

AGENDA  
REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
7:30 P.M.  
September 21, 1992

Oct 8 -  
Lib. Trkts

1. Roll Call: Administrative Assistant

*Fred West*

2. Adoption of Agenda.

Presentation: Library Director  
Recommendation: Adopt by Motion

*Evans / Calm*

3. Minutes of the August 17, 1992, Regular Meeting and the September 3, 1992 Special Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*8/17 - Calm / Amis*  
*Sep 3 - Stark / Amis*

4. Oral Communications.

*Kathy McKnight*  
*DSAC*

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

5. Board President's Report.

Presentation: Library Board President

6. Literacy Volunteers of America Board Report.

Presentation: Library Board President

*Post-winning essays on*  
*LVA Exhibit Board*

**CLAIMS (Items 7-9)**

Presentation: Library Director  
Recommendation: Approve by Motion

Items 7-9 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

7. Nonstandard Claims in excess of \$300. (Approve)

*Stack - Error*  
Nonstandard Claims in the amount of \$45,460.47 for First American Trust from Fund 5071 for the annual pension fund contribution, and \$35,900.00 for First Interstate Bank from Fund 5061 for the semi-annual bond payment, for a total of \$81,360.47.

8. Claims forwarded by the Library Director. (Approve)

Claims forwarded by the Library Director on August 27, September 3, and September 10, 1992, for a total of \$6,895.53.

9. Current Claims and Payroll. (Approve)

Current Claims of \$20,147.50. Payrolls 2033, and 2034 for a cumulative payroll total of \$60,290.00. Combined total of Current Claims and Payroll of \$80,437.50.

**FINANCIAL REPORT (Items 10-13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*W-9/10/92*  
Items 10-13 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

10. Financial Report for August, 1992. (Receive & File)  
11. Office General Ledger & Check Registers for August, 1992. (Receive & File)  
12. Overdue Collection Report for August, 1992. (Receive & File)  
13. Vending Machine Report for August, 1992. (Receive & File)

GENERAL CONSENT CALENDAR (Items 14-22)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 14-22 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

The Circulation Reports for April, May, June, July, and August, 1992, were not available because of problems with the installation of the new Library system, DYNIX. It looks as if some of the figures for these reports may be lost permanently. As of the publication of this Agenda it is not known if there will be a report for September.

14. Volunteer Report for August, 1992. (Receive & File)
15. Personnel Report for August, 1992. (Receive, File, and Ratify Appointments)
16. Building Maintenance Report for August, 1992. (Receive & File)
17. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
18. Authorization to submit application for a mini-grant from the California Council for the Humanities for a discussion series on community identity. (Authorize submission of application)
19. Ratification of submission of an application to the California Association of Library Trustees and Commissioners (CALTAC) for its annual award program. (Ratify submission of application)
20. Travel Authorizations. (Approve)
22. Report on Election process for Library Trustees in 1992. (Receive & File)

10  
21  
↓

*Paul J. [Signature]*

*renew #20 + [Signature]  
Stark/West*

*Don't mix Retiree's*

**CONTINUING BUSINESS**

23. FY1992-1993 Budget

Presentation: Library Director  
Recommendation: Review and Adopt

Review requirements of revenue reductions enacted by the State of California for FY 1992-1993.

Review and adopt recommendations for amendments to the FY1992-1993 Budget for the Placentia Library District.

Adopt guidelines for a retirement incentive program if one was adopted as part of the budget amendment package.

**NEW BUSINESS**

24. Placentia Heritage Day Parade

Presentation: Assistant Library Director  
Recommendation: Determine Level of Participation

25. California Library Association Annual Conference

Presentation: Library Director  
Recommendation: Determine Level of Participation

The California Library Association Annual Conference will be held in Long Beach November 14-17, 1992. The trustees who are personal members should have received a Conference Description, Embracing Change, Leadership for Tomorrow, through the mail at their homes. The last day for early registration discounts is September 25th.

26. Rate for Literacy Tutor Training for Students Not Tutoring for Placentia Library District

Presentation: Library Director  
Recommendation: Establish rate of \$27.50 per student for those not making a commitment to tutor for the Placentia Library District Literacy Program.

**STAFF REPORTS**

- 27. Program Report for the month of August. (Program Committee)
- 28. Literacy Office Activities, Literacy Coordinator. (Daniels)
- 29. Gulf Arab States Project. (Ammar) *part of # 2-7*
- 30. Incredible Journeys: Take a Book! Summer Reading Program Final Report. (Schneider)
- 31. Information for Teachers Project. (Ammar, Schneider & Shook)
- 32. California Special District Association Conference. (Addotta)
- 33. Publicity Materials produced for the month of August. (Cushing)

**ADJOURNMENT**

- 34. Agenda Preparation for October 19, 1992, Regular Meeting
- 35. Adjourn

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the September 21, 1992, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 17, 1992.

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**CALENDAR FOR LIBRARY BOARD OF TRUSTEES**

Sep 28-29	Special District Board Management Institute, Administration, Sacramento
Sep 30 (Wed)	ISDOC Meeting, San Diego
Sep 27-Oct 3	ALA Banned Books Week
Oct 19 (Mon)	Board of Trustees Meeting
Nov 2 (Mon)	Friends Board
Nov 16 (Mon)	Board of Trustees Meeting
Nov 14-17	CLA Conference, Long Beach
Dec 2 (Wed)	ISDOC Meeting
Dec 7 (Mon)	Friends Board
Dec 21 (Mon)	Board of Trustees Meeting

MINUTES  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
AUGUST 17, 1992

**CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order at 7:33 P.M. by President Peggy Dinsmore.

**ROLL CALL** **Members Present:** President Peggy Dinsmore; Secretary Fred West; Trustee Bob Osborn; and Library Director Elizabeth Minter.

**Members Absent:** Trustees Sandra Stark and Ray Evans.

**Others Present:** Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru, and Library Trustee Candidate Al Shkoler.

**ADOPTION OF AGENDA** It was moved by Trustee Osborn, seconded by Secretary West to adopt the agenda as presented.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**MINUTES** Direction was given to modify the Minutes of the July 10, 1992 meeting as follows:  
Change "FY1992-92" on page 7 to read "FY 1991-92".

It was moved by Secretary West, seconded by President Dinsmore to approve the Minutes as amended.

AYES: Dinsmore, West  
NOES: None  
ABSTAIN: Osborn  
ABSENT: Evans, Stark

**ORAL COMMUNICATIONS** None

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore reported that a tape is available of the program on limiting trustee liability which she attended at the American Library Association Conference. She recommended that the Library purchase the tape and that all current and prospective trustees listen to it.

**LITERACY  
VOLUNTEERS OF  
AMERICA REPORT**

President Dinsmore reported on LVA activities and requested that as many trustees as possible attend the Literacy Volunteers of America annual meeting on September 8, 1992.

**FINANCIAL  
CLAIMS**

It was moved by Secretary West, seconded by Trustee Osborn to approve Agenda Items 7 through 9: Nonstandard Claims in excess of \$300; Claims forwarded by the Library Director; and Current Claims and Payroll, as presented.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark



**FINANCIAL  
REPORT**

It was moved by Secretary West, seconded by Trustee Osborn to approve Agenda Items 10 through 13: Financial Report for July, 1992; Office Ledger and Check Registers for July, 1992; Overdue Collections Report for July, 1992; and Vending Machine Report for July, 1992, as presented.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Secretary West, seconded by Trustee Osborn, to receive and file Agenda Items 14 through 22 of the General Consent Calendar: Volunteer Report for July, 1992; Personnel Report for July, 1992, Building Maintenance Report for July, 1992; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; 1991-92 Families for Literacy Program Final Report, Annual Report to the State Library of California for 1991-1992; Travel Authorizations; Report on Purchase of Replacement Security System; Report on publication of Library information in the Placentia Quarterly; Report on Election Process for Library Trustees in 1992, as presented.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**FY1992-1993  
BUDGET**

No action was taken on this item as the impact on the Library's budget of various proposals by the State of California Legislature is still unknown.

**SELECTION OF  
ARCHITECT FOR  
REMODELING  
PROJECT**

It was moved by Trustee Osborn, seconded by Secretary West to authorize the Library Director to enter into negotiations with Dan L. Rowland and Associates to assess their compliance with the Request for Proposal and Evidence of Insurance and to authorize the Library Director to sign a contract with Dan L. Rowland and Associates if negotiations are successful.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**READING ROOM  
POLICY**

It was moved by Secretary West, seconded by Trustee Osborn to adopt the Reading Room Policy as presented.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**CONFLICT OF  
INTEREST**

It was moved by Secretary West, seconded by Trustee Osborn to read Resolution 92-8 by title only.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

It was moved by Secretary West, seconded by Trustee Osborn to adopt Resolution 92-8 as presented. Motion was approved by roll call vote.

**STAFF REPORTS**

It was moved by Trustee Osborn, seconded by Secretary West to receive and file staff Reports, Agenda Items 27 through 29, Program Report for the month of July; Literacy Office Activities, Gulf Arab States Project.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

**ADJOURNMENT**

It was moved by Trustee Osborn, seconded by Secretary West to adjourn the August 17, 1992 Regular Meeting of the Board of Trustees of the Placentia Library District.

AYES: Dinsmore, West, Osborn  
NOES: None  
ABSTAIN: None  
ABSENT: Evans, Stark

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:03 P.M.

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Fred D. West, Secretary

MINUTES  
SPECIAL MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SEPTEMBER 3, 1992

- CALL TO ORDER** The Special Meeting of the Placentia Library District Board of Trustees was called to order at 12:11 P.M. by President Peggy Dinsmore.
- ROLL CALL**
- Members Present:** President Peggy Dinsmore; Trustee Ray Evans, Trustee Saundra Stark; and Library Director Elizabeth Minter.
- Members Absent:** Secretary Fred West (excused), and Trustee Bob Osborn (excused).
- Others Present:** Assistant Library Director Sal Addotta; Principal Librarian Suad Ammar, Administrative Assistant Charlene Dumitru; and Placentia News Times Reporter Pamela Krebs.
- ORAL COMMUNICATIONS** None
- STATE BUDGET** Library Director Minter reported on the implications of the California State Budget on Library funding and discussion took place on ways in which a loss of funds could be managed for Fiscal Year 1992-93.
- Direction was given to continue consideration of this matter at the Regular Board of Trustees Meeting of September 21, 1992.
- ADJOURNMENT** The Special Meeting Of the Placentia Library Board of Trustees was adjourned at 1:00 P.M.

MINUTES

MEETING OF BOARD OF DIRECTORS

OF

LITERACY VOLUNTEERS OF AMERICA - PLACENTIA

1. CALL TO ORDER. A meeting of the Board of Directors of Literacy Volunteers of America - Placentia was called to order by Diane Hagstrand, Vice President, at 5:50 p.m. on Wednesday, August 5, 1992 in the Placentia Library Conference Room.

The following directors were present:

Lotte Gopalakrishnan  
Diane Hagstrand  
Valarie Harris  
Leslie Moreau  
Maria Moreno (beginning with Agenda item 5)  
Jess Ramirez

The following directors were absent:

Peggy Dinsmore (excused)  
Steve McLean (unexcused)  
Alex Moreno (unexcused)  
Evelyn Young (unexcused)

Melanie Daniels, Literacy Coordinator; Maria Cedillo and Esther Guzman from the Student Support Group; and Hung Tran, referred to LVA-Placentia by the Volunteer Center, were also present.

The directors discussed interpretation of the newly revised by-law provision regarding absences. It was decided that the count would begin anew for each term. Because this is the last meeting of directors for the 1991-92 term, and the three directors with excessive unexcused absences were not standing for re-election, enforcement of the bylaw would commence beginning with the September meeting, the first meeting of the 1992-93 term.

