitude would bring about reductions in library hours, services, materials, and branch service.

2) Creation of a special district "superpot": Another approach is to place all property taxes from all special districts statewide in a "superpot." This would take away 92% of Library District revenues. The state would take 24% of the "superpot" off the top and return the balance to the various county boards of supervisors for redistribution *at their discretion* to the special districts operating in their counties. Under this proposal, the elected Palos Verdes Library District Board of Trustees would no longer control that 92% of District revenues. This proposal does not guarantee that the County Board of Supervisors would give the Library District an adequate funding level or even any funds at all.

The "superpot" concept has been incorporated into a bill which describes the way in which local governments will contribute to the state budget. The bill is SB 617 and it is currently under consideration by the State Assembly. If that bill passes without being amended, the Library District could, in the worst case scenario, cease to exist. In the best case, District services will see drastic cuts.

(3) The Farr amendments - our best hope: Assemblyman Sam Farr, who chairs the Assembly Local Government Committee, has offered a set of amendments to SB 617 which are more equitable than the "superpot" to all types of special districts. Here is a summary of the "Farr amendments":

- No "superpot"
- Special districts statewide would still be responsible for a \$400 million contribution to the state budget solution, but on a more equitable formula
- The contribution to the state would come out of each districts property tax revenues, but would be capped at at 10% of a district's total revenues
- The Special District Augmentation Fund would continue to operate under the control of the County Board of Supervisors, but the bulk of district revenues would remain in the hands of the district itself and would not be transferred to the County Supervisors

For the Palos Verdes Library District, the Farr amendments are the best chance of continuing to provide as many library services as possible. The dollar loss to the District under this plan would be a minimum of \$450,000 and a maximum of \$1.5 million. Even the maximum is better than the \$4 million "superpot" would cost! Further, the bulk of District revenues would remain in the Library District, under the control of the elected Board of Library Trustees.

The adoption of the Farr amendments and the elimination of the "superpot" is crucial to the Library District. As residents of the communities served by the Palos Verdes libraries, you can make a difference by writing to the Legislators and the Governor.

- ☛ Oppose to the "superpot."
- ☛ Support the Farr amendments.
- ☛ Stand up for local government and local control.
- ☛ Call for an equitable treatment of independent special districts.
- ☛ Ask that your local taxes be used for the local jurisdiction they were voted to support and that tax revenues stay in the hands of your locally elected officials

At this time, the Library District knows that some loss of funding will occur, but does not know whether it will suffer a 10% loss or as much as a 92% loss. For this reason, the District is acting at this time to conserve financial resources. One step taken is an informal hiring freeze--staff vacancies will not be filled. A freeze on the purchase of new books is another step. Unless the "superpot" is eliminated, these measures are likely to be the first of many cuts in library services.

If you choose to take action, you must do so as soon as possible. A vote on these proposed solutions may occur at any time. For additional information on this issue, please call Library Director Linda Elliott at 377-9584 extension 200.

Thank you for your interest in and support of the Palos Verdes Library District.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 17, 1992
SUBJECT: Selection of Architect for Remodeling Project

BACKGROUND:

At its meeting on June 15, 1992, the Library Board received an announcement from the State Library of California that LSCA TITLE II Library Construction Funds may become available in the new few months and that the State Library will have only 90 days to award the grants.

The Library will meet several of the qualifications for favorable consideration of a 35% match (Library pays 65%, Grant pays 35%):

- Remodeling projects serving community with high ethnic and cultural diversity, low income, or high unemployment.
- Remodeling to provide access by persons with disabilities, in community serving general population.

Eligible costs of the grant include, but are not limited to construction, furnishings, and architectural plans.

Grant applications have to include schematic drawings and outline specifications, and a detailed cost estimate, together with a written, quantified discussion of how the project responds to the demographics of the community.

Preparing LSCA Title II applications requires the expenditure of significant "up-front" money for architectural fees which will be partially recovered if the grant is received.

Assistant Library Director Addotta prepared a Request For Proposal (RPF) that was distributed to architectural firms listed in the North Orange county Yellow Pages. (Attachment 1)

Five responses were received:

Belair-Crane, Fullerton
GM Associates, Fullerton
Leach Mounce Architects, Glendale
Gerald Minich, Anaheim
Dan L. Rowland, Anaheim →

→ Rosevich

COMPARISON OF ARCHITECTURAL PROPOSALS

	Belair-Crane	GM Assoc.	Leach Mounce	Gerald Minich	Dan Rowland
DESIGN	3,000		6,860 ¹	8,500	
DOCUMENTS	7,300		6,020	4,000	
TOTAL BASE FEE	10,300	9,750	12,880	12,500	5,500
Const. Administration	2,000		No bid	10,000	Will bid later
Exclusions	Printing Revisions Change Orders	Printing	\$800 Max	Documents Change Orders	
¹ Includes audit of ADA and other Code violations. This firm constructed the existing building and holds the original documents.					
² No mention of design of Circulation Desk.					

RECOMMENDATION:

Review proposal and select architectural firm.

TEXT OF RFP LETTER SENT TO ARCHITECTS

Dear

We are investigating remodeling our facility in response to access requirements of the Americans with Disabilities Act (ADA) and are asking for RFPs. Please refer to the attached memo from the California State Librarian.

Areas being considered for changing are:

- (1) tile paver flooring in lobby;
- (2) lavatories;
- (3) drinking fountains;
- (4) lighting and ventilation in the Children's Storyhour Room;
- (5) door/wall between the Literacy Coordinator's office and the Literacy Computer Center; and
- (6) check-out desk location and basic design.

In order to proceed with consideration of this project we will need advice on proposed materials, schematic drawings and outline specifications (or comparable design documents as required by LSCA II grant applications for remodeling) and a detailed cost estimate for our remodeling project. (See State Librarian's memo.)

We are also interested in getting a separate quote on project management.

The deadline for RFPs is Wednesday, August 12, 1992 at 5 p.m.

This remodeling project is conditional to meeting application requirements and schedules as outlined in the State Librarian's memo. If you are interested in the project, please contact me at (714) 528-1925 to set up an appointment to see the Library.

Sincerely,

Sal Addotta,
Assistant Library Director

THIS PAGE IS BLANK

PROPOSAL

DESIGN PROCESS

The importance of any Improvement Project demands an organizational framework which will focus each specialist toward one common goal. Our design team has been specially selected to meet the design challenges and requirements of this development. Our approach to this project will be to establish a strong working relationship between the Library Staff, interested citizen groups and our proposed design team. We recommend the establishment of a Project Committee consisting of a representative from each of the above mentioned groups. This Project Committee shall form the network through which information is exchanged, and monitor the progress and activities of the project. Belair-Crane Design Group will meet at regular intervals with this committee to report on the progress, and receive concerns or data related to the development of the project.

Our objective will be to define the program, gather pertinent data, analyze information, and develop construction documents. In order to meet our objective, we will need complete cooperation of the Project Committee who ultimately will be responsible for intermittent meetings throughout the project life, to monitor and review options and design phases while in progress.

The ability of our design team to define and solve problems within a specified time frame and budget will be our most important asset to the Placentia Library District. Our proposal is based upon providing as many options and/or alternatives possible for consideration and review, to insure the final project meets community needs. A key word which best describes our approach is perhaps "flexibility".

PROJECT DESCRIPTION

Remodel of Library Facility in response to access requirements of the Americans with Disabilities Act.

Areas being considered for changing include but are not limited to:

- (1) Tile paver flooring in lobby;
- (2) Bathrooms
- (3) Drinking Fountains
- (4) Lighting and ventilation in the Children's Storyhour Room
- (5) Door/Wall between the Literacy Coordinator's office and the Literacy Computer Center.



- (6) Check-Out desk location and basic design.
- (7) Employee Lounge.
- (8) Meeting Room.

SCOPE OF SERVICES

The architects services shall include a Compliance Evaluation Survey, schematic design, preparation of plans and specifications (construction documents) and contract administration.

a) Design Phase

The Architect will conduct an ADA Compliance Evaluation Survey then prepare plans to implement the schematic design and submit the schematic plans to the client for review and approval. The Architect will also meet with Library Staff to gather input on design concerns. The Architect will prepare a probable cost estimate.

b) Construction Document Phase

The Architect, after receiving approval of schematic plans, will develop final plans, specifications and prepare complete bid documents. These will consist of working drawings, specifications and preparation of other necessary contract documents.

c) Contract Administration Phase/Project Management (Optional)

This phase will include providing coordination and direction to the contractor to assure proper execution of the plans, checking contractor's progress and partial payment estimates and negotiating change orders. The Architect will attend the bid opening, conduct a pre-construction conference and visit the project site during construction. The architect will review materials submitted, process and review shop drawings, review and recommend alternates or other changes submitted by the selected contractor.