2. APPROVAL OF THE MINUTES. The minutes of the July 8, 1992 meeting were circulated prior to the meeting for review by the Directors. Upon motion and second, the minutes were approved as read.

3. TREASURER'S REPORT. Lotte Gopalakrishnan reported for the period July 8, 1992 through August 5, 1992 (reference Exhibit 1 to these minutes). The balance on hand at August 5 increased to \$2,666.35 due to receipt of funds raised during the 1992 Human Race.

August 5, 1992

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Upon motion and second, the Treasurer's Report was approved as presented.

Upon motion, second and unanimous approval, the expenditure limit for the purchase of a banner and pins from LVA-National was increased from \$100 to \$175.50.

4. COORDINATOR'S REPORT. Melanie Daniels' report is included in these minutes as Exhibit 2. Melanie reviewed with the directors the following:

- A. Program Statistics.
- B. July Activities.
  - 1) Student Support Group Picnic.
  - 2) Tutor Training Workshop.
- C. Office Staff.
- D. Network Activity.
- E. Newsletter. The deadline for the September/October issue is August 14.
- F. Upcoming Activities.
  - 1) Orton Dyslexia Society presentation  
Tuesday, September 1, 7:00-8:30 p.m.  
Library meeting room.
  - 2) Annual Meeting/recognition event  
Tuesday, September 8, 7:00 - 9:00 p.m.  
Library meeting room.
  - 3) Student Support Group meeting  
Saturday, September 12, 10:00 - Noon.
  - 4) Tutor in-service  
Wednesday, September 16, 2:00-4:00 p.m.
  - 5) Tutor Training Workshop  
begins Monday, September 21, 6:00 - 9:00 p.m.

5. LEGISLATIVE INFORMANT REPORT. Melanie Daniels distributed copies of a legislative alert concerning funding circulated by Placentia Library District. See Exhibit 3.

August 5, 1992

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6. STUDENT REPRESENTATIVE REPORT. Jess Ramirez reported on the Student Support Group meeting held August 4. The directors indicated general support for the group's activities and will address specific funding requests as they are presented by the group.

Upon motion, second and unanimous approval, up to \$400 of the current \$500 balance in the David E. Snow Scholarship Fund is allocated for use by students attending the California Literacy Conference in Sacramento in September, 1992 and/or the National Conference in Denver in November, 1992 for conference-related expenses including travel, lodging and conference fees.

At its next meeting the Student Support Group will address allocation of the funds among conference participants and make its recommendation at the September directors meeting. Students receiving scholarship funds are expected to share their experiences in some form upon their return.

7. COMMITTEE REPORTS.

A. Nominating Committee. Leslie Moreau reported that this committee met July 28 to finalize proposed nominations and draft the formal mailing to the nominees. Six incumbent nominee packages were mailed July 31; three non-incumbent nominee packages were mailed August 4. Completed information sheets are due from the nominees by August 15.

Leslie then presented a worksheet of officer and committee positions and the incumbent nominees indicated their areas of interest.

Follow-up with other potential volunteers is continuing.

B. Resource Development Committee.

Referencing the Treasurer's report, the \$292.50 raised through our participation in the 1992 Human Race has been received.

Most of the affiliates in Orange County will participate in the February, 1993 Bowl-A-Thon.

C. Annual Meeting Committee. This ad-hoc committee will meet August 11 at 6:00 p.m. at the Library to discuss proposed writing contest judges, readers and prizes, refreshments and awards, and the election of officers and directors. Its members are Melanie Daniels, Lotte Gopalakrishnan, Diane Hagstrand, Valarie Harris, Leslie Moreau, and Jess Ramirez.

August 5, 1992

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8. OLD BUSINESS.

A. Placentia Heritage Days. Valarie Harris will attend the next planning meeting for this October event. We will attempt to have the LVA-Placentia brochure ready for distribution at the event.

9. NEW BUSINESS.

A. Melanie Daniels reviewed with the directors correspondence from LVA-National regarding affiliate contributions. Reference Exhibit 4. Discussion was tabled until after the Annual Meeting.

B. Melanie also discussed with the directors correspondence from LVA-California about the gift card campaign. Reference Exhibit 5. Further discussion was tabled until after the Annual Meeting.

10. NEXT MEETING. The next meeting of the Board of Directors is scheduled for Tuesday, September 8, 1992 following the Annual Meeting.

11. ADJOURNMENT. There being no further business before the Directors, the meeting was adjourned at 8:20 p.m.

\_\_\_\_\_  
Leslie Moreau, Secretary

Approved:

\_\_\_\_\_  
Absent  
Steve McLean

\_\_\_\_\_  
Absent  
Peggy Dinsmore

\_\_\_\_\_  
Lotte Gopalakrishnan

\_\_\_\_\_  
Diane Hagstrand

\_\_\_\_\_  
Valarie Harris

\_\_\_\_\_  
Maria Moreno

\_\_\_\_\_  
Absent  
Alexandro Moreno

\_\_\_\_\_  
Jess G. Ramirez

\_\_\_\_\_  
Absent  
Evelyn Young



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims in Excess of \$300.00  
September 21, 1992

DATE		AMOUNT
Sep 21, 1992	1 Fund 5071	\$45,460.47
	2 Fund 5061	<u>\$35,900.00</u>
	TOTAL	<u>\$81,360.47</u>

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5061.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
First Interstate Bank of California Corporate Trust Dept., W11-1 707 Wilshire Blvd. Los Angeles, CA 90017 Attn: Teresa Fructuoso	Aug 24, 1992	semi-annual	Base Rental payment	35,900.00	220-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$35,900.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
FIRST AMERICAN TRUST CO. 421 N. Main St. Santa Ana, CA 92702	Sep 14, 1992	yr. end. Jun 30, 1992		45,460.47	020-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$45,460.47 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
September 21, 1992

DATE		AMOUNT
Aug 27, 1992	1	\$5,021.17
Sep 03, 1992	2	\$1,602.43
Sep 10, 1992	3	<u>\$271.93</u>
	TOTAL	<u>\$6,895.53</u>

DATE: Aug 27, 1992  
Report No. 2023

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMEIRCA P.O. Box 5049 Chatsworth, CA 91313-5049	Aug 22, 1992	September		4,382.50	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Aug 17, 1992 Aug 17, 1992	528-1906 528-8236	200.98 32.71	233.69	070-000	
Competitive Ribbons/Supplies P.O. Box 6189 R.P.V., CA 90732	Aug 21, 1992	3200		336.23	180-000	
DATA RESEARCH, INC. P.O. Box 490 Rosemount, MN 55068	Apr 03, 1992	829485		68.75	240-004	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$5,021.17 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

DATE: Sep 03, 1992  
Report No. 2024

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Aug 19, 1992	996-2865		12.32	070-000	
S M GENERAL 3410-L W. Mac Arthur Blvd. Santa Ana, CA 92704	Aug 30, 1992	5800		1,091.52	140-000	
PURITUN WATER CO. 1080 So. Cypress Unit D. La Habra, CA 90631	Aug 24, 1992	September		24.95	180-000	
STAPLES Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Aug 12, 1992	012834	250.81			
	Aug 19, 1992	019187	26.93			
	Aug 26, 1992	026880	25.08			
	Aug 26, 1992	026816		302.82	180-000	
				16.76	180-008	
				319.58	Total	
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Aug 25, 1992	Jul 21, 1992- Aug 18, 1992		154.06	280-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$1,602.43 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Sep 10, 1992  
Report No. 2025

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CNA Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Sep 09, 1992	August		211.27	032-000	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Aug 24, 1992	7116		9.91	180-008	
CARE RESOURCES, INC. 23840 Hawthorne Blvd., #100 Torrance, CA 90505	Sep 01, 1992	September		50.75	190-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$271.93 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll Dated September 21, 1992  
September 21, 1992

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$4,066.76</u>
Subtotal for Immediately		\$4,066.76
Regular	1	\$9,277.50
	2	\$1,903.39
	3	\$1,664.14
	4	\$1,985.00
	5	<u>\$1,250.71</u>
Subtotal for Payments		\$20,147.50
Payroll	2033	\$30,145.00
	2034	<u>\$30,145.00</u>
Subtotal for Payroll		\$60,290.00
	TOTAL	<u>\$80,437.50</u>

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CAREAMERICA P.O. Box 5049 Chatsworth, CA 91313-5049	Sep 01, 1992	adjustment fees for Aug, Sep 1992		50.00	030-000	
California Vision Service P.O. Box 45210 San Francisco, CA 94145-5210 Attn: Accounting	Aug 24, 1992	September		155.44	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Sep 04, 1992	September		460.32	030-000	
Employment Development Dept. P.O. Box 826219 Sacramento, CA 94230-62190614 ATTN: Cashier-RB	Sep 17, 1992	per. end. Jun 30, 1992		1,819.77	031-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Sep 07, 1992	251-5376 251-5377 524-8408	88.41 88.41 69.12	176.82 69.12 245.94	070-000 070-008 Total	
KINKO'S P.O. Box 4074 Fullerton, CA 92634-4074	Sep 02, 1992 Sep 08, 1992 Sep 16, 1992 Sep 17, 1992	16406 2319 7051 2314	69.50 85.45 12.93 25.86	193.74	180-008	
California School Book Fairs 5235 E. Hunter Ave. Ste. #A Anahelm, CA 92807-2700	May 22, 1992	7555		1,090.80	180-009	
CARE RESOURCES 23840 Hawthorne Blvd., #100 Torrance, CA 90505	Sep 17, 1992	October		50.75	190-000	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$4,066.76 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

DATE: Sep 21, 1992  
Report No. 2027

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BRODART AUTOMATION P.O. Box 3488 Williamsport, PA 17705	Jul 24, 1992	A12612	423.82			
	Aug 27, 1992	A12854	208.32			
	Aug 27, 1992	A12855	(431.00)	201.14	070-005	
BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Sep 01, 1992	22519		117.42	140-000	
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Aug 27, 1992	22844/July	1,708.99		140-000	
			6,272.41		280-000	
			<del>9,981.40</del>	7,981.40	Total	
American Library Association 50 E. Huron St. Chicago, IL 60611-2795	Aug 13, 1992	012623		20.75	180-000	
B & C COMPUTER ENGINEERING 1005 S. Ortega Way Placentia, CA 92670	Aug 14, 1992	920395		77.58	180-000	
J C PAPER P.O. Box 848 San Jose, CA 95106-0848	Sep 10, 1992	81126308	14.08			
	Sep 03, 1992	81126224	53.05	67.13	180-000	
UPSTART Box 889 Hagerstown, MD 21741-0889	Aug 21, 1992	317977	79.85			
	Sep 03, 1992	317977-1	11.50	91.35	180-000	
SMILE MAKERS P.O.Box 2543 Spartanburg, SC 29304	Aug 17, 1992	308733		54.95	180-000	
MINO-MICROGRAPHICS 4110 Rio Bravo, Ste. 201 El Paso, TX 79902	Sep 09, 1992	6817000SM		48.49	180-000	
DEMCO P.O. Box 7488 Madison, WI 53707	Aug 14, 1992	D398191	8.24			
	Sep 03, 1992	D414321	636.65			
	Sep 09, 1992	D414321	(61.09)			
	Sep 11, 1992	D421264	33.49	617.29	180-000	

The claims listed above (totaling \$9,277.50 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
TRUTH N TAPE P.O. Box 776 Shawnee Mission, KS 66201	Aug 14, 1992	107385		30.00	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Aug 17, 1992	312483		139.69	180-000	
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Aug 21, 1992	617725		28.38	180-000	
TEACH 'EM 160 E. Illinois St. Chicago, IL 60611	Aug 20, 1992	ALA-877		26.00	180-000	
Anderson, Lynn, Bezlich, Munson & Cronick 1661 E. Chapman Ave. Fullerton, CA 92631-4097	Aug 31, 1992	yr. end. Jun 30, 1992		1,000.00	190-000	
✓ PACIFIC CLIPPINGS Box 11789 Santa Ana, Ca 92711	Aug 31, 1992	August		30.71	190-000	
M D MEDICAL CLINICS 1300 N. Kraemer Blvd. Anaheim, Ca 92806	Sep 02, 1992	Garrett, Reynoso		81.00	190-000	
Placentia Chamber of Commerce 201 E. Yorba Linda, CA 92670 Placentia, CA 92670	Sep 16, 1992	3rd. qtr. advertising		120.00	190-008	
GOLDEN WEST PUBLISHING P.O. Box 11969 Santa Ana, CA 92711-1969	Aug 01, 1992	legal notice	39.61			
	Aug 01, 1992	legal notice	4.66			
	Aug 01, 1992	legal notice	27.96	72.23	200-000	
SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Aug 21, 1992	235041		375.38	240-001	

The claims listed above (totaling \$1,903.39 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Aug 07, 1992 Aug 14, 1992 May 22, 1992	0469001 0503001 1896001	58.83 37.28 127.10	223.21	240-001	
CORPORATE JOBS OUTLOOK P.O. Drawer 100 Boerne, TX 78006	Aug 26, 1992	annual subscription		143.99	240-001	
INGRAM P.O. Box 845361 Dallas, TX 85294-5371	Sep 08, 1992 Sep 08, 1992	23229007 23229008	17.75 16.71	34.46	240-001	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Aug 11, 1992	LI045950		1,008.35	240-001	
MERION ASSOCIATES P.O. Box 409 Exton, PA 19341	Aug 12, 1992	1004		43.90	240-002	
NSTRUCTIONAL VIDEO, INC. 727 "O" Street Lincoln, NE 68508	Aug 21, 1992	05119		92.95	240-002	
International Video Network 2242 Camino Ramon San Ramon, CA 94583-1352	Aug 07, 1992	44539		28.95	240-002	
FACTS ON FILE 460 Park Avenue South New York, NY 10016	Aug 28, 1992	10047		40.92	240-004	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Aug 13, 1992 Jun 09, 1992 Aug 31, 1992	29858 4636 32682	11.90 5.95 17.85	35.70	240-005	
JEANNINE WALTERS 411 E. Chapman Ave. Placentia, CA 92670	Aug 26, 1992	travel reimb.		11.71	270-000	

The claims listed above (totaling \$1,664.14 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Aug 25, 1992	22841		1,985.00	180-000	

The claims listed above (totaling \$1,985.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Sep 21, 1992	petty cash	161.59		180-000	
			236.43		183-000	
			87.00		183-008	
			55.00		190-000	
			(5.00)		240-001	
			715.69		270-000	
				1,250.71		

The claims listed above (totaling \$1,250.71 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_

CLAIMS TRANSMITTED FOR PAYMENT  
 Placentia Library District  
 411 East Chapman Avenue  
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Sep 21, 1992	Pay # 7 Sep 18, 1992- Oct 01, 1992	28,000.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	2,145.00	30,145.00	020-000 TOTAL	

PLEASE WIRE ON FRIDAY, October 2, 1992!!

The claims listed above (totaling \$30,145.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



CLAIMS TRANSMITTED FOR PAYMENT  
 Placentia Library District  
 411 East Chapman Avenue  
 Placentia, CA 92670

The Orange County Auditor is authorized to draw his Warrant  
 from FUND # 5071.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	Sep 21, 1992	Pay # 8	28,000.00		010-000	
		Oct 02, 1992-				
		Oct 15, 1992				
Account # 07605-80156 Route # 121000358		FICA	2,145.00		020-000	
				30,145.00	TOTAL	

PLEASE WIRE ON FRIDAY, October 16, 1992!!

The claims listed above (totaling \$30,145.00 ) are approved for payment pursuant to an order entered in the minutes of the Placentia Library District Board of Trustees and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

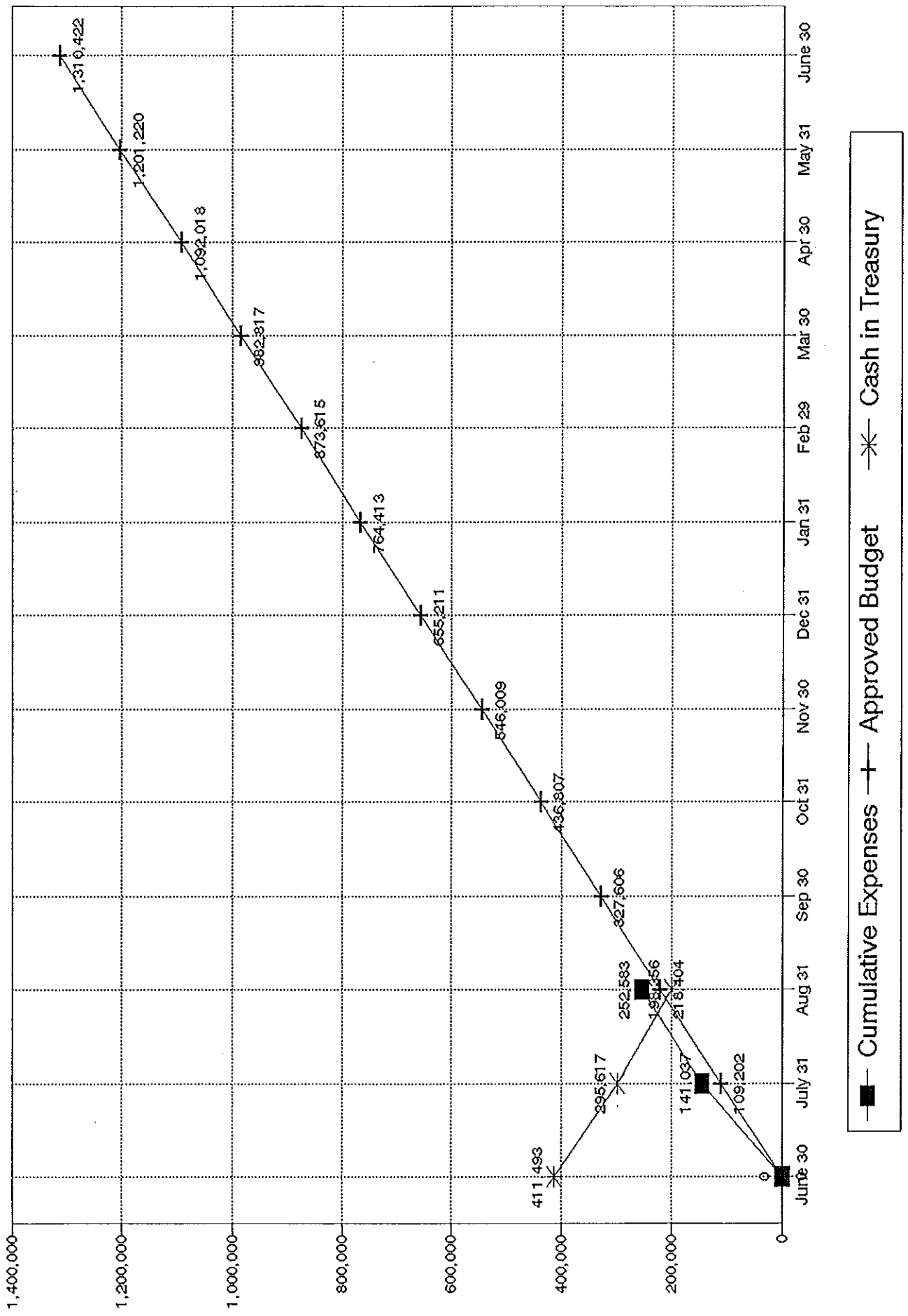
Approved By \_\_\_\_\_

Countersigned By \_\_\_\_\_

Attested and/or Countersigned By \_\_\_\_\_



# PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1992-93 BUDGET



■ Cumulative Expenses —+— Approved Budget —\*— Cash in Treasury

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 16, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 AUG 1992	FY1991-92 AUG 1991	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	0.00	0.00	0.00	0.00	0.00%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - CURRENT SECURED	992,800.00	0.00	0.00	0.00	0.00	0.00%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	0.00	0.00	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	0.00	0.00	0.00	0.00	0.00%
623-011		1,500.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR SECURED	40,000.00	17,820.05	13,503.07	0.00	0.00	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	12,963.01	23,108.17	12,117.84	20,948.11	25.93%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-000	Interest	30,000.00	0.00	0.00	0.00	0.00	0.00%
661-623	TOTAL INTEREST	30,250.00	0.00	0.00	0.00	0.00	0.00%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	0.00	0.00	0.00	0.00	0.00%
697-001	State - CA Foundation Funds	16,217.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	10,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	9,255.00	0.00	0.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	0.00%
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER	55,472.00	0.00	0.00	0.00	0.00	0.00%
781-503	Transfer from Other Library Funds	0.00	0.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	2,159.48	0.00	2,159.48	0.00	7.20%
787-001	Outlawed warrant - 6 months	0.00	8.00	0.00	8.00	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	2,167.48	0.00	2,167.48	0.00	7.22%
	5071 FUND TOTAL	1,310,422.00	39,446.32	41,466.24	14,285.32	20,948.11	3.01%

PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 16, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 AUG 1992	FY1991-92 AUG 1991	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	0.00	0.00	0.00	0.00	0.00%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	0.00	0.00	0.00	0.00	0.00%
622-000	PROP. TAXES - CURRENT UNSECURED	78,000.00	0.00	0.00	0.00	0.00	0.00%
623-000	Prop. Taxes - Prior Secured	0.00	0.00	0.00	0.00	0.00	
623-001	Secured final apportionment	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-002	Secured prior years	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-010		500.00	0.00	0.00	0.00	0.00	0.00%
623-011	TOTAL PROP. TAXES - PRIOR SECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL PROP. TAXES - PRIOR UNSECURED	40,000.00	17,820.05	13,503.07	0.00	0.00	44.55%
624-000	TOTAL PROP. TAXES PRIOR UNSECURED	1,500.00	0.00	0.00	0.00	0.00	0.00%
626-000	Penalties & Costs - delinquent taxes	0.00	0.00	0.00	0.00	0.00	
626-623	TOTAL PENALTIES & COSTS DELINQUENT TAXES	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
630-000	PROP. TAXES SUPPLEMENTAL - PRIOR	50,000.00	12,963.01	23,108.17	12,117.84	20,948.11	25.93%
661-000	Interest	4,500.00	4,938.99	3,703.65	0.00	0.00	109.76%
661-623	TOTAL INTEREST	30,000.00	0.00	0.00	0.00	0.00	0.00%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	250.00	0.00	0.00	0.00	0.00	0.00%
697-000	State - ILL & Direct Loan Reimbursement	30,250.00	0.00	0.00	0.00	0.00	0.00%
697-001	State - CA Foundation Funds	21,400.00	0.00	0.00	0.00	0.00	0.00%
697-002	State - CA Literacy Campaign	20,000.00	0.00	0.00	0.00	0.00	0.00%
697-003	State - Family Literacy	16,217.00	0.00	0.00	0.00	0.00	0.00%
697-004	State - Grandparents & Books	7,10,000.00	0.00	0.00	0.00	0.00	0.00%
697-007	State-Timber Yield Apport	9,255.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER	55,472.00	0.00	0.00	0.00	0.00	0.00%
781-503	Transfer from Other Library Funds	0.00	0.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	2,159.48	0.00	2,159.48	0.00	7.20%
787-001	Outlawed warrant - 6 months	0.00	8.00	0.00	8.00	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	2,167.48	0.00	2,167.48	0.00	7.22%
	5071 FUND TOTAL	1,310,422.00	39,446.32	41,466.24	14,285.32	20,948.11	3.01%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
September 16, 1992