SCOPE OF WORK

PHASE ONE: Design Phase

A. Research and Programming

1. Meet with Library Staff to establish communications and working relationship.



1335 W. Valencia Dr. Ste. E
Fullerton, CA 92633
(714) 525-9825

2. Review the existing building, scope of work and project intent with appropriate Library Personnel.
3. Obtain project related documentation/information including client supplied drawings of existing building.
4. Verify facility uses, present and future.
5. Identify all governing agencies that will review this project.
6. Meet with Library staff and interested community members to receive input and establish goals and objectives.
7. Evaluate program requirements as they relate to the building.
8. Develop ADA Compliance evaluation Survey.
9. Review with Library Staff all data and project related documentation/information gathered and received.

B. Schematic Design

1. Develop schematic building plan.
2. Present schematic plans for approval.
3. Revise schematic plans as required.
4. Prepare probable cost analysis based on schematic plans for staff review.
5. Present final schematic plans and probable cost estimates to staff, for review and comments.

C. Design Development

1. From the approved schematic design we shall develop more detailed plans and studies of the project. These plans and studies shall include floor plan, finish materials and specifications.
2. Upon Library Staffs review of the above listed plans we shall develop studies of the buildings systems such as structural, mechanical, plumbing, electrical and finish materials.
3. Refine and present all design development documents for Library Staff Review.



PHASE TWO: Construction Document Phase

A. Construction Documents

1. From the approved design development documents, prepare all construction documents required for project bidding and construction.
2. Development and preparation of construction documents, consisting of drawings, structural calculations, specifications, details, structural, electrical, mechanical and plumbing drawings.
3. Prepare all bidding documents, incorporating standard requirements and bidding schedules into the specifications.
4. Upon completion of the construction documents we will prepare a complete probable cost estimate.
5. Submit final construction drawings, specifications, bidding documents and probable construction cost estimate for review by Staff and Library Board.
7. Submittal of construction drawings, specifications, electrical, plumbing, mechanical, plans to the building department for plan check. Coordination of construction drawing corrections until the building department is ready to issue all permits.
9. Present complete documents to client for bidding.

B. Bidding Phase

1. Assist client in conducting the pre-bid meeting.
2. Provide clarification of plans and specifications, issue addendum if required.
3. Evaluate bids, check contractor references and verify contractor license.
4. Assist client at pre-award meeting.

PHASE THREE: Contract Administration Phase/Project Management
(Optional Service)

A. Construction Observation

1. Attend preconstruction meeting with representatives from Library Staff, building department and contractor.



1335 W. Valencia Dr. Ste. E
Fullerton, CA 92633
(714) 525-9825

2. Interpretation and clarification of construction documents.
3. Review shop drawings and submittals.
4. Conduct weekly site observations with Library Staff and contractor to insure compliance to plans and specifications. (12 weeks)
5. Review contractor's request for progress payments.
6. Provide recommendation and assistance with any change order processing.
7. Conduct substantial completion observation at General contractor's request and prepare and issue 'punch list' for items needing attention or correction.

CLIENT RESPONSIBILITIES

(Library to provide the following)

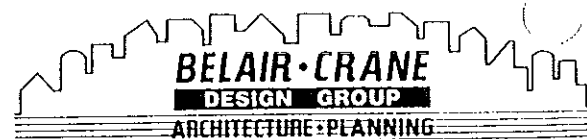
1. Any as-builts or existing plans of building.
2. Provide documentation and related project data from Library/City files and records.
3. Provide designated project coordinator.
4. Provide concise set of goals and objectives.
5. Provide prompt review and response (in writing) to all material and information submitted.
6. Provide and pay all cost for plan checking and required permits.
7. Pay all costs for permit, inspection and filing fees.
8. Provide asbestos abatement report (the removal of any asbestos related material shall be the responsibility of the client).



1335 W. Valencia Dr. Ste. E
Fullerton, CA 92633
(714) 525-9825

II EXCLUSIONS (Services Not Included)

1. Client requested revisions during the preparation of construction drawings upon design development approvals.
2. Acoustical analysis and environmental impact studies.
3. Geotechnical investigation report (soils). If required.
4. Firesprinkler design and calculations if required.
5. Providing financial feasibility or other special studies
6. Providing detailed quantity surveys or inventories of material, equipment and labor.
7. Making revisions in drawings, specification or other documents when such revisions are inconsistent with written approvals or instructions previously given and are due to causes beyond B.C. Design Group's control.
8. Providing any other services not otherwise included in accordance with generally accepted architectural practice.
9. Printing, reproductions and photography of design documents.
10. Governmental processing fees and permit fees.
11. Landscape design, irrigation plans, hardscape plans and planting plans.
12. Construction contract administration/project management (Optional Services).
13. Post construction services.
14. Other services not related to design processing.
15. Construction bid coordination. (Will assist).
16. As-built drawings of existing facilities.
17. Construction change orders.
18. 3-D renderings.
19. ADA Transition/Action Plan.



FEES

PROJECT FEES

The following summary of fees outlines projected costs associated with the scope of work contained in this proposal. The consultant team is open to discussion of fees and proposed Scope of Services and how both may better serve the library.

Professional fees stated herein include all costs of general overhead, profit, clerical, mileage to and from the library, and incidental expenses not separately requested by the library.

The following fees include architecture, structural engineering, mechanical, plumbing, electrical engineering and a probable cost estimating.

A. Design Phase	\$ 3,000.00
B. Construction Document Phase	\$ 7,300.00
C. Construction Administration/Project Management (Optional)	\$ 2,000.00
*Total Fee	\$12,300.00

The above fees include all sub-consultant services listed in our proposal. Additional services requested by the client shall be billed at the hourly rates of each consulting firm listed below or as negotiated with the client.

HOURLY RATES

Architect:

Principal	\$80.00/Hour
Architect	\$70.00/Hour
Director of Projects/Project Designers.	\$60.00/Hour
Project Manager	\$45.00/Hour
Draftsman	\$30.00/Hour
Clerical.	\$30.00/Hour
Structural Engineer.	\$80.00/Hour
M.P.E. Engineer.	\$80.00/Hour
Cost Consultant	\$80.00/Hour

BILLING

Project shall be billed monthly not to exceed 90% of each Phase.



1335 W. Valencia Dr. Ste. E
Fullerton, CA 92633
(714) 525-9825

THIS PAGE IS BLANK



PLANNING

ARCHITECTURE

ENGINEERING

PROJECT MANAGEMENT

1451 EAST CHAPMAN AVENUE

FULLERTON, CALIFORNIA 92631

[714] 738-1161

Fax [714] 738-1870

August 5, 1992

Mr. Sal Addotta
Assistant Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92670

Re: Remodeling Required by A.D.A. Regulations

Dear Mr. Addotta:

Following our visit and tour of your facility July 28, we wish to submit this proposal for Architectural and Engineering Services required to design, prepare construction documents and obtain City approval of required modifications to the Library Building. These modifications are to bring your building into conformance with A.D.A. and are as discussed with you.

Our work will begin with a review of the City Report, an extensive site survey and establishment of existing conditions, review and duplication as required of any and all existing plans, preparation of a preliminary plan to conform with A.D.A. requirements and a review of same with you. Following your approval of the preliminary plan, we will proceed with the construction documents which we will submit to the City of Placentia.

Following their review, we will make those corrections called for by code and determine that the plans are cleared for permitting. Actual permits will be obtained by your contractor when ready.

Our fees for this work will be at our hourly rates with a maximum of \$9,750. These fees do not include costs of City plan reviews and permits nor any charges for studies involving asbestos removal or encapsulation. Also not included are costs of reproduction of additional sets of plans beyond the two which we will provide and of duplication of your existing plans.

No appearances in front of the City Planning Commission or City Council are expected. If any are required, we will bill at our hourly rates for the time required which will be in addition to the base fees quoted above.

With your acceptance of this proposal a contract will be prepared for your signature. This contract will call for a retainer of \$3,000 at the time of signing. Progress billings will include hours and rates for those personnel involved.



August 5, 1992

Page 2


Mr. Sal Addotta
Assistant Library Director
Placentia Library District

Please indicate your approval and acceptance of this proposal by signing, dating and returning one copy of this letter. We will start work within one week of contract signing and will provide you with the preliminary plan within three weeks thereafter. Please call with any questions you may have.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this interesting project.

In addition, if appropriate, we would be pleased to submit a proposal for complete project management which would involve our responsibility for the entire project from the services referred to above through construction and acceptance. This proposal may be made now, or more specifically following completion of the construction documents.

Sincerely,


William N. Gillespie
Principal

WNG/ejc
Enclosures

Agreed and Accepted
Placentia Library District

By _____

Title _____

Date _____

Proposal to Provide

Architectural, Engineering & Interior Design Services

**ADDITIONS AND ALTERATIONS
TO LIBRARY**

City of Placentia, California

August 12, 1992



Leach Mounce Architects
architecture planning interiors

3436 North Verdugo Road
(213) 245 - 1044

Glendale, California 91208
FAX (213) 245 - 5442



Leach Mounce Architects
architecture planning interiors

August 12, 1992

Mr. Sal Addotta
Assistant Library Director
411 East Chapman Avenue
Placentia, CA 92670

Dear Sal:

We are pleased to respond to your Request for Proposal to provide Architectural, Interior Design and Estimating Services to the Placentia Library District for the proposed upgrades to the existing library building to achieve compliance with the Americans with Disabilities Act.