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 AUG 1992	FY1991-92 AUG 1991	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	115,620.00	113,600.00	56,000.00	63,600.00	15.73%
020-000	Retirement	107,075.00	8,815.00	8,000.00	4,290.00	4,000.00	8.23%
030-000	Health Insurance/Care America	36,200.00	9,763.52	6,486.62	3,445.42	3,243.31	26.97%
	Vision Service Plan	2,250.00	326.40	361.44	326.40	180.72	14.51%
	Dental	6,600.00	979.24	1,026.28	979.24	554.66	14.84%
	Total Employee Insurance	45,050.00	11,069.16	7,874.34	4,751.06	3,978.69	24.57%
031-000	Unemployment Insurance	1,750.00	(1,503.08)	136.00	(1,503.08)	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	419.58	422.54	211.27	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	134,420.66	130,032.88	63,749.25	71,789.96	14.99%
070-000	Communications	6,200.00	815.89	727.86	394.42	270.62	13.16%
070-005	Communications - Computer	0.00	423.82	0.00	423.82	0.00	13.38%
070-008	Communications - Literacy	1,200.00	160.58	267.19	160.58	0.00	18.92%
	Total Communications	7,400.00	1,400.29	995.05	978.82	270.62	0.00%
090-000	Food	200.00	0.00	0.00	0.00	0.00	0.00%
090-009	Food - Family Literacy	0.00	32.26	0.00	0.00	0.00	16.13%
	Total Food	200.00	32.26	0.00	0.00	0.00	25.25%
100-000	Household Expense	4,500.00	1,136.17	504.27	612.29	504.27	0.00%
110-000	Insurance	16,500.00	0.00	0.00	0.00	0.00	23.13%
130-000	Maintenance of Equipment	7,500.00	1,735.00	3,514.13	0.00	2,749.76	46.32%
	HVAC	8,000.00	3,705.23	234.42	117.43	117.00	16.22%
	Carpet Cleaning	5,950.00	964.85	0.00	964.85	0.00	6.87%
	Groundskeeping, City of Placentia	23,000.00	3,802.50	5,889.28	3,802.50	2,063.67	6.00%
	Plumbing	750.00	51.50	0.00	0.00	0.00	15.92%
	Electrical	2,250.00	135.00	182.25	135.00	0.00	0.00%
	Cleaning Service	14,000.00	2,228.52	2,183.04	1,091.52	1,091.52	0.00%
	Locksmith	500.00	0.00	0.00	0.00	0.00	0.00%
	Other	500.00	0.00	0.00	0.00	0.00	19.81%
140-000	Total Maintenance of Building & Grounds	54,950.00	10,987.60	8,488.99	6,111.30	3,272.19	2.43%
160-000	Memberships	3,500.00	85.00	50.00	85.00	50.00	
170-000	Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	

after 3,500 in  
for the book change  
application in capital  
for new membership

16%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 AUG	FY1991-92 AUG	FY1991-92 % OF BUD	FY93 YTD % OF BUD
180-000	Library Supplies	4,000.00	2,233.29	1,078.98	1,701.71	48.49	55.83%	
	Printing	11,000.00	729.87	131.86	265.48	131.86	6.64%	
	EZ Copy - copy cards for sale to patrons	1,750.00	247.50	253.00	0.00	253.00	14.14%	(1,000)
	Publications	650.00	0.00	0.00	0.00	0.00	0.00%	
	Paper	300.00	95.91	3.92	0.00	0.00	31.97%	
	Drinking Water Service	350.00	49.90	49.90	24.95	24.95	14.26%	
	Other Office Supplies	8,000.00	1,316.34	(133.21)	878.24	(238.25)	16.45%	
	Total Office Supply Expense	26,050.00	4,672.81	1,384.45	2,870.38	220.05	17.94%	
180-007	Grandparents & Books Supply Expense	0.00	0.00	0.00	0.00	0.00		
	Printing	2,000.00	198.45	0.00	198.45	0.00	9.92%	
	Publications	200.00	0.00	0.00	0.00	0.00	0.00%	
	Paper	100.00	0.00	0.00	0.00	0.00	0.00%	
	Other Office Supplies	500.00	126.47	12.07	108.82	0.00	25.29%	
	Total Literacy Office supply expense	2,800.00	324.92	12.07	307.27	0.00	11.60%	
180-009	Family Literacy Supply Expense	500.00	1,294.21	0.00	0.00	0.00	258.84%	
	Total Office Expense	29,350.00	6,291.94	1,396.52	3,177.65	220.05	21.44%	
183-000	Postage Expense	1,500.00	455.68	46.69	455.68	46.69	30.38%	
183-008	Postage Expense - Literacy	500.00	87.00	0.00	87.00	0.00	17.40%	
	Total Postage Expense	2,000.00	542.68	46.69	542.68	46.69	27.13%	
	Care Resources (Employee Assistance)	650.00	101.50	0.00	50.75	0.00	15.62%	
	Pension Contribution & Operating Expenses	4,000.00	566.88	374.70	566.88	374.70	14.17%	(1,000)
	Anaheim Library	30,000.00	4,985.98	2,716.00	4,369.98	1,196.00	16.62%	
	Clipping Service	400.00	61.42	61.42	30.71	30.71	15.36%	
	Tax Collection Services & Fees by Orange County	600.00	32.77	36.64	0.00	0.00	5.46%	
	Advertising	750.00	0.00	0.00	0.00	0.00	0.00%	
	Medical Exams	750.00	81.00	81.00	0.00	0.00	10.80%	
	Collection Services	1,750.00	0.00	0.00	0.00	0.00	0.00%	
	Audit	3,000.00	0.00	0.00	0.00	0.00	0.00%	
	Payroll Preparation	4,000.00	980.49	0.00	0.00	0.00	24.51%	(13,000)
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%	(1,000)
	Staff Training in Library	1,000.00	0.00	0.00	0.00	0.00	0.00%	
	Other	500.00	50.00	1,339.66	50.00	0.00	10.00%	
	Total Specialized Services	60,400.00	6,860.04	4,609.42	5,068.32	1,601.41	11.36%	
190-001	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00		
190-008	Specialized Services - Literacy	2,250.00	0.00	1,199.07	0.00	0.00	0.00%	
190-009	Specialized Services - Family Literacy	1,500.00	812.00	0.00	812.00	0.00	54.13%	
190-018	Tax Collection Services & Fees by Orange County	15,000.00	15.67	0.00	0.00	0.00	0.10%	
	Total Specialized Services	79,150.00	7,687.71	5,808.49	5,880.32	1,601.41	9.71%	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 AUG 1992	FY1991-92 AUG 1991	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	127.00	0.00	127.00	0.00	25.40%
210-000	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	
220-000	Semi-Annual Bond Payment	0.00	0.00	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	0.00	14.95	0.00	4.98%
240-001	Special Department Expense- Books	85,747.00	55,267.34	20,442.10	9,710.36	13,229.09	64.45%
240-002	Special Department Expense - Video	10,000.00	0.00	1,642.83	0.00	28.46	0.00%
240-003	Special Department Expense - City of Anaheim	0.00	0.00	3,776.83	0.00	0.00	
240-004	Special Department Expense - Periodicals	27,500.00	15,938.53	355.62	6,475.27	0.00	57.96%
240-005	Special Department Expense - Audio	5,000.00	1,336.29	2,312.59	89.61	1,544.70	26.73%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	22.03	0.00	0.00	0.00	6.29%
	Total Special Department Expense	128,897.00	72,579.14	28,529.97	16,290.19	14,802.25	56.31%
260-000	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	2,497.16	30.25	1,876.57	25.00	49.94%
270-008	Transportation/Travel - Meetings - Literacy	500.00	354.00	0.00	354.00	0.00	70.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	420.00	0.00	0.00	0.00	420.00%
	Total Transportation/Travel - Meetings	5,600.00	3,271.16	30.25	2,230.57	25.00	58.41%
280-000	Electricity	63,000.00	11,059.62	12,135.63	11,059.62	5,515.40	17.55%
	Gas	6,250.00	999.96	891.39	531.23	255.03	16.00%
	Water	1,750.00	327.04	215.86	170.38	116.06	18.69%
	Total Utilities	71,000.00	12,386.62	13,242.88	11,761.23	5,886.49	17.45%
	TOTAL SUPPLIES & SERVICES	411,047.00	118,162.57	62,607.24	47,797.05	29,428.73	28.75%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	0.00	0.00	0.00	0.00	0.00%
400-000	Equipment	0.00	0.00	0.00	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	0.00	0.00	0.00	
400-111	Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
	Total Equipment	1,000.00	0.00	297.14	0.00	0.00	0.00%
420-000	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	297.14	0.00	0.00	0.00%
	TOTAL EXPENSES	1,310,422.00	252,583.23	192,937.26	111,546.30	101,218.69	19.27%
	Total 007 - Grandparents & Books	0.00	0.00	0.00	0.00	0.00	
	Total 008 - Literacy	7,250.00	926.50	1,473.33	908.85	0.00	12.78%
	Total 009 - Family Literacy	2,450.00	2,580.50	0.00	812.00	0.00	105.33%

16.6%

10.6%



Placentia Library District  
Balance Sheet

August 31, 1992

Assets

General Fund	2,284.08	
Literacy Fund	6,929.97	
County Exempt	4,706.25	
Payroll Account	9,813.21	
Savings (P/R Support)	5,454.75	
Savings (P/R Fees)	117.41	
Certificates of Deposit	20,000.00	
Petty Cash/Change	0.00	
Total Assets		49,305.67

Liabilities

Manual Payroll Checks	(206.33)	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	15.00	
Insurance Payable	0.00	
Credit Union Payable	(737.25)	
Union Dues Payable	(44.50)	
Other Employee Deductions	519.34	
Total Liabilities		(645.66)

Capital

Fund Balance	49,951.33	
Total Capital		49,951.33
Total Liabilities and Capital		49,305.67



PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 2657-00860  
General Fund Petty Cash

August, 1992

Prepared 09/15/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				2,332.88
Checks Out				
	3425	9.50		
	3486	125.00		
TOTALS		134.50	0.00	
CHECKBOOK BAL				2,198.38

*EDMunk*  
*9-15-92*

08/31/92

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 93 Period 2  
 General Fund

Page 1

Check	Date	Payee	Amount
3480	08/07/92	O.C. Auditor 0-5102-01 Transfers to County	4,214.70
			4,214.70
3481	08/07/92	E. D. Minter 0-5114-01 Office Expense (180) 0-5116-01 Postage (183)	81.20
			45.10
			36.10
3482	08/13/92	U.S. Postmaster 0-5116-01 Postage (183)	143.50
			143.50
3483	08/17/92	Cal State Univ. - Fu 0-5122-01 Transportation & Travel (270)	205.00
			205.00
3484	08/19/92	CSDA Registration 0-5122-01 Transportation & Travel (270)	206.25
			206.25
3485	08/19/92	San Diego Hilton 0-5122-01 Transportation & Travel (270)	119.90
			119.90
3486	08/26/92	CSDA Registration 0-5122-01 Transportation & Travel (270)	125.00
			125.00
Checkbook 1 Total			5,095.55

08/31/92

Placentia Library District  
Cash Disbursements  
S U M M A R Y

Page 2

For Fiscal Year 93, Period 2 through Fiscal Year 93, Period 2

Account Name	Total
0-5102-01 Transfers to County	4,214.70
0-5114-01 Office Expense (180)	45.10
0-5116-01 Postage (183)	179.60
0-5122-01 Transportation & Travel (270)	656.15
	-----
	5,095.55
	=====



PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 0938-15439  
Literacy Account

August, 1992

Prepared 09/15/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,929.97
Checks Out		0.00		
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,929.97

*Edmund  
7-15-92*

08/31/92

Placentia Library District  
Cash Disbursements  
S U M M A R Y

Page 1

For Fiscal Year 93, Period 2 through Fiscal Year 93, Period 2

Account Name

Total

-----  
\* \* N O A C T I V I T Y \* \*



PLACENTIA LIBRARY DISTRICT  
Bank Reconciliation for Sanwa Bank Account 2658-00932  
County Exempt Account

August, 1992

Prepared 09/15/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,387.05
Checks Out				
707	08/28/92	532.20		
708	08/28/92	140.08		
TOTALS		672.28	0.00	
CHECKBOOK BAL				4,714.77

*Ernesto*  
9-15-92

08/31/92

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 93 Period 2  
 County Exempt

Page 1

Check	Date	Payee		Amount
699	08/01/92	VOID void		0.00
700	08/01/92	VOID void		0.00
701	08/17/92	Ellen Gruenbaum 0-5320-03 Gulf Arab Grant	165.00	165.00
702	08/17/92	Suad Ammar 0-5320-03 Gulf Arab Grant	73.04	73.04
703	08/17/92	O.C. Auditor 0-5302-03 Vend. Mach.-Repay Capital Equip.	400.00	400.00
704	08/17/92	A & R Wholesale 0-5304-03 Vending Machine Supplies	205.13	205.13
705	08/17/92	Buena Vista Pictures 0-5308-03 Children's Summer Reading Progra	84.00	84.00
706	08/25/92	Placentia Library (t 0-1010-00 General Fund	250.75	250.75
707	08/28/92	A & R Wholesale 0-5304-03 Vending Machine Supplies	532.20	532.20
708	08/28/92	ALS 0-5316-03 Friend's-Other Activities	140.08	140.08
Checkbook 3 Total				1,850.20

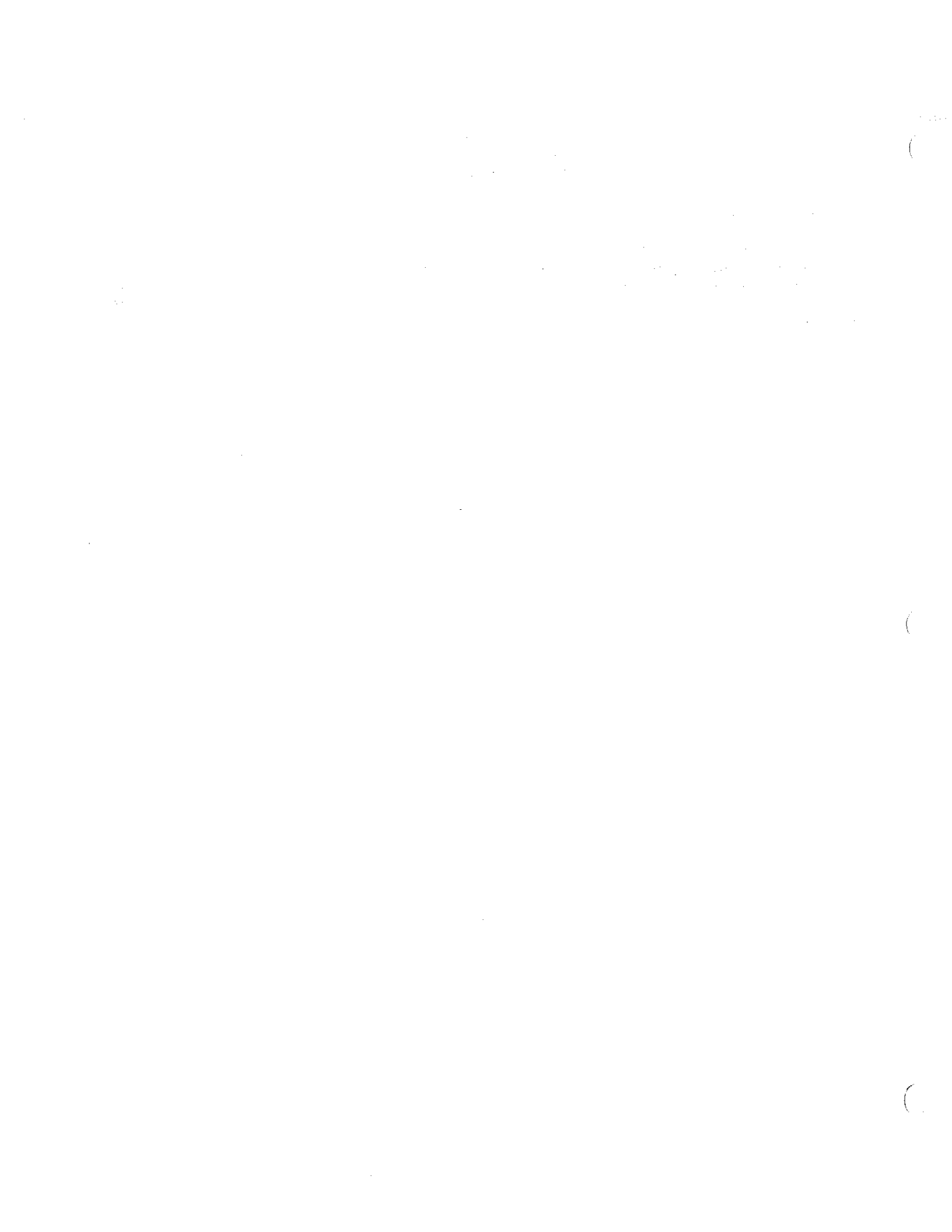
08/31/92

Placentia Library District  
Cash Disbursements  
S U M M A R Y

Page 2

For Fiscal Year 93, Period 2 through Fiscal Year 93, Period 2

Account Name	Total
0-1010-00 General Fund	250.75
0-5302-03 Vend. Mach.-Repay Capital Equip.	400.00
0-5304-03 Vending Machine Supplies	737.33
0-5308-03 Children's Summer Reading Program	84.00
0-5316-03 Friend's-Other Activities	140.08
0-5320-03 Gulf Arab Grant	238.04
	-----
	1,850.20
	=====



PLACENTIA LIBRARY DISTRICT  
Reconciliation for Bank of America Account 07605-80156  
Payroll

August, 1992

Prepared 09/15/92

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				10,455.86
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				10,455.86

*W. [unclear]  
9-15-92*

08/31/92

Placentia Library District  
Cash Disbursements  
SUMMARY

Page 1

For Fiscal Year 93, Period 2 through Fiscal Year 93, Period 2

Account Name

Total

-----  
\* \* N O A C T I V I T Y \* \*

TO: Library Board of Trustees

FROM: Karen Cushing, Library Assistant *KC*

DATE: September 16, 1992

SUBJECT: AUGUST, 1992, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR AUGUST 1992\*\*

\*\*Since the installation of the new Dynix computer system in June, Sal Addotta and myself have not been receiving the delinquent patron reports from Anaheim Central Library. Because of this, I have been unable to refer patrons with outstanding materials to Advanced Collection Systems. I will resume my collection duties as soon as Anaheim library is "caught up" with the installation of the new computer system and can furnish me with the information needed.





TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director  
 DATE: September 21, 1992  
 SUBJECT: AUGUST, 1992, VENDING MACHINE REPORT

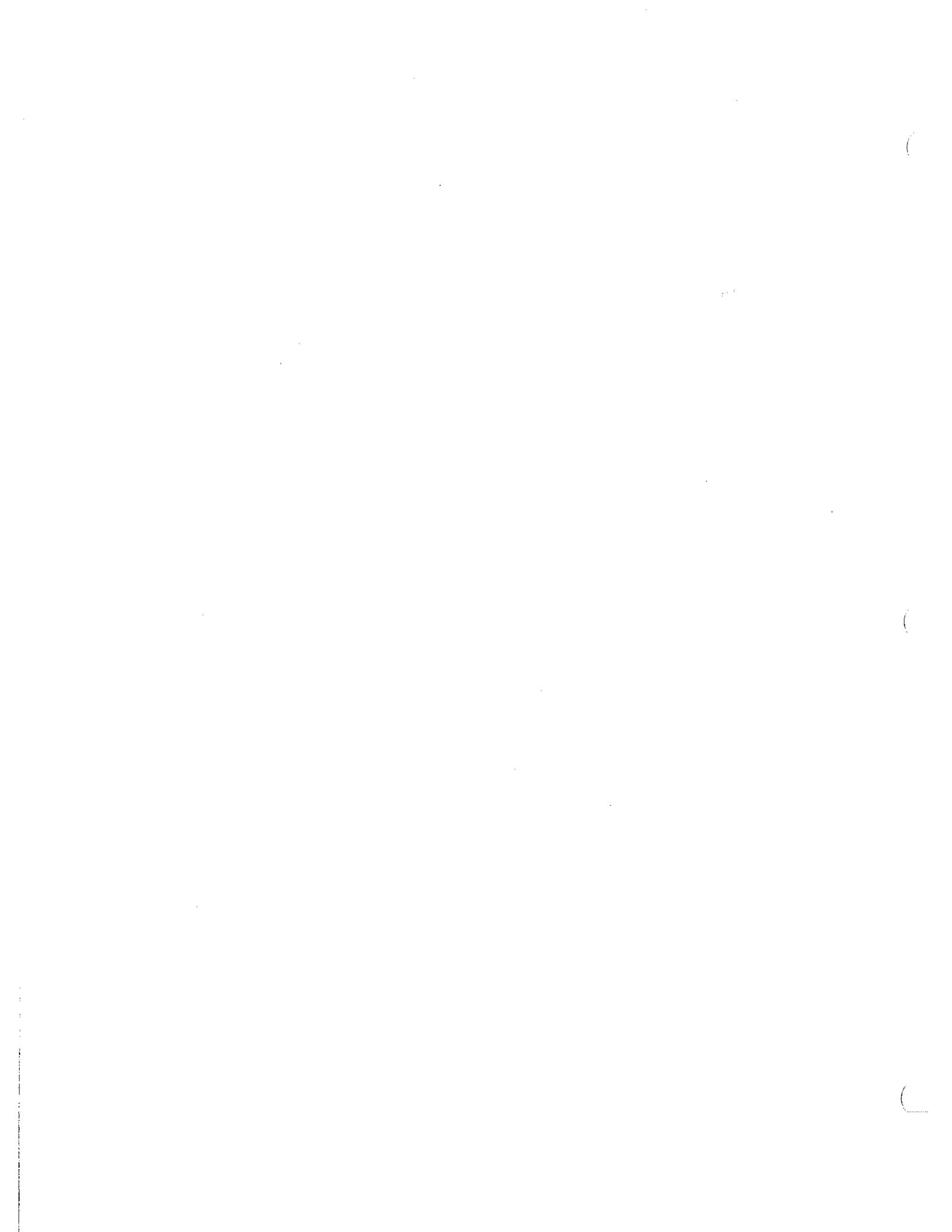
SUMMARY OF ACCOUNTS AUGUST 1-31, 1992

Beginning Balance 08/01/92		\$ 874.67
	<u>Income</u>	<u>Expend.</u>
Total Deposits	\$ 586.05	
Total Materials & Supplies		\$737.33
Total Repairs		0.00
Vend Machine Loan Payback	<u>                    </u>	<u>400.00</u>
	\$ 586.05	\$1,137.33
Ending Balance 08/31/92		<u>\$ 323.39</u>
Check to be issued 9/21/92		\$ 0.00

SUMMARY OF LOAN PAYBACK

Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 07/31/92	4,300.00
August Payment	<u>400.00</u>
August Balance 08/31/92	<u>\$3,900.00</u>

Prepared by: Charlene Dumitru



## PLACENTIA LIBRARY DISTRICT

## INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director  
 FROM: Dianne Jackson, Volunteer Coordinator *DJ*  
 DATE: September 13, 1992  
 SUBJECT: Monthly Volunteer Report

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## CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	AUGUST	TOTAL
Antley, Shauna	4.50	8.75
Deputy, Paul	12.50	4001.00
George Key School	0.00	722.25
Goldbaum, Mae	5.50	292.25
Grandparents and Books	9.50	63.75
Hsiao, Jon	9.25	22.75
JTPA students	216.00	395.50
Kim, Mark	2.00	19.25
Manalastes, Jennifer	7.50	91.75
Matsumoto, Joyce	14.50	145.00
ROP students - Jenny Duncan	115.50	1822.00
Siedentop, Nick	0.00	40.50
Vesely, Pat	1.50	245.50

## TEMPORARY VOLUNTEERS

Total 398.25

## LVA VOLUNTEERS

Literacy Volunteers Not available

-----  
 COMBINED TOTAL 447.00

REGULAR VOLUNTEERS are committed to an on-going program each week.