The Placentia Library was designed by our office in 1973-1974. We are very proud of the design and would like to mention that this library met all the accessibility standards published at that time. Since then, many changes have occurred to the accessibility standards used by design professionals and enforced by building officials. This building must now be upgraded to comply with current standards.

The barriers we identified in our meeting of July 31st must be removed as far as readily achievable; the extent to which this barrier removal needs to be executed is subjective. Building and facilities owners of existing buildings must determine the steps needed to provide public accommodation as far as economically feasible. We can provide you with a comprehensive list of non-complying items for your review to determine priority items which can be resolved within your budget. Two of our staff architects have attended a series of seminars presented by the American Institute of Architects to acquaint themselves and our firm with this new Civil Rights law. The knowledge gained from these seminars, conversation with other professionals, published materials in our own office, and past experience with Title 24 and national accessibility standards have given us an excellent background to put this knowledge to work. We have already applied ADA guidelines on two of our current projects under construction. The C. E. "Gene" Perkins Building (new public service building) in Glendale, California, and the new Redwood City Police Facility in the Bay Area were both under construction when this law became effective. Although they both qualify as existing buildings because they will both be occupied before January of 1993, the building owners felt that there would be a significant cost savings in modifying the design for ADA compliance during construction rather than waiting until the buildings were

Mr. Sal Addotta
Assistant Library Director
8/12/92 - Page 2

completed and occupied. In-house audits have also been completed for designs for the Fremont Police Facility which will soon move on to the working drawings phase and the San Bernardino Police Facility which will occupy an existing building. We are very interested in increasing the marketability of and enhancing the built-environment by providing access to places of public accommodation for all Americans.

Included in the enclosed material are resumes for key personnel, a fee proposal and some illustrations of our civic work. I thought you might be interested in the early photos of the Placentia Library.

We look forward to the possibility of working with the Placentia Library District once again. Our goal is to provide excellent, comprehensive architectural services, quick response and affordable professional fees.

Thank you for the opportunity to submit this proposal. If you have any questions regarding the information submitted, please do not hesitate to call us.

Sincerely,



Howard Leach, AIA
President
LEACH MOUNCE ARCHITECTS

HL/cy

PROFESSIONAL SERVICES COMPENSATION

The Professional Services fee for performing the scope of work described in your RFP and in this proposal is twelve thousand eight hundred eighty dollars (\$12,880).

This fee is broken down as follows:

ADA Audit and report.....	\$2,160
Sketches showing remodeling for ADA violations.....	2,880
Schematic floor plan showing location of ADA revisions, remodeling and extent of the removal.....	1,100
Basic Design for check-out desk location.....	720
Outline Specifications describing proposed materials.....	2,160
Detailed cost estimate	<u>2,160</u>
Subtotal	11,180
Management and coordination - schematic design phase	<u>1,700</u>
Total	12,880
Reimbursable Expenses not to exceed..... (travel, phone, fax, computer services, printing and reproduction)	800

The ADA audit will also identify obvious Code violations which the Owner may or may not choose to rectify such as the need for panic hardware and seismic bracing of bookshelves.

This proposal assumes that no redesign will be required for the children's or staff restrooms. The drawings submitted will be schematic only and not complete construction documents. This fee does not include design for additions to the building nor drawings which modify the structural system of the building.

GERALD MINICH ARCHITECT INC.

Agenda Item 24

Attachment B

Page 14

PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVE
PLACENTIA, CALIF

07-01-1992

ATTN MR SAL ADDOTTA
ASSISTANT LIBRARY DIRECTOR.

RE: ADA COMPLIANCE FOR PLACENTIA LIBRARY

DEAR MR ADDOTTA

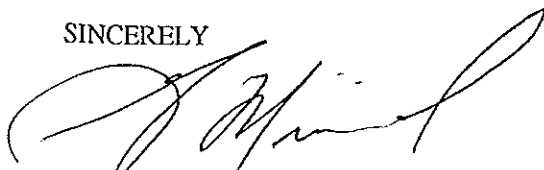
I WOULD LIKE TO TAKE THIS TIME TO THANK YOU FOR YOU TIME ALLOWED TO ME ON JULY 31, 1992 AND TO EXPRESS MY APPRECIATION FOR YOUR SINCERE CONCERN YOU EXPRESSED ABOUT REASONABLE COMPLIANCE WITH THE HANDICAPPED LAW.

I COMMENTED AT OUR MEETING, THAT THERE IS INDEED A DIFFERENCE, BETWEEN REASONABLE COMPLIANCE AND STRICT ADHERENCE TO THE ADA REQUIREMENTS. I BELIEVE THAT THE ITEMS LISTED IN YOUR RFP COVER AN HONEST ATTEMPT AT REASONABLE COMPLIANCE. OTHER THAN A FEW OTHER AREAS WHICH SHOULD BE INCLUDED IN THE SCOPE OF WORK, I FEEL THE MAIN AREA OF CONCERN SHOULD BE THE PUBLIC AREAS.

I INDICATED TO YOU THAT HANDICAPPED EMPLOYEES COULD USE THE PUBLIC FACILITIES, WHICH WOULD SAVE FROM REMODELING THE EMPLOYEE'S REST ROOMS & THEREFORE SAVE FINANCIAL EXPENDITURES & STILL MEET WITH THE INTENT OF THE CODE. OTHER AREAS WHICH DO NOT COMPLY & ARE NOT PROVIDED IN THE PUBLIC PORTION OF THE BUILDING SHOULD BE REVISED. A LIST OF ITEMS COVERED IN THIS PROPOSAL ARE INCLUDED IN THE PROPOSAL.

AT SUCH TIME THE LIBRARY HIRED A HANDICAPPED PERSON WHO WAS CONFINED TO A WHEEL CHAIR, THEN OTHER MINOR ITEMS MIGHT CONSIDERED, I.E. REPLACING HARDWARE FORM CABINETS AND REWORKING OF THE NEWSPAPER RACK. NEGOTIATING WITH THE EMPLOYEE WILL DETERMINE THE FULL SCOPE OF THE MINOR CHANGES, ALL OF WHICH APPEAR TO BE EASILY CHANGEABLE WITH EXISTING PERSONNEL.

SINCERELY



GERALD MINICH

PROPOSAL

GERALD MINICH ARCHITECT INC. PROPOSES THE FOLLOWING SERVICES FOR CONSIDERATION IN RESPONSE TO THE RFP DATED 7-21-1992. WE WILL PROVIDE ARCHITECTURAL, STRUCTURAL, MECHANICAL (INCLUDING PLUMBING, HEATING VENTILATION & AIR CONDITIONING DRAWINGS & SPECIFICATIONS. SUBMISSION OF PLANS TO ALL APPROPRIATE AGENCIES FOR APPROVAL & MAKING ANY NECESSARY CHANGES TO THE CONTRACT DOCUMENTS TO OBTAIN SUCH AGENCY APPROVALS. CONSULTATION WITH LIBRARY PERSONNEL TO OBTAIN FULL CRITERIA REQUIRED FOR THIS WORK.

WORK COVERED IN THIS PROPOSAL INCLUDES:

- A. REMOVE AND REPLACING OF FRONT ENTRY TILE.
- B. RETROFIT PUBLIC RESTROOMS TO COMPLY WITH HANDICAPPED REQUIREMENTS.
- C. REPLACE CERAMIC TILE AND DRINKING FOUNTAIN IN MAIN READING AREA TO COMPLY WITH HANDICAPPED REQUIREMENTS.
- D. ADD ADDITIONAL AIR CONDITIONING, VENTILATION, & LIGHTING IN CHILDREN'S STORY HOUR AREA.
- E. INSTALL WRITE ON BOARD IN PROJECTION ROOM WINDOWS.
- F. CORRECT DOOR & WALL BETWEEN THE LITERACY COORDINATOR'S OFFICE AND THE LITERACY COMPUTER CENTER.
- G. DESIGN NEW CHECK OUT DESK, & INSTALL NEW OPENING AT FRONT DESK AREA.
- H. CORRECT MINIMUM AISLE SPACING AT BOOKSHELF AREAS.
- I. CORRECT CABINET AT SINK IN STAFF LOUNGE TO MEET HANDICAPPED REQUIREMENTS.
- J. SUGGEST OTHER MINOR CHANGES NECESSARY TO COMPLY WITH CURRENT CODE REQUIREMENTS.
- K. PREPARATION OF SCHEMATIC DESIGN DOCUMENTS, OUTLINE SPECIFICATIONS & OTHER DOCUMENTS REQUIRED BY LSCA II GRANT IN ADDITION TO CONTRACT DOCUMENTS FOR CONSTRUCTION.
- I. PREPARE COST ESTIMATES

PAGE 1

PROJECT MANAGEMENT

AS A SEPARATE PROPOSAL WE SUBMIT THE FOLLOWING SERVICES FOR THE PROJECT MANAGEMENT.

SERVICES TO BE PROVIDED ARE:

- A. ATTEND WEEKLY CONSTRUCTION MEETINGS.
- B. ASSIST IN AWARDING OF GENERAL CONTRACTORS CONTRACT.
- C. PREPARATION OF BID DOCUMENTS & CONDUCTING BID OPENING.
- D. CHECKING CONTRACTORS WORK
- E. APPROVAL OF CONTRACTORS APPLICATION FOR PAYMENTS.
- F. ASSIST IN SCHEDULING OF WORK
- G. VERIFICATION OF PAYMENT TO SUBCONTRACTORS, INCLUDING RELEASE OF LIEN
- H. PREPARING CERTIFICATION OF COMPLETION
- I. CHECKING OF SHOP DRAWINGS
- J. COORDINATING WORK PROVIDED UNDER SEPARATE CONTRACTS OR WORK PROVIDED BY OWNER.
- K. COORDINATION OF PHASING OF WORK IN ORDER TO CAUSE AS LITTLE IMPACT ON LIBRARY OPERATIONS AS POSSIBLE.

PAGE 2

OPTIONAL CONSTRUCTION MANAGEMENT SERVICES

DUE TO THE SMALL SCOPE OF SERVICES REQUIRED FOR THIS PROPOSAL, THE FOLLOWING SERVICES CAN BE PROVIDED AS AN OPTIONAL SERVICE IN ORDER TO SAVE HASSLE AND MONEY.

CONSTRUCTION MANAGEMENT CONTRACTS DIFFER FROM ORDINARY CONSTRUCTION CONTRACTS IN THE RESPECT THAT THE OWNER BECOMES THE SIGNATORY WITH SUBCONTRACTORS WHO THEN BECOME PRIME CONTRACTORS. THE CONSTRUCTION MANAGER BECOMES THE OWNERS AGENT AND PERFORMS NORMAL CONSTRUCTION DUTIES NORMALLY UNDERTAKEN BY A GENERAL CONTRACTOR. THE CONSTRUCTION MANAGER TAKES BIDS ON THE SPECIFIC SUBTRADES, VERIFIES THAT THE LOW BIDDER COMPLIES TO THE REQUIREMENTS OF THE PROJECT, SCHEDULES THE WORK OF ALL TRADES AND OVERSEES THE DAILY WORK OF THE TRADES WITH A SUPERINTENDENT PROVIDED BY THE CONSTRUCTION MANAGER, PAID FOR BY THE OWNER.

THE NET RESULT OF CONSTRUCTION MANAGEMENT CONTRACTS IS BETTER CONTROL ON THE PROJECT FOR THE OWNER AND LOWER COSTS.

PAGE 3

WORK EXCLUDED FROM ALL PROPOSALS

- A. PAYMENT OF ANY FEES
- B. REPRODUCTION EXPENSES (NOTE: THE LIBRARY WILL BE REQUIRED TO ESTABLISH AN ACCOUNT WITH A REPUTABLE BLUEPRINT COMPANY, APPROVED BY THE ARCHITECT AND ALL REPRODUCTION OF DOCUMENTS SHALL BE BILLED TO THAT ACCOUNT.)
- C. CHANGES TO WORK ONCE BASIC SERVICES ARE ESTABLISHED.
- D. FULL TIME OR EXTENSIVE CONSULTING OR OBSERVATION.

ADDITIONAL SERVICES

- A. RENDERINGS
- B. FIELD MEASUREMENT IF EXISTING PLANS ARE INADEQUATE.
- C. ITEMS DESCRIBED IN PROJECT MANAGEMENT & CONSTRUCTION
- D. MANAGEMENT SERVICES IF SAID OPTIONS ARE NOT INCLUDED IN SCOPE OF ARCHITECTS BASIC SERVICES.
- E. DAILY OR EXTENSIVE ONSITE OBSERVATION
- F. OTHER ITEMS NOT MENTIONED IN PROPOSAL

REIMBURSABLE EXPENSES

- A. COMPUTER GENERATED DOCUMENTS & PLOTTING SERVICES
- B. ERRORS & OMISSION INSURANCE AND OTHER INSURANCE REQUIREMENTS WHICH EXCEED ARCHITECTS STANDARD POLICIES.
- C. OTHER ITEMS WHICH THE ARCHITECT EXPENDS MONIES ON BEHALF OF THE LIBRARY.

REFERENCE DOCUMENTS

THE AIA DOCUMENT ATTACHED BETTER EXPLAINS THE ITEMS INCLUDED AND EXCLUDED AS A STANDARD CONTRACT. THIS DOCUMENT IS SUBMITTED FOR REFERENCE AND WILL BE USED AS THE STANDARD CONTRACT BETWEEN OWNER & ARCHITECT WITH ONLY THE MODIFICATIONS LISTED IN THIS PROPOSAL.

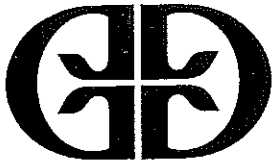
PAGE 4

FEEES

BASIC SERVICES\$ 8,500.00
AS COVERED ON PAGE 1

PROJECT MANAGEMENT SERVICES\$ 4,000.00
AS COVERED ON PAGE 2.

OPTIONAL CONSTRUCTION MANAGEMENT SERVICES\$10,000.00
AS COVERED ON PAGE 3.



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

Proposal for Architectural Services

Placentia Library District
Placentia, California

August 12, 1992

SCOPE OF WORK

Based upon our visit to the library building and your request for proposal criteria, it is our understanding that the project will consist of the development of schematic design drawings, and outline specification, finish materials selections, and a cost estimate for the following areas of review:

1. Replacement of paver tile in lobby and adjoining public spaces.
2. Installation of handicapped accessible drinking fountains.
3. Remodeling of public and staff toilets to conform to current ADA and Title 24 code requirements.
4. Recommended improvements to lighting fixtures and ventilation of the Childrens Story Hour Room.
5. Enlargement of the door/window to the Literacy Coordinator's office and the Literacy Computer Center.
6. Reconfiguration of the check-out/check-in area to conform to the library's new staffing and procedures for entering and exiting the main library area.

Based upon the library's design program and design sketches prepared by the Architect and reviewed by the library staff, schematic design drawings will be prepared. These drawings will consist of an overall floor plan indicating all areas to be remodeled and the new configuration of these areas, critical dimensions to indicate code compliance will be noted and keynotes and construction notes will be provided to adequately describe the work.

Outline specifications and finish material selections will be type written, with the work separated into categories according to the Construction Specifications Institute (CSI).

The cost estimate will also be organized in accordance to the CSI format, with the cost of various building components broken down and a final overall cost for the entire project developed.

This proposal does not include field measuring the existing building, as we were advised that existing building as-built drawings are available. Because of the schematic nature of this scope of services, consulting engineers are not a part of this proposal, but if required for work outside this contract, they would be available as an additional service.

Renderings, attendance at public hearings, and travel outside Orange County are also not part of the proposal.

While not a part of this proposal, project management (ie. programming, construction document preparation and construction administration) is available from Dan L. Rowland and Associates, (AIA, Inc. once the final scope of work and services is known.

SCHEDULE/WORK PLAN

The California Library Memorandum attached to your request for proposal indicates that all funds from the potential LSCA Title II public library construction funds will be obligated within "90 days of the bill becoming law".

We anticipate that our services will require from 4 to 6 weeks elapsed time, depending upon the review time required by the library district to approve design sketches and concepts before final schematic documents are prepared.

Time required for basic architectural services is as follows:

- Week 1 - Review library plans and library renovation program. Develop preliminary design sketches.
- Week 2 - Review preliminary sketches with library staff and draft and determine revisions required.
- Week 3 - Review final preliminary sketches and draft outline specifications and material schedule. Obtain library staff approval to proceed to final documents.
- Week 4 - Prepare final schematic plans and final outline specifications and cost estimate.
- Week 5 - Deliver final documents to library for your submittal to California State Library.

THIS PAGE IS BLANK

TO: Library Board of Trustees

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

DATE: August 17, 1992

SUBJECT: Reading Room and Homework Assistance Policies

BACKGROUND:

The attached poster has been designed with the intention of distributing it to area schools and requesting that teachers post it in their classrooms.

The statements at the bottom reflect current Library practice for monitoring patron behavior in the Reading Room/Reference Area and for assisting students with homework assignments.

RECOMMENDATION:

Adopt the statements on the poster concerning patron behavior and homework assistance for students as Library policy.

THIS PAGE IS BLANK



PLACENTIA LIBRARY DISTRICT
411 East Chapman Ave.

HOURS

Monday - Thursday 10:00 AM - 8:45PM
Friday - Saturday 10:00 AM - 5:45PM
Sunday 1:00 PM - 4:45PM

Reference Services, Reserves & Telephone Renewals
(714) 528-1906

STUDENTS WELCOME

The Placentia Library is a great place for students to come for study and homework. The following rules and policies help to maintain a quiet environment for all Library users.

- ❑ Librarians will help students find answers to their homework questions, but will not give them answers, either in person or by telephone.
- ❑ Conversations are not allowed in the Reading Room or at study tables. After one warning noisy individuals will be asked to leave. The Library has no areas for group study.
- ❑ There is a limit of four people at each study table.
- ❑ Food and drink are allowed only in the vending machine area.