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.



TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: September 21, 1992  
SUBJECT: Personnel Report for August, 1992

RESIGNATIONS:

None

APPOINTMENTS:

Dan Garrett, Substitute Page (Circulation), August 22,  
1992

TERMINATIONS:

None

OPEN POSITIONS:

None

NOTE: Library Assistant Karen Cushing requested and has been granted leave without pay for 10 hours per week for 9 weeks, October 3 through November 28, 1992. A provisional appointment will be made for 8 hours per week to cover the supervisory responsibilities for the nine Saturdays which Ms. Cushing will be absent.

Prepared by: Charlene Dumitru



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: September 18, 1992  
SUBJECT: Building Maintenance Report for August, 1992

1. 3M Security System

Our new security system was installed early in the month and has been well received by the public and staff. Getting rid of the entrance and exit gates has made entering the library much more barrier-free. Many have commented on this positive aspect. This model system allows us to handle AV materials as any other material, a big operational plus. We are in the process of converting our Videos, CD's etc. to take full advantage of this capability.

2. New Office Copier

Our long awaited new office copier finally arrived, about six months later than first promised. The machine has several new features, such as automatic document feed, collation capability, double-sided copying and is faster than our former machine.





Analysis of Civic Center & Library Grounds & Parking Lot Maintenance Costs

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16, 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
May 1992	Jul 29, 1992	4,881.54	971.48	810.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.60

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51				7,981.40
Aug 1992								0.00
Sep 1992								0.00
Oct 1992								0.00
Nov 1992								0.00
Dec 1992								0.00
Jan 1993								0.00
Feb 1993								0.00
Mar 1993								0.00
Apr 1993								0.00
May 1993								0.00
Jun 1993								0.00
TOTAL		6,272.41	971.48	737.51	0.00	0.00	0.00	7,981.40
AVG		6,272.41	971.48	737.51	0.00	0.00	0.00	7,981.40

FY1990-1991	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	TOTAL DOLLARS SPENT			TOTAL 50% LIBRARY	
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992				0.00	0.00
Sep 1992				0.00	0.00
Oct 1992				0.00	0.00
Nov 1992				0.00	0.00
Dec 1992				0.00	0.00
Jan 1993				0.00	0.00
Feb 1993				0.00	0.00
Mar 1993				0.00	0.00
Apr 1993				0.00	0.00
May 1993				0.00	0.00
Jun 1993				0.00	0.00
TOTAL	1,180.60	275.00	19.41	1,475.01	737.51
AVG	1,180.60	275.00	19.41	1,475.01	737.51

FY1990-1991	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.64	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	159.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

FY1992-1993	DOLLARS BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992						0.00
Sep 1992						0.00
Oct 1992						0.00
Nov 1992						0.00
Dec 1992						0.00
Jan 1993						0.00
Feb 1993						0.00
Mar 1993						0.00
Apr 1993						0.00
May 1993						0.00
Jun 1993						0.00
TOTAL	125.32	149.46	47.02	0.00	858.80	1,180.60
AVG	125.32	149.46	47.02	0.00	858.80	1,180.60



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: September 18, 1992  
SUBJECT: Request to submit an application for a California Council for the Humanities Grant for a "Humanities Discussion Series"

On June 6th, Pat Irot, the President of the Friends of the Library, left a note to Elizabeth Minter, the Library Director to look into a program offered by the California Council for the Humanities. Pat was asking if we thought this program fits in the Library's goals and whether we would look into it.

I have since contacted the Council, gathered information and met with Pat and Dixie Shaw to determine what the program was all about.

The program deals with concept of "community" as a lost dream to some people and a nightmare to others. A "Reader" was compiled by the Council consisting of short stories, essays, excerpts from novels, poems, lyrics from popular songs, all relevant to discussions about "community" in Southern California. The Reader is divided into four sections to be discussed in four sessions, by a group of 25 members of the community. In the first section there are visions of Utopia from 16th Century England. The second section deals with the California dream that brought thousands here during the Depression. In the third section stories describe dreams that have gone awry, and gives frightening glimpses into what can happen to societies. The fourth section gives various portraits of people trying to get along together, struggling to belong, or attempting to solve community problems.

Pat, Dixie, and I, agreed that the subject is very timely, and that it fits exactly into the Library's goals of being the center where community concerns are addressed. We put together a list of groups and individuals that we thought should be approached to make up the "participants", should this project be accepted by the Board.

The list consisted of:

- 1- The Library Board.
- 2- The City Council.
- 3- The School District.
- 4- The Medical Community.
- 5- The Chamber of Commerce.
- 6- The Placentia Pastoral Council.
- 7- The Placentia Round Table.
- 8- The Placentia Historical Committee.
- 9- The Placentia Founders' Society.

- 10-The Advisory Committee on the Disabled.
- 11-Service Clubs.
- 12-Senior Citizens groups.
- 13-Children's services providers.
- 14-Jo Canes from KOCE .
- 15-Joe Arnold.
- 16-Nita Godwin.
- 17-Betty Escobosa.
- 18-Manuel Castro.
- 19-Representatives from the Asian community.

A grant proposal will be written for a mini grant of \$1500.00 with matching funds of approximately \$2660.00 in in-kind services.(a copy of a sample budget is enclosed). and the Friends have already earmarked \$200.00 for refreshments.

A time table of events has not yet been set, but we are looking at January 1993 as a possible date for starting the sessions, thus giving ourselves three months for writing the proposal, making contacts with the scholar and the participants, and getting ready to start.

Our feeling is that the great sense of community awareness that this project will generate among the participants will create the ripple effect that will be transmitted throughout the whole community, and the Library will be viewed as the transmitter of this positive campaign, and that it will be the Community's responsibility afterwards to pick up on what we've started and may be adopt it as a whole year's theme, and implement it in various ways that will enrich the lives of Placentians and help some of the dreams come true.

*C O N F I D E N T I A L*

TO: Library Board of Trustees

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

DATE: September 21, 1992

SUBJECT: **Submission of 1992 Awards Nomination to the California Association of Library Trustees and Commissioners**

**BACKGROUND:**

At the request of Library Board President Peggy Dinsmore the Library submitted a 1992 Awards Nomination to the California Association of Library Trustees and Commissioners for the "librarian" category.

Attached is a copy of the cover sheet and supporting letter for the nomination.

The nominee is not supposed to know about the nomination. The award will be presented at the CALTAC luncheon at the California Library Association Conference in Long Beach in November.

**RECOMMENDATION:**

Ratify the submission of the nomination in the name of the Library Board of Trustees.



California Association of Library Trustees and Commissioners  
An independent chapter of the California Library Association



### 1992 AWARDS NOMINATION

Each year CALTAC gives special statewide recognition during the annual CLA Conference to those individuals and organizations chosen for their outstanding service to libraries. If you as a CALTAC member would like to be a nominator, please fill out this form and submit by



September 15, 1992



#### Eligibility

All nominations in the six (6) categories below must have performed some of their service within the past two (2) years. Those individuals making nominations must be current CALTAC voting members. A letter of nomination must be attached, clearly stating why this individual or organization is worthy of recognition. No more than three (3) additional pages of support material may be included with nomination form and letter (i.e., press clippings, copies of recommendation letters; may be reduced in size and legible). One nomination per form will be accepted. If nominating more than one person or organization, please photocopy this form. CALTAC Board members are not eligible to nominate or to be nominated during their term of office.

\*\*\*\*\*  

#### Application Form

Categories: Please check the category for which the nomination is being made.

- 1. Trustee, Commissioner, or System Advisory Board member for outstanding service to a local library or system
- 2. Librarian for outstanding work with a Board of Trustees or Commission. (Librarians who have served their libraries or systems with outstanding work will be honored in their own professional organization.)
- 3. Media Award to newspaper, radio, or television channel for special services to libraries.
- 4. Organization or individual making a significant financial contribution to a library or library program.
- 5. Elected local, state or federal official from California (City Council member, County Supervisor, Assemblyman, State Senator, Congressman or U.S. Senator) for special support to promotion of legislation to benefit libraries and/or library services.
- 6. Individual Award for the person who has rendered outstanding or continuing volunteer service to library.



#### Individual or organization being nominated:



Name Suad Ammar, Principal Librarian Phone #: (714) 528-1925  
Address, city, Zip 411 E. Chapman

#### CALTAC member making the nomination:

Name Placentia Library District Board of Trustees  
Address 411 E. Chapman, Placentia CA 92670  
Library or Library System Placentia Library District

Please return this form and all nomination materials (Maximum three additional pages) to:

Wade Hawley, CALTAC Awards Chair  
Career Development Center  
California State University  
Long Beach, CA 90840-0113



**TO:** All Full Time and Regular Part Time Library Staff  
**FROM:** Elizabeth D. Minter, Library Director  
**DATE:** September 22, 1992  
**SUBJECT:** Retirement Incentives

**BACKGROUND:**

The State budget as passed by the Legislature and signed by Governor Wilson provides for a permanent 10% reduction in revenue for Placentia Library District.

The estimated loss of property tax revenue for FY1992-1993 is \$120,888.

These funds will be transferred to an Educational Augmentation Fund.

**DISCUSSION**

With the specter of potential additional losses next year the Library Board is seeking ways to realize savings in the most costly area of the District's operations -- personnel. Personnel accounts for 68% of the FY1992-1993 operating budget.

In order to better position the District for potential future reductions in revenue, the Board has adopted a plan to seek voluntary retirements by offering cash retirement incentives to those staff members who meet the eligibility requirements.

If this approach is not successful the District will need to plan to make other types of personnel reductions for the next fiscal year.

**RETIREMENT INCENTIVE PROGRAM**

The "Retirement Incentives" program is offered to staff whose age and years of service total 65 with the following provisions:

That it is a one time offer that must be accepted in writing to the Library Director no later than the end of the workday on Monday, November 16, 1992, and to be effective January 7, 1993.

That each staff member accepting the offer will be granted up to two work days of paid personal leave to take care of business relating to the retirement.



That the sick leave payout will be increased by 10% over the amount specified in the Personnel Handbook.

That the employee will receive a "Retirement Incentive" equal to one week's salary at the FY1992-1993 rate for each completed year of employment with the District, and an amount equal to 5 years of contribution to the District's pension plan at the FY1992-1993 salary rate.

I will provide to any staff member wishing to review the potential personal impact of this offer an estimate of the total benefit package.

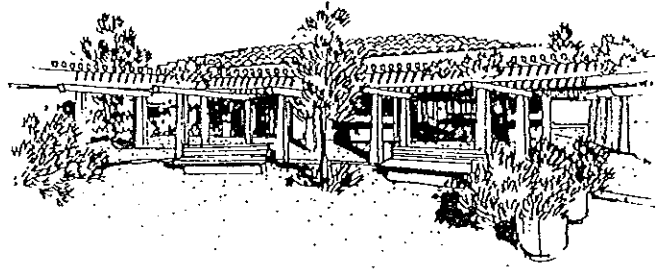
I am available to meet with any individual or group to discuss the various aspects of this offer. I will also make arrangements for professional counseling on retirement planning.

Please contact me directly if you have any questions or wish to request additional information.

*Edith*



# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue •

Placentia, California 92670 •

(714) 528-1906

September 4, 1992

Wade Hawley  
CALTAC Awards Chair  
22704 Elm Avenue  
Torrance, CA 90505

Dear Mr. Hawley:

We are proud to nominate Suad S. Ammar, Principal Librarian of the Placentia Library District, for the CALTAC Award given to a librarian for outstanding work with a Board of Trustees or Commission.

Suad first came before our Board in 1990 to ask our approval of her idea to create a cultural display on the Gulf Arab States. She had earlier created an effective and informative display on Islam. We are an Administrative Board and enthusiastically gave our approval.

When the hostilities that led to "Desert Storm" seemed imminent, Suad again asked for guidance. We discussed the wisdom of going ahead at length, but voted "yes" since we believed it would be in the public interest to learn more about a little known part of the world which was coming into international prominence.

We are very proud of what this extraordinary and creative lady has accomplished in a traveling display which has been exhibited in libraries throughout California during this last year. Suad arranged for an eminent scholar to speak at the opening ceremonies in each library. From beginning to end this has been a labor of love for which Suad richly deserves recognition. The attached clippings tell the story. Suad applied for the grant from the California Council for the Humanities and from corporations. She contacted embassies and consulates, museums and private individuals. Much of this was done on her own time and with a considerable expenditure of energy. Each month this large and valuable display had to be packed and transported to its next destination. There were always many details to be attended to by Suad, in addition to her usual library duties.

This accomplishment is only one of many in the library career of this dedicated librarian. Over ten years ago Suad and one of our trustees attended a literacy workshop and reported to the Board with such enthusiasm that the Board voted seed money to start a literacy program in our Library District.

Wade Hawley  
September 4, 1992

This was the beginning of our successful literacy services to our community and others. A few years later, Suad applied to the State Library for funding and received a grant to establish other literacy programs in Orange county. Suad trained other leaders, teachers, and tutors. She was a featured speaker at the ALA Conference in Texas, appeared on television with "Famous" Wally Amos, National spokesperson for Literacy Volunteers of American, went to other libraries to speak or conduct workshops. Though her efforts, much has been accomplished to promote literacy and today, we now have a Western Regional Office of LVA in California. Suad serves on the LVA California Board.

Suad has served as president of the Audio-visual Chapter of the California Library Association for several terms. Everything she does is done professionally and well, with enthusiasm and dedication. Her commitment inspires others to follow her charismatic leadership.

The Gulf Arab States project is a unique one, but no more unique than is Suad Ammar, our Principal Librarian who conceived and executed this outstanding project. In addition, it is just one of her many accomplishments. Our Board is justifiably proud of her and sincerely hopes you will grant her this award.

Sincerely,  
Placentia Library District Board of Trustees

Fred D. West, Secretary

FDW:cd

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director  
DATE: September 21, 1992  
SUBJECT: Travel Authorizations *EM*

**BACKGROUND:**

1. California Special Districts Association, 24th Annual Conference, San Diego, September 9 - 11, 1992, \$125.00. ✓

Library Director Minter attended after it was announced that there would be special sessions with legislative aides and Assemblyman Sam Farr.

A special registration rate of \$125 was offered since she couldn't have any of the meals.

2. Intermediate Wordperfect 5.1, California State University, Fullerton, \$110 plus books. ✓

Principal Librarian Suad Ammar. Registrations were previously approved for the beginners and advanced classes.

3. California Literacy State Conference, Sacramento, September 24-26, \$325.00. *Stack / Daniels*

Literacy Coordinator Melanie Daniels. She reports that she is scheduled to be a speaker at the Conference although that activity was not reported to her supervisor or to the Library Director prior to her acceptance of it. No grant money has been awarded to the Literacy Program yet this year. It is assumed that the funds will have to be taken from the regular Library travel account. *Stack.*

4. Literacy Volunteers of America National Conference, Denver, November 5 - 7, \$700.00.

Literacy Coordinator Melanie Daniels. No grant money has been awarded to the Literacy Program yet this year. It is assumed that the funds would have to be taken from the regular Library travel account. *NO - Suad's Prog.* *Don't unless grant funds become available.* *Stack / Comm.*

Travel Authorizations, September 21, 1992, Page 2.

5. Americans with Disabilities Act Workshop on Employment, California Governor's Committee for Employment of Disabled Persons, Anaheim, October 1, 1992, \$70.00.

Assistant Library Director Sal Addotta. Mr. Addotta has been assigned the responsibility of implementing the District's compliance with ADA.

6. California Library Association Annual Conference, Long Beach, November 14 - 17, 1992.

Assistant Library Director Sal Addotta, \$112.00.

Library Board President Peggy Dinsmore, \$150.00. Mrs. Dinsmore is on the Board of Directors of the California Association of Library Trustees and Commissioners.

**RECOMMENDATION:**

Approve travel expenses as follows:

1. CSDA, Minter, ratify	\$ 125.00 ✓
2. CSUF, Ammar, ratify	110.00 ✓
3. CA Literacy Conference, Daniels, approve	325.00
4. LVA National, Daniels, deny unless grant funds become available before the Conference.	
5. ADA /workshop, Addotta, approve	70.00 ✓
6. CLA Annual Conference, staff & trustees, approve	<u>400.00</u>
TOTAL	<u>\$1,030.00</u>

11 - Du - 5 - 6  
Fred / Addotta  
- struck - No



TO: Suad Ammar, Principal Librarian

FROM: Melanie Daniels, Literacy Coordinator

DATE: August 19, 1992

SUBJECT: California Literacy State Conference

I would like to attend the California Literacy State Conference, which will be held September 24-26 in Sacramento. A copy of the registration materials is attached. I have attended this conference in the past and found the presentations to be informative and timely. Additionally, LVA-Placentia is sponsoring conference attendance for student representatives from our PLLS Student Support Group, and I would like to be available to our students in attendance.

X Since I have been accepted as a conference speaker for the Friday and Saturday sessions, my registration fee will be waived. The costs would be for airfare between Ontario and Sacramento, ground transportation, meals, and the hotel (1/2 room for 2 nights). Based on an airfare of approximately \$112, I estimate my total costs to be \$325.

My attendance at this conference would require my absence from the Library on Thursday, September 24. Lusi normally works from 1 to 5pm, and LVA Trainer Lietta Wood is scheduled to teach our tutor workshop that evening, so I would only need to arrange for coverage from 9am to 1pm.

I appreciate your consideration of my request.

TO: Elizabeth Minter, Library Director

FROM: Melanie Daniels, <sup>^L</sup>Literacy Coordinator

DATE: September 16, 1992

SUBJECT: Literacy Volunteers of America National Conference

The LVA National Conference will be held November 5-7 in Denver, Colorado. I would like to attend. I've attended this conference the past two years and found the quality of the workshops outstanding overall. It also provides an opportunity to network with literacy leaders from across the country.

I estimate the cost to be approximately \$700, including conference registration, lodging, meals, and airfare.

A copy of the conference schedule is attached.

Thank you for your consideration of my request.

cc: Suad Ammar

TO: Elizabeth D. Minter, Library Director

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: September 16, 1992

SUBJECT: ADA Workshop on Employment--  
*Employers and the Americans with Disabilities Act: A  
Special Training Conference on ADA Title I-Employment*

This one-day program for employers is sponsored by the California Governor's Committee for Employment of Disabled Persons, in association with the Orange County Committee for Employment of Persons with Disabilities and Pacific Disability and Business Technical Assistance Center.

Attendance at this program will help me keep up with current understanding of ADA and how it applies to employers.

I am requesting the \$55 registration fee (which includes lunch), mileage at \$7 and parking at \$8, with a total estimate of \$70.

TO: Elizabeth Minter, Library Director  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: September 17, 1992  
SUBJECT: CLA Convention, November, 1992 in Long Beach

There are a few meetings which are of interest to me on Saturday, Sunday and Monday, November 14, 15, and 16.

The advance program indicates those meetings are on collection development and changing patron needs, opening general session, quality customer service, future of regional government, changing demographics, off-site education programs, and ADA and library programs and services.

State Librarian's Breakfast always has the latest information on the State Library.

The pre-conference institutes are not of sufficient interest to warrant spending \$100 at this tight budgetary time.

I am requesting the early bird full registration fee of \$60, and mileage of \$15 (I will be car-pooling as much as possible, so it is hard to estimate this). Meal costs should be low, estimate \$37(including \$12 for the State Librarian's Breakfast). My total estimate is \$112.

# The Placentia Quarterly



Fall Update 1992

BULK RATE  
U.S. POSTAGE  
**PAID**  
PLACENTIA, CA 92670  
PERMIT #28

POSTAL CUSTOMER  
RESIDENTIAL/BUSINESS  
PLACENTIA, CA 92670

## FALL CALENDAR OF EVENTS

<b>SEP 6</b> Sunday	Concert in the Park Tri-City Park - 4:00 p.m. Pandemonium	<b>NOV 6</b> Friday	Evening of "Bridge at the Backs" Backs Building 6:30 p.m.
<b>SEP 19</b> Saturday	Farmers Market Excursion 9:00 a.m.	<b>NOV 11</b> Wednesday	Veteran's Day Observance Program Kraemer Memorial Fountain 10:00 a.m.
<b>OCT 4</b> Sunday	Concert in the Park Tri-City Park - 4:00 p.m. Smokewood	<b>DEC 9</b> Wednesday	Holiday Tree Lighting Ceremony Placentia Civic Center 7:00 p.m.
<b>OCT 10</b> Saturday	Heritage Day Parade and Festival Festivities begin at 7:00 a.m.	<b>DEC 13</b> Sunday	Holiday Sing-A-Long Placentia Town Center 2:00 p.m.
<b>OCT 11</b> Sunday	Harvest Hoedown Kraemer Park - 12:00 noon Historical Tour of Placentia 12:30 and 3:00 p.m.	<b>DEC 18</b> Friday	An Evening with Santa Backs Building 6:00 p.m.
<b>OCT 24</b> Saturday	Santa Anita "Day at the Races" 11:00 a.m.	<b>DEC 19</b> Saturday	Huntington Harbor Cruise of Lights 4:00 p.m.
<b>OCT 30/31</b> Friday & Saturday	Halloween Haunted House Backs Building 5:30 - 9:30 p.m.	<b>DEC 20</b> Sunday	Newport Balboa Cruise of Lights 3:30 p.m.
<b>NEW FEATURE:</b> The Placentia District Library newsletter is included in this quarterly and will be a continuing feature. See pages 6 and 7.		<b>JAN 1</b> Friday	Rose Parade Excursion 7:00 a.m.

# Sports

## FALL



### VOLLEYBALL LEAGUES

Adult Coed Volleyball Leagues will be offered again this fall! Two six-team leagues will be held at Tynes Gym, 2101 North Tuffree Blvd., Placentia. League games will be played on Monday and Wednesday evenings. Teams will play ten league games. Teams may register for the night of their choice. Space is limited to the first 6 teams for both nights with Monday night being the stronger league. Play begins week of September 14.