Gazebos and benches are located just outside the Library for visiting, snacking and socializing.

THIS PAGE IS BLANK

TO: Library Board of Trustees
FROM: Sal Addotta, Assistant Library Director *gma*
Date: August 17, 1992
SUBJECT: **Conflict of Interest Code**

BACKGROUND:

The Political Reform Act of 1974 now requires us to review our Conflict of Interest Code during even numbered years. (Government Code 87306.5)

The District's current code was adopted in 1976.

Comparing our code with the California Fair Political Practices Commission (FPPC) model conflict of interest code shows that changes need to be made.

Government Code Sections 87302(a) and 87303 require us to submit our amended code to the Orange County Board of Supervisors, the code reviewing body for the Library.

The wording of the motion including the phrase "as amended ... by" was recommended by Deputy County Counsel James Meade.

RECOMMENDATION:

That we amend our current Placentia Library District Conflict of Interest Code in accordance with the FPPC model conflict of interest code as amended from time to time by the California Fair Political Practices Commission.

THIS PAGE IS BLANK



ESTABLISHED 1889

County of Orange

CLERK OF THE BOARD OF SUPERVISORS

LINDA D. RUTH
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687

TELEPHONE: 714 834-2206
714 834-4439 (FAX)

July 3, 1992

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

Re: Review and Amendment of Conflict of Interest Code

Dear Ms. Minter:

Under the Political Reform Act, the Orange County Board of Supervisors is the code reviewing body for your agency. During even numbered years, the Board is required, by Government Code Section 87306.5, to direct local agencies to review their Conflict of Interest Codes to determine whether any amendments are required by changed circumstances. This letter constitutes such direction.

Please review your agency's Code. If changes are required, please submit an amended Code in accordance with Government Code Sections 87302(a) and 87303. If no changes are required, submit a written statement to that effect to the Clerk of the Board of Supervisors no later than October 1, 1992.

To assist in reviewing your Code, a copy of the California Fair Political Practices Commission's "model" code is enclosed.

If you have any questions as to whether or not a change to your Code is required, please contact Deputy County Counsel James Meade at (714) 834-3906.

Sincerely,

Nancy K. Swanson
Assistant Clerk of the Board
of Supervisors

NKS:ec

Enclosure

cc: Board Offices
James Meade, Deputy County Counsel

§ 87202

deleting "his" after "prior to" in the second paragraph; and (c) substituting "Section 87203" for "Section 87201 or 87203" at the end of the second paragraph; and (2) substituted subd (b) for former subd (b).

Collateral References:

Review of 1989 Legislation. 21 Pacific LJ 547.

§ 87207. Statement regarding income; Contents

(a) When income is required to be reported under this article, the statement shall contain, except as provided in subdivision (b):

- (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 the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least two hundred fifty dollars (\$250) but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000) but was not greater than ten thousand dollars (\$10,000), or whether it was 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 amount 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.

(b) When the filer's pro rata share of income to a business entity, including income to a sole proprietorship, is required to be reported under this article, 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 ten thousand dollars (\$10,000) during a calendar year.

(c) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

Amended Stats 1990 ch 1075 § 4 (AB 4143).

Amendments:

1990 Amendment: Added subd (c).

Editor's Notes—For legislative declaration, see the 1990 note following Gov C § 82030.5.

Collateral References:

Cal Jur 3d (Rev) Constitutional Law § 237.

§ 87302. Content; Affected employees; Required disclosures; Disqualification from decision-making; Resignation

Each Conflict of Interest Code shall contain the following provisions:

(a) Specific enumeration of the positions within the agency, other than those specified in Section 87200, which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. An investment, business position, interest in real property, or source of income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of his or her position.

(b) Requirements that each designated employee, other than those specified in Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by Sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code. Thereafter, each new designated employee shall file a statement within 30 days after assuming office, or if subject to State Senate confirmation, 30 days after being appointed or nominated, disclosing investments, business positions, and interests in real property held on, and income received during the 12 months before, the date of assuming office or the date of being appointed or nominated, respectively. Each designated employee shall file an annual statement, at the time specified in the Conflict of Interest Code, disclosing reportable investments, business positions, interest in real property and income held or received at any time during the previous calendar year or since the date the designated employee took office if during the calendar year. Every designated employee who leaves office shall file, within 30 days of leaving office, a statement disclosing reportable investments, business positions, interests

GOVE
in last p
the last s
(c) Specifi
designate
official p
of Interest
it is reaso
required
or decide
(d) For a
45 days
period be
the positio
payment
Amended
1989 Amer
the first se
property"
for "inter
the Conflic
interests in
sentence.
Collateral
Review of
§ 87304.
If any ag
fails to re
pursuant
the agenc
the agenc
days of th
issue any
adoption
ordering
ed
near
1990 Amer
87306" for
Editor's No
§ 87306.
(a) Every
change is
designate
existing p
90 days a
months f
revised, t
forth in S
(b) Notw
report ide
to subdivi
in the du
odd-num
Amended
Amendmen
1990 Amer
(a) of Sect
(3) added
Editor's No
§ 87306.5
(a) No la
agency w
Interest C
Conflict o
reviewing
(b) Upon
written st
Added Sta
's N
[17 C

§ 87302

POLITICAL REFORM

NOTES OF DECISIONS

Under Gov. Code, § 87302, subd. (b), requiring that a conflict of interest code for public officers and employees "set forth for each position or category of positions . . . the specific types of investments, interests in real property and income which are reportable and the manner of reporting each item . . ." there is no constitutional right to a hearing with respect to every item that must be reported, and those filing a report are not permitted to seek a special exemption from the Fair Political Practices Commission or any other body. The decision as to what types of interests must be reported is made at the time the conflict of interest

code is drafted, not when the employee makes his disclosure statement, and if a financial interest falls within the objectively defined categories of the code, then the interest must be disclosed; to maintain safeguards against abuse, decisions as to disclosure must be made in public. Accordingly, the Fair Political Practices Commission did not abuse its discretion by rejecting a water district's proposal that its general counsel should have the power to decide what interests its employees need disclose. *Metropolitan Water Dist. v Fair Political Practices Com.* (1977) 73 CA3d 650, 141 Cal Rptr 8.

FPPC DECISIONS

Section 87309(c) prohibits code reviewing bodies from exceeding the requirements of Section 87302 by approving conflict of interest codes which designate positions that do not entail the "making or participating in the making of governmental decisions," or which require disclosure of financial interests that may not foreseeably be affected materially by the decisions made or participated in by

employees holding any designated position. However, state or local government agencies may adopt their own requirements which are more stringent than those of the Political Reform Act, so long as they do not interfere with the requirements of the Act. Section 81013. *Alperin, Anthony Saul, Deputy City Attorney, Los Angeles* 3 FPPC 77 (No. 76-084, Aug. 18, 1977).

§ 87303. Submission deadlines; Approval or revision

No conflict of interest code shall be effective until it has been approved by the code-reviewing body. Each agency shall submit a proposed conflict of interest code to the code-reviewing body by the deadline established for the agency by the code-reviewing body. The deadline for any agency in existence on April 1, 1975, shall not be later than June 30, 1980. The deadline for any agency not in existence on April 1, 1975, shall be six months after it comes into existence. Within 90 days after receiving the proposed code or receiving any proposed amendments or revisions, the code-reviewing body shall:

- (a) Approve the proposed code as submitted;
- (b) Revise the proposed code and approve it as revised; or
- (c) Return the proposed code to the agency for revision and resubmission within 60 days. The code-reviewing body shall either approve the revised code or revise it and approve it. When a proposed conflict of interest code or amendment is approved by the code-reviewing body, it shall be deemed adopted and shall be promulgated by the agency.

Added by initiative measure adopted June 4, 1974, operative January 7, 1975. Amended Stats 1975 ch 915 § 7, effective September 20, 1975, operative January 7, 1975; Stats 1979 ch 686 § 4.

Amendments:

1975 Amendment: Substituted "April 1, 1976" for "April 1, 1975" in the fourth sentence of the introductory clause.

GOVERNMENT CODE

for "Section 87201 or 87203"

ent shall contain, except as

fifty dollars (\$250) or more
a general description of the

or in the case of a loan, the
(\$250) but did not exceed one
(\$1,000) but was not greater
and dollars (\$10,000);

ved;
ved.
en for the loan.
ome to a sole proprietorship,

re business entity;
its if the filer's pro rata share
d dollars (\$10,000) during a

ired to be reported pursuant
le which shall be included in
travel schedule shall disclose
ces that the services provided
se the travel may be reported

tion from decision-making;

specified in Section 87200,
y foreseeably have a material
pecific types of investments,
e reportable. An investment,
reportable by the Conflict of
n is held, the interest in real
rially by any decision made

Section 87200, file statements
rtable investments, business
l with respect to reportable
rmation required by Sections
a designated employee shall
erty, and income. An initial
effective date of the Conflict
real property held on the
2 months before the effective
e shall file a statement within
ays after being appointed or
roperty held on, and income
date of being appointed or
ent, at the time specified in
ons, interest in real property
since the date the designated
who leaves office shall file,
business positions, interests

GOVERNMENT CODE

in real property, and income held or received at any time during the period between the closing date of the last statement required to be filed and the date of leaving office.