Game times are 6:30, 7:45 and 9:00 p.m.

League fee is \$195 per team.

Registration is by team only and is on a first come first served basis:

1st priority - Returning Teams 2nd priority - New Teams

Registration Dates:

1st Priority - Aug. 17/8:00 a.m. 2nd Priority - Aug. 24/8:00 a.m.

Managers' Meeting: Wednesday, September 2, 7:00 p.m.

The managers' meetings are held in the Civic Center Council Chambers, 401 E. Chapman Avenue. Any individual wishing to be placed on a team should attend the managers' meeting.

### RECREATION CENTERS & GYMS

#### GOMEZ CENTER

1701 Atwood Ave...524-5452

Mon-Thu

Friday

#### WHITTEN CENTER

900 S. Melrose....630-1172

3:30 - 7:00 p.m.

3:30 - 6:00 p.m.

#### TYNES GYM

2101 North Tuffree...528-0231

Tue, Thu 7:00 - 10:00 p.m. - Freeplay Basketball

\*Weight room is open during above hours.

#### OBERLE GYM

974 South Melrose...630-9708

Mon-Fri 7:00 - 10:00 p.m. - Freeplay Basketball

In the event that the schedule changes, hours will be posted at the facility.

### PLACENTIA RECREATION FALL TENNIS PROGRAM

#### Tuffree Tennis Courts

Instructor: Orange County Tennis Academy Fee: \$38

Learn the basics or brush up on your tennis skills! Classes are offered for all ages and skill levels. Each class complements the next to ensure that each student maximizes his/her potential.

Class size is limited to eight students. Please bring a tennis racket; tennis balls will be provided.

Session I: Sept. 14 - Oct. 14 5 weeks

Session II: Oct. 26 - Nov. 25 5 weeks

Class	Day	Time	Age
Jr. Beg.	Mon	4:00-5:00 p.m.	7-14
Jr. Adv. Beg.	Mon	5:00-6:00 p.m.	7-14
Adult Beg.	Mon	6:00-7:00 p.m.	17+
Adult Adv. Beg.	Mon	7:00-8:00 p.m.	17+
Pee Wee	Wed	4:00-5:00 p.m.	4-7
Jr. Beg.	Wed	5:00-6:00 p.m.	7-14
Adult Adv. Beg.	Wed	6:00-7:00 p.m.	17+
Adult Inter.	Wed	7:00-8:00 p.m.	17+

For specific class information, contact the Orange County Tennis Academy at 744-6155.

## Basketball Leagues

### YOUTH COED

A nine week Coed Youth Basketball Program will be offered for both boys and girls this winter. Games are scheduled for Saturdays with one or two practices per week. The league will run from January 9 to March 6, 1993.

#### AGE DIVISIONS:

"A" - children born 1979 - 80

"B" - children born 1981 - 82

"C" - children born 1983 - 84

#### LEAGUE FEE:

Residents: \$36/\$33 additional child player, same family

Nonresidents: \$36/\$33 additional player, same family

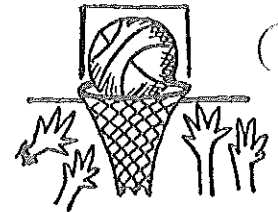
### TEEN COED

An eight week Coed Basketball Program will be offered for players born in 1977-78 this winter. Games will be played on Saturday evenings.

#### LEAGUE FEE:

Residents: \$41/\$38 additional player, same family

Nonresidents: \$44/\$41 additional player, same family



### REGISTRATION FOR BOTH LEAGUES:

Birth certificate required for registration.

Saturday, December 5

Tynes Gym

2101 N. Tuffree Blvd.

#### Residents Only:

Proof of residency is required.

9:00 a.m. - 12:00 noon

#### Residents/Nonresidents:

12:30 p.m. - 3:30 p.m.

Volunteer coaches, age 18 and over, are needed for both leagues.

Beginning Monday, December 9, registration will be taken at the Recreation Office should space be available. If you are interested in coaching or need any additional information, call the Recreation Office at 993-8232.

## SOFTBALL LEAGUES

The Placentia Recreation Division Fall Leagues will begin play the week of September 13, 1992. All games are played at the McFadden Fields, 974 South Melrose, in Placentia. Teams will play ten league games.

### Leagues being offered this fall are:

Men's Slow Pitch Sun. - Wed.

Coed Slow Pitch Thursday

#### Game Times:

Slow Pitch 6:30/7:45/9:00 p.m.

#### League Fee:

Slow Pitch - \$400

- This fee includes a \$50 forfeit fee which is refundable at the completion of the season.

#### Registration:

Will be taken at the Recreation Office, 401 East Chapman Avenue. Registration is by team only and conducted on a priority basis:

1st Priority is for teams who participated in the 1991 Fall Leagues.  
Monday - August 17 - 8:00 a.m.

2nd Priority is for teams who participated in the 1992 Spring Leagues but did not play last fall.  
Wednesday - August 19 - 8:00 a.m.

3rd Priority is for all new teams.  
Friday - August 21 - 8:00 a.m. until filled

The managers' meeting is scheduled for Tuesday, September 2 at 7:00 p.m. in the Civic Center Council Chambers, 401 E. Chapman Avenue. Any individual wishing to be placed on a team should attend the managers' meeting.

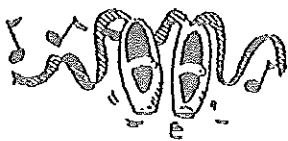


# Fall Classes

## Dance

### COMBINATION DANCE

**Instructor: Tamara Walker**  
This class introduces the young dancer to both rhythmic tap dance and classical ballet. *Class is Sep. 23-Dec. 2 (8 weeks). Class will not meet on Nov. 11.*  
**Fee: \$40 Age: 6-12**  
**Day: Wed Place: BB,MR**  
**Time: 3:40-4:30 p.m.**



### TINY TOT COMBINATION DANCE

**Instructor: Tamara Walker**  
The fundamentals of ballet and tap dance will be taught along with fun games and routines. This dance class is designed just for the beginner!  
*Class is Sep. 23-Dec. 2 (8 weeks). Class will not meet on Nov. 11.*  
**Fee: \$40 Age: 4-5**  
**Day: Wed Place: BB,MR**  
**Time: Level I 2:00-2:50 p.m.**  
**Level II 2:50-3:40 p.m.**  
(Two sessions of dance experience are required for the Level II class.)

### JAZZ DANCE

**Instructor: Tamara Walker**  
Dancers will develop coordination, rhythm and flexibility while learning techniques and routines.  
*Class is Sep. 23-Dec. 2 (8 weeks). Class will not meet on Nov. 11.*  
**Fee: \$40 Age: 6-12**  
**Day: Wed Place: BB,MR**  
**Time: 4:30-5:20 p.m.**

For more information on Fall Classes and Excursions, contact the Recreation Office at 993-8232.

## SOCIAL DANCE

**Instructor: Donna Smith**  
This class introduces you to the basics of popular social, ballroom and Latin dances. Dance steps will be taught to a selection of current and "oldies" music. Dances which may be taught include: West Coast Swing, Tango, Fox Trot, Waltz, Cha Cha, Rumba, Salsa, Country Western and Samba. A partner is suggested, but not required.  
*Class is Sep. 14-Nov. 9 (8 weeks). Class will not meet on Sep. 28, Oct. 19 and Oct. 26.*  
**Fee: \$28 Age: 18+**  
**Day: Mon Place: BB,MR**  
**Time: 7:00-8:30 p.m.**



## SQUARE DANCE I

**Instructor: Ron Harris**  
The figures on the CALLER-LAB Basic List of Square Dance Calls will be presented to the participants. Come and join in the fun! The first class is FREE! Partners are not required.  
*Class is Sep. 15-Dec. 22 (12 weeks).*  
**Fee: \$22 Age: 18+**  
**Day: Tue Place: BB,MR**  
**Time: 8:00-10:00 p.m.**

## ADVANCED SQUARE DANCE

**Instructor: Ron Harris**  
The figures on the CALLER-LAB Advanced (A1) List will be taught. The "Dance by Definition" concept will be used. Come and join in the fun! Prerequisite: Graduate of Plus Level Square Dance Class with 2 years dancing experience. Register with instructor at the class.  
*Class is Sep. 14-Dec. 21 (15 weeks).*  
**Fee: \$3 per class Age: 16+**  
**Day: Mon Place: TBA**  
**Time: 8:00-10:00 p.m.**

# Fitness

## GOLF

**Instructor: Steve Labarge**  
This class will cover the basics necessary to play a round of golf. You will learn chipping, putting, driving, proper golf swing, rules and etiquette. Participants to pay instructor one-time range ball fee of \$5 at the first class.  
*Class is Sep. 20-Oct. 25 (6 weeks).*  
**Fee: \$40 Age: 7+**  
**Day: Sun Place: BHGC**  
**Time: 11:00 a.m.-12:00 p.m.**



## GYMNASTICS

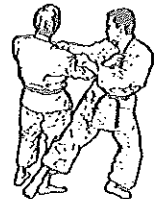
**Instructor: Jama Leamer & staff**  
Come feel like an Olympian! Participate in the fun sport of gymnastics! This class includes skills on the balance beam, floor exercise, tumbling, stretching, vaulting and combinations. This coed activity develops your child's coordination, strength and motivation.  
*Session I is Sep. 18-Oct. 16 (5 wks).*  
*Session II is Oct. 23-Nov. 20 (5 wks).*  
**Fee: \$33 Age: 4-6 at 4:15 p.m.**  
**6+ at 5:00 p.m.**  
**Day: Fri Place: OGS**  
**Time: 4:15-5:00 p.m.**  
**5:00-6:00 p.m.**  
(Must be able to do a cartwheel 5:00-6:00 p.m. only.)

## JAZZERCISE

**Instructor: Debbie Hardesty**  
Jazzercise is the total body conditioning program that will make you feel great and look terrific! Every 60 minute class begins with a warm-up segment, followed by a 25-30 minute aerobic session, muscle toning and a final cool down. Please register on a monthly basis with the instructor at the class.  
**Fee: \$28 per mo/2 days per wk**  
**\$38 per mo/3 days per wk**  
**Age: 12+**  
**Day: MWF, TWTh Place: BB**  
**Time: MWF 9:00-10:00 a.m.**  
**TWTh 5:30-6:30 p.m.**  
\*Childcare available for morning classes.  
♦Senior Citizen Discount  
♦Family Rate (2 or more)

## KARATE

**Instructor: Robin Propster**  
Students will learn the basic blocks, punches, kicks and takedowns of the ancient Chinese art of self defense. Robin Propster teaches the Kung Fu San Soo style of Karate. Students should wear comfortable, loose fitting clothing.  
*Class is Sep. 19-Nov. 7 (8 weeks).*  
**Fee: \$29 Age: 7+**  
**Day: Sat Place: OGS**  
**Time: 10:00-11:00 a.m.**

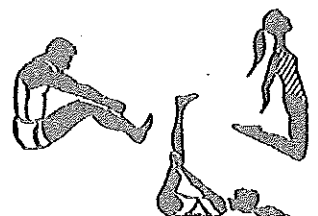


## TAI CHI CHUAN

**Instructor: Dale Wenberg**  
Practice the ancient Chinese Art of meditation in movement while harmonizing internal energy and physical action. Greater health and well being is emphasized in this course through the coordination of mind and body. Participants should wear comfortable, loose fitting clothing.  
*Class is Sep. 30-Nov. 18 (8 weeks).*  
**Fee: \$43 Age: 18+**  
**Day: Wed Place: KOCH**  
**Time: 6:00-7:00 p.m.**

## YOGA (HATHA)

**Instructor: Susan