(c) Specific provisions setting forth any circumstances under which designated employees or categories of designated employees must disqualify themselves from making, participating in the making, or using their official position to influence the making of any decision. Disqualification shall be required by the Conflict of Interest Code when the designated employee has a financial interest as defined in Section 87103, which it is reasonably foreseeable may be affected materially by the decision. No designated employee shall be required to disqualify himself or herself with respect to any matter which could not legally be acted upon or decided without his or her participation.

(d) For any position enumerated pursuant to subdivision (a), an individual who resigns the position within 45 days following initial appointment is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Amended Stats 1989 ch 499 sec 2. Amended Stats 1991 ch 857 § 1 (AB 1271).

Amendments:

1989 Amendment: Amended subd (b) by (1) substituting "in this section" for "herein" after "circumstances described" in the first sentence; (2) substituting "business positions, interests in real property, and income" for "and interests in real property" at the end of the third sentence; (3) substituting "investments, business positions, and interests in real property" for "interests" in the fourth sentence; (4) adding "and income received during the 12 months before the effective date of the Conflict of Interest Code" at the end of the fourth sentence; and (5) substituting "investments, business positions, and interests in real property held on, and income received during the 12 months before," for "interests held on" in the fifth sentence.

Collateral References:

Review of 1989 Legislation. 21 Pacific LJ 547.

§ 87304. Failure by agency to make timely submission; Remedial action by code reviewing body

If any agency fails to submit a proposed conflict of interest code or amendments, or if any state agency fails to report amendments pursuant to subdivision (b) of Section 87306 within the time limits prescribed pursuant to Section 87303 or 87306, the code reviewing body may issue any appropriate order directed to the agency or take any other appropriate action, including the adoption of a conflict of interest code for the agency. If the code reviewing body does not issue an appropriate order or take other action within 90 days of the deadline imposed on the agency as prescribed in Section 87303 or 87306, the commission may issue any appropriate order directed to the agency or take any other appropriate action, including the adoption of a conflict of interest code for the agency. The commission shall consult with the agency before ordering the adoption of a conflict of interest code for the agency.

Amended Stats 1990 ch 84 § 9 (SB 1738). Amended Stats 1991 ch 491 § 4 (SB 28).

Amendments:

1990 Amendment: Substituted "if any state agency fails to report amendments pursuant to subdivision (b) of Section 87306" for "amendments" in the first sentence.

Editor's Notes—For legislative findings and declarations, see the 1990 note following Gov C § 86103.

§ 87306. Code amendments

(a) Every agency shall amend its Conflict of Interest Code, subject to the provisions of Section 87303, when change is necessitated by changed circumstances, including the creation of new positions which must be designated pursuant to subdivision (a) of Section 87302 and relevant changes in the duties assigned to existing positions. * * * Amendments or revisions shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. If after nine months following the occurrence of those changes the Conflict of Interest Code has not been amended or revised, the superior court may issue any appropriate order in an action brought under the procedures set forth in Section 87305.

(b) Notwithstanding subdivision (a), every state agency shall submit to the code reviewing body a biennial report identifying changes in its code, including, but not limited to, all new positions designated pursuant to subdivision (a) of Section 87302, changes in the list of reportable sources of income, and relevant changes in the duties assigned to existing positions. These reports shall be submitted no later than March 1 of each odd-numbered year.

Amended Stats 1990 ch 84 § 10 (SB 1738). Amended Stats 1991 ch 491 § 5 (SB 28).

Amendments:

1990 Amendment: (1) Designated the former section to be subd (a); (2) amended subd (a) by substituting (a) "subdivision (a) of Section 87302" for "Section 87302(a)"; and (b) "those" for "such" after "occurrence of" in the third sentence; and (3) added subd (b).

Editor's Notes—For legislative findings and declarations, see the 1990 note following Gov C § 86103.

§ 87306.5. Review of Conflict of Interest Codes

(a) No later than July 1 of each even-numbered year, the code reviewing body shall direct every local agency which has adopted a Conflict of Interest Code in accordance with this title to review its Conflict of Interest Code and, if a change in its code is necessitated by changed circumstances, submit an amended Conflict of Interest Code in accordance with subdivision (a) of Section 87302 and Section 87303 to the code reviewing body.

(b) Upon review of its code, if no change in the code is required, the local agency head shall submit a written statement to that effect to the code reviewing body no later than October 1 of the same year.

Added Stats 1990 ch 1075 § 5 (AB 4143).

Editor's Notes—For legislative declaration, see the 1990 note following Gov C § 82030.5.

Beginning in 1992,

THIS PAGE IS BLANK

PLACENTIA LIBRARY DISTRICT
CONFLICT OF INTEREST CODE

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, 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) Section 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 included 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.¹ 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 interests 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 to 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.²

(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 property³ is required to be reported,⁴ 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, and 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,⁵ 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 the 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 and 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,⁶ 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 ten 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 section 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 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

1. 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.

2. 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.

3. For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4. 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.

5. 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.

6. 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
Assistant Library Director
Principal Librarian

Disclosure Categories

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

THIS PAGE IS BLANK

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian SA
DATE: August 13, 1992
SUBJECT: Program Committee Report

ADULT SERVICES

Gulf Arab States: The Library will be hosting the final Gulf Arab States display and program. Press releases, posters, brochures and invitations are being mailed and distributed in preparation for what we hope to be a very successful grand finale.

Banned Books Week: The Program Committee is working with the Reference Department on a program for the Banned Books Week (Sept. 26th-Oct. 3rd). Various ideas are being explored, the most popular is a debate team of students from a local high school discussing an assigned banned book. Suad will contact the high school principals to discuss the idea with them. Contacting the local ACLU chapter and inviting a speaker was also discussed and accepted.

Special Publicity: Two full pages of library information were prepared for inclusion in the Placentia Quarterly. Special services provided by the Reference and Audio Visual Departments were featured, and news about Children's, Literacy and Adult Services programs were included.

School Visit: Suad Ammar and Kay Schneider will attend the K-12 Principals meeting on Aug. 19th to reinforce the cooperation efforts that have been established between the Library and the School District in previous years. The "Assignment Alert" will be reintroduced with a great emphasis on its importance to students, teachers and the library staff.

Library News Column: Elizabeth Minter presented the Committee with the assignment of preparing sample articles for a weekly feature in the Placentia News-Times. Karen Cushing will be working on this assignment, in the mean time the staff have been challenged to come up with a catchy title for the column.

CHILDREN'S SERVICES:

Way Out Wednesdays: Each Wednesday afternoon the Children's Department presents a special program in support of the Summer Reading Program. Only the children who are enrolled in the Summer

Reading Program and who are between the ages of 5 - 12 are eligible to attend. These programs have been very well received by the children and their parents. Free passes to these events are given away on first come basis and there is never enough room to accommodate all of the children who wish to attend. 537 children attended those programs during July.

The Incredible World of Animals: On July 1st. the Oak Canyon Nature Center gave two shows; they were wonderful and the children became totally involved in the presentations about the animals and the birds found in our area. Some were able to touch the animals and greet the live snake -some were not.

Imax Theater: On July 8th. Barbara Pomykata, Liz Tranchida, Kay Schneider and two volunteer parents took a busload of children to LA to visit the museums and to view the exciting and educational film, the Blue Planet.

A Whale of a Journey: The Marine Institute at Dana Pointe brought this show to the Library. All watched, listened and learned while making a whale with bones, measured its great length and met some live sea creatures. This one of the highlights of the summer.

Around the World in Funny Ways: This program was presented on July 22nd. by Judy Sofer and Ruben Gerard who are always favorites with children.

Incredible Journey: This Walt Disney movie was shown on July 29th. Disney movies are always enjoyable and this one about children and their animals on a journey was an especially nice tie in with the theme for the summer.

Preschool Story Hours:

Story Hours For children ages 3-6 have been well attended this summer. In addition to the "regulars", many new children have found their way to us for the first time this summer. EIGHT sessions of Story Hours were presented in July and were attended by 212 children.

Grandparents and Books:

The Grandparents and Books is now a permanent part of Children's Services and many children and their parents are enjoying great stories read aloud each week! EIGHTEEN half hour sessions were attended by 56 children and parents.

Classroom Visits:

Tynes Elementary summer school classrooms have been visiting the Children's Department regularly. During July there were 19 visiting classrooms bringing 493 children for tours, stories and book selection. Many of them received new library cards.

LITERACY SERVICES:

Tutor Workshop: Thirty new volunteers were trained in the workshop that was held on Monday and Thursday evenings from July 13th, through July 30th.

Tutor Workshop Followup Session: Eighteen tutors met on July 6th for their followup session and to receive their certificates.

Student Support Group: The PLLS Student Support Group held its first Potluck Picnic on July 18th in Tri-City Park. The event attracted forty students, tutors, family and friends.

Publicity: The Literacy Bulletin board used the theme "Help Someone Explore New Worlds-Become a Volunteer Literacy Tutor" to recruit tutors.

The Placentia News-Times printed a photo of three students to publicize the Tri-City Park picnic. Press releases and articles highlighted tutor training and LVA Board recruitment.

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, ^{MD}Literacy Coordinator

SUBJECT: Status Report - Placentia Library Literacy Services

DATE: August 12, 1992

PROGRAM STATISTICS

Active tutors: 115

Active students: 127

Inactive tutors: 44 (includes 29 newly trained tutors)

Students waiting to be matched: 83

Percentage of tutors reporting: 39%

Tutoring hours reported: 335

Other volunteer hours reported: 960.5 (includes tutor workshop hours)

Total volunteer hours reported: 1295.5

JUNE ACTIVITIES

Student Support Group Picnic - On Saturday, July 18, 40 students, tutors, friends and family members enjoyed a potluck picnic at Tri-City Park. The children participated in a drawing contest while the adults enjoyed conversation and music. At most of our previous social events, students represented 8-10% of the attendance, so it was very gratifying to see students representing 56% of the picnic attendance. I believe that this is one sign of the positive impact our Student Support Group is having on PLLS.

Tutor Training Workshop - A record 30 volunteers completed tutor training on July 30. One tutor is being transferred to LVA-Huntington Beach, yielding 29 new tutors for our program. Most of them have been matched; 4 will be matched in September due to August vacations. Our new group of tutors offers many talents, including an offer to videotape any of our events free of charge. This new group is also unique in that it included George Hanna, one of our ESL students, who is now becoming a tutor for PLLS.

STAFF

Lusi Garcia returned to work on July 14 and resumed her normal work schedule of 1 to 5pm Monday-Thursday and 9am to 6pm Friday. Ven Nguyen and Marie Wilkerson, our JTPA summer youth workers, will continue working until August 28, when the summer program ends. We currently have no office volunteers.

NETWORK ACTIVITY

The Southern California Library Literacy Network (SCLLN) met on July 20; I was unable to attend due to illness. SCLLN is sponsoring a media campaign beginning in August to increase minority tutor involvement in library literacy programs. The next SCLLN meeting is September 22.

The Orange County Literacy Network (OCLN) met at Rancho Santiago College on August 7. Additional members were elected to the OCLN Board of Directors and there was a presentation on OTAN, a computer network linking members of the educational community throughout California. OCLN is pursuing funding to improve and expand its literacy hotline to include multiple languages.

LVA-Anaheim is sponsoring a 6 hour Trainer Training on August 22 and invites participation by any LVA Tutor Trainer.

UPCOMING ACTIVITIES

PLLS will be celebrating Literacy Month in September with events throughout the month:

The Orton Dyslexia Society will present information on dyslexia for PLLS students, tutors, and other interested people on Tuesday, September 1, from 7 to 8:30pm in the library meeting room. Preceding the meeting, our July tutor trainees will receive their certificates at a workshop followup meeting from 6 to 7pm.

"Reach for the Stars," our annual meeting and recognition event, will be held Tuesday, September 8 from 7 to 9pm in the meeting room. Literacy volunteers, students, and program supporters will be honored at the event, and winning essays from our student writing contest will be read aloud.

The PLLS Student Support Group will hold its next meeting on Saturday, September 12, from 10am to 12pm.

"ESL Techniques," our next offering in the Continuing Education Series for Tutors, will be held Wednesday, September 16, from 2 to 4pm.

Our next Tutor Training Workshop will begin Monday, September 21. The class will meet Mondays and Thursdays from 6 to 9pm for 3 weeks.

On Friday, September 25, from 4 to 5:30pm cellist Semyon Fridman and a pianist from the OC Performing Arts Center will present "Informally Yours," a combination of musical performance and discussion. The program honors PLLS students and tutors but is open to the public.

NEWSLETTER

The copy deadline for the September-October issue is August 14; the newsletter will be distributed in early September.

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: August 8, 1992
SUBJECT: Gulf Arab States Display

The program at the Kern County Library in Bakersfield was held on July 27th, with Dr. Fadwa El Guindi as the featured speaker. Over fifty people were in attendance. Their questions and evaluations reflected great interest in the display and the presentation, especially since the majority of them were Chevron employees who were being sent to work in Kuwait.

The Placentia Library will host the last program on August 21st at 7:00 p.m. Dr. Ellen Gruenbaum, anthropologist and Associate Professor at California State University, San Bernardino, is scheduled to speak that evening.

The Display will be taken down on September 4th. The final report will be sent to the California Council for the Humanities and that will mark the end of this project.

THIS PAGE IS BLANK

()

()

()

I, Fred W. West, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth day of August, 1992.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of August, 1992.

Fred D. West, Secretary
Board of Trustees of the Placentia Library District
of Orange County

9.14.92

Elizabeth
The names &
addresses you
requested
Smas

JOHN DECKER

SENATE MINORITY FISCAL CONSULTANT

STATE CAPITOL

SACRAMENTO 95814

JUDY SMITH

CHIEF CONSULTANT, LOCAL GOVERNMENT UNIT

CALIFORNIA DEPARTMENT OF FINANCE

915 L ST

SACRAMENTO 95814

BETTY YEE

CONSULTANT

ASSEMBLY COMMITTEE ON LOCAL GOVERNMENT

STATE CAPITOL

SACRAMENTO 95814

Placentia Library District Information for Teachers

Junior and Senior High School Edition



Placentia Library District ◦ 411 East Chapman Avenue ◦ Placentia CA 92670 ◦ 714-528-1925

ASSIGNMENT ALERT

Each school year area students visit the Placentia Library looking for information they need to complete school assignments. The Placentia Library invites teachers to assist us with making this a productive and positive experience for their students.

The *ASSIGNMENT ALERT* is designed for you to notify us of upcoming assignments. By using the *ASSIGNMENT ALERT*, teachers and librarians together can make sure that students will find what they need when they come to the Library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all of the available material. If the Library knows in advance, the staff will place the requested materials on *RESERVE* so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select material they wish to be put on *RESERVE* for their classroom. If this is not convenient Library staff will select the items based upon the information provided by the teacher. Library staff will be happy to assist teachers in locating needed materials and answering any questions.

Thank you for helping us provide quality Library services to the students of our community. Teachers who participate in this program will receive an American Library Association poster for their classroom!

CLASS VISITS

Teachers are invited to schedule visits to the Library so that students may learn about the Library's resources and the best way to use them.

Any of the following activities may be requested for your visit:

- ☐ Tour of the library.
- ☐ Instruction in general library skills including using the computer catalog, the Dewey Decimal System, the magazine and newspaper indexes, etc.
- ☐ Specialized library skills instruction for a particular assignment, e.g. poetry resources, biographical sources.
- ☐ Booktalks.

Class visits to the Library and librarian visits to classrooms should be requested at least 2 weeks in advance of the desired date.

For junior and senior high school classes please contact Julie Shook or Suad Ammar at 714-528-1925 for additional information and scheduling.

LIBRARY HOURS

Monday - Thursday	10:00 AM - 8:45PM
Friday - Saturday	10:00 AM - 5:45PM
Sunday	1:00 PM - 4:45PM

Information for Teachers, Junior and Senior High School Edition, is published in September, December, March and May by the staff of Placentia Library District, Julie Shook, M.L.S., editor.

September - November, 1992

BANNED BOOKS WEEK

September 26th - October 3rd.

Come visit Placentia Library's salute to the First Amendment. The Library will have a display of banned and censored books in its foyer during that week, including classic titles such as *Hamlet*, *The Adventures of Huckleberry Finn*, and *Flowers for Algernon*.

We will also have a speaker from the A.C.L.U. discussing book censorship on Tuesday, September 29th at 7:00 P.M.

The Library staff is also compiling a bibliography of banned books that will be available for you and your students.

VIDEOS and COMPACT DISKS

The Library's video and compact disk collections are now available on open shelves during all hours that the Library is open for public service.

The selection includes educational videos, instructional videos, feature length movies, and a variety of music on compact disks.

Two videos per Library card may be checked out for 2 days. There is no charge for borrowing any of these materials. However, the overdue charge for videos is \$2.00 per day with no grace period!

Three compact disks per Library card may be checked out for three weeks. Renewals are not provided for compact disks.

Videos and compact disks may now be returned in the 24-hour bookdrop located on the right wall beside the main entrance to the Library.

MAY WE SUGGEST

- ☐ Become familiar with what the Library has to offer. Take some time to visit the Library and become familiar with the collection. New materials are added all the time.
- ☐ Get to know the librarians, who are a valuable source of information.
- ☐ Please try to give advance notice of major assignments.

We can then limit the availability of heavy demand items, or create a reserve shelf of materials for your students.

HOMEWORK ASSISTANCE

The Library has special collections and reference tools to aid students in their research work and homework assignments.

The Debate Topic collection; career, college and employment opportunities information; the Social Issues Resources Series (SIRS); and Background Notes are examples of these collections.

General and special encyclopedias, dictionaries and many more tools are available for ready reference information. In addition, newspapers, magazines, and magazine indexes provide up-to-date information.

The Library's professional staff is always prepared to help students learn to use the reference tools and equipment. However, the staff is not permitted to provide answers to specific homework questions, either in person or by phone.

Because of space limitations, the Library does not have space available for group study or projects. However, there is a picnic table as well as gazebos and benches in the Civic Center area outside the Library that are perfect for conversations and visiting.

LITERACY MONTH

September is Literacy Month, and to celebrate, Placentia Library and Placentia Library Literacy Services (PLLS) will host *Informally Yours*, a free musical performance on Friday, September 25, 1992, from 4:00 to 5:30 P.M.

Cellist Semyon Fridman will play and answer questions from the audience during the concert.

His appearance is made possible by Founders Plus of the Orange County Performing Arts Center.

The public is invited to join literacy volunteers and students for this special concert.

YOUNG ADULT COLLECTION

The Young Adult non-fiction books have been moved. They are now shelved with the regular adult non-fiction books to give students a broader range of sources for research.

The Young Adult Fiction collection remains in the same location to offer teens recreational and educational fiction reading choices.

Placentia Library District

Information for Teachers

Preschool - Primary - Intermediate Edition



Placentia Library District ◦ 411 East Chapman Avenue ◦ Placentia CA 92670 ◦ 714-528-1925

ASSIGNMENT ALERT

Each school year area students visit the Placentia Library looking for information they need to complete school assignments. The Placentia Library invites teachers to assist us with making this a productive and positive experience for their students.

The *ASSIGNMENT ALERT* is designed for you to notify us of upcoming assignments. By using the *ASSIGNMENT ALERT*, teachers and librarians together can make sure that students will find what they need when they come to the Library.

Information on a particular subject may be limited and if the Library is not aware of an assignment, the first two or three students may check out all of the available material. If the Library knows in advance, the staff will place the requested materials on *RESERVE* so that all of the students will have access to the information.

Teachers are invited to visit the Library to pre-select material they wish to be put on *RESERVE* for their classroom. If this is not convenient Library staff will select the items based upon the information provided by the teacher. Library staff will be happy to assist teachers in locating needed materials and answering any questions.

Thank you for helping us provide quality Library services to the students of our community. Teachers who participate in this program will receive an American Library Association poster for their classroom!

CLASS VISITS

Teachers are invited to schedule visits to the Library so that students may learn about the Library's resources and the best way to use them.

Any of the following activities may be requested for your visit:

- Tour of the library.
- Instruction in general library skills including using the computer catalog, the Dewey Decimal System, the magazine and newspaper indexes, etc.
- Specialized library skills instruction for a particular assignment, e.g. poetry resources, biographical sources.
- Storyhour and/or booktalks.

Class visits to the Library and librarian visits to classrooms should be requested at least 2 weeks in advance of the desired date.

For grades preschool through 6th please contact Kay Schneider at 714-528-1925 for additional information and scheduling.

LIBRARY HOURS

Monday - Thursday	10:00 AM - 8:45PM
Friday - Saturday	10:00 AM - 5:45PM
Sunday	1:00 PM - 4:45PM

Information for Teachers, Preschool-Primary-Intermediate Edition, is published in September, December, March and May by the staff of Placentia Library District, Kay Schneider, M.L.S., editor.

September - November, 1992

MONTHLY HIGHLIGHTS

Yosemite National Park founded on September 25, 1890. Learn more about our National Parks in *Wonders of Our National Parks* by Peter Thomson and *Our Country's National Parks* by Irving Melbo.

Pancake Day is September 30. Tasty stories include Eric Carle's *Pancakes, Pancakes*, Anita Lobel's *The Pancake*, and the wordless story *Pancakes for Breakfast* by illustrator Tomi DePaoli.

National Grouch Day. October 15 *The Grouchy Ladybug* by Eric Carle and *Alexander and the Terrible, Horrible, No Good, Very Bad Day* are grouchy choices for sharing aloud on this day. Of course, the most notable grouch in Children's literature is found in *The Grinch Who Stole Christmas*.

October is National Pasta Month. *Strega Nona*, *Cloudy with a Chance of Meatballs* and *More Spaghetti, I Say* make delicious read alouds this month.

VIDEOS! VIDEOS! VIDEOS!

Children's videocassettes are now located on open shelving in the Children's Department.

The selection includes educational videos, primary and intermediate stories, a Reading Rainbow collection, cartoons, holiday stories, and feature length movies.

Two videos per Library card may be checked out for 2 days. There is no charge for borrowing any of these materials. However, the overdue charge for videos is \$2.00 per day with no grace period!

Videos may now be returned in the 24-hour bookdrop located on the right wall beside the main entrance to the Library.

Check them out today!

INCREDIBLE JOURNEYS : TAKE A BOOK !

Story hours, special programs (including live animals, puppet shows, magicians, crafts and a trip to the IMAX theatre) and LOTS of reading were all part of the Summer Reading Program at the Placentia Library.

During the summer 1,116 children read 15,625 books for enjoyment and for prizes! Incredible Reader certificates and free meals at the Sizzler were

EVERY CHILD...A LIBRARY CARD!

September is Library Card Sign-Up Month in Placentia and across the United States!

It is the goal of our Library to encourage all of the children in Placentia to own and to use a Library card.

The Library will be sending a letter through the schools to parents and students inviting them to come to the Library in September and register for a borrowers card. The letters will have a special Library bookmark attached to them.

Each child in grades K to 6 applying for his/her first card will receive a pencil and be eligible to enter a drawing for new books.

Library cards are provided free of charge to all residents of the area. Proof of address and a parent or guardian's signature is required at the time of registration.

STORY HOURS

STORIES GRANDMOTHER TOLD: FOLKTALES.

Story Hours, Toddler Times and After School Specials will begin the week of September 21 and last through the week of December 7.

Registration is required for all of the Fall activities. Students may register in the Children's department or by phone.

☐ Mondays, 10:30-11:15 AM, Preschool Story Time, Ages 3 - 6.

☐ Tuesdays, 1:00-1:45PM, Toddler Times for 2 year olds accompanied by an adult.

☐ Wednesdays, 1:00-1:45PM, Preschool Story Time, Ages 3 - 6.

☐ Thursdays, 3:30-4:30PM, After School Specials, Ages 7 - 10.

earned by 385 children, each of whom read a minimum of 25 books.

Each elementary school will receive a list of their students who completed the Summer Reading Program.

Congratulations to **BROOKHAVEN, ELEMENTARY** for having the most students participate in this summer's reading program.



FRIENDS OF THE LIBRARY FOUNDATION

You have a friend in Sacramento!

SENATOR ED ROYCE

*will tell you everythig you want to know
about*

**Library Legislation
and**

STATE FUNDING FOR LIBRARIES

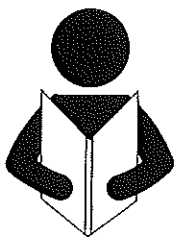
**YORBA LINDA PUBLIC LIBRARY
18181 IMPERIAL HIGHWAY
YORBA LINDA, CA 92686**

**THURSDAY, SEPTEMBER 17TH
10:00 A.M.**

(coffee at 9:30 with the Senator)

Bring Friends!





Metropolitan Cooperative Library System

2235 North Lake Avenue, Suite 106, Altadena, California 91001 telephone (818) 798-1146

Tuesday, September 15, 1992

Alhambra
Altadena
Arcadia
Azusa
Beverly Hills
Burbank
Cerritos
Commerce
Covina
Downey
El Segundo
Glendale
Glendora
Inglewood
Long Beach
Los Angeles
Monrovia
Monterey Park
Oxnard
Palos Verdes
Pasadena
Pomona
Redondo Beach
San Marino
Santa Fe Springs
Santa Monica
Sierra Madre
Signal Hill
South Pasadena
Thousand Oaks
Torrance
Whittier

Elizabeth Minter
California Council of City Librarians
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670-6198

Dear Elizabeth,

Frankly I don't know if I should be writing to you or not. With all the restructuring going on with CLA things are in a state of change. If I have the wrong person can you forward the letter, or at least the idea, on to the right person?

There is an anonymous donor who is willing to give \$3,000 to the Edna Yelland Scholarship fund if we can match his/her \$3,000 gift. Some constituent bodies have decided not to continue in the new CLA structure and have chosen to donate their remaining treasury toward this goal. For instance the Congress of California Public Library Systems expects to contribute over \$300 to the Scholarship Fund during CLA. Other organizations make an annual gift to the Fund and have simply changed their timetable to coincide with CLA.

If your group is interested in participating in the challenge, please call me, Linda Katsouleas, MCLS, at (818) 798-1146. Major donors will be mentioned at the opening session when scholarships are presented.

Sincerely,

Linda Katsouleas, Director
Metropolitan Cooperative Library System

*you're still listed as in charge on CLA's
latest list - hope I get to see more
of you soon -*

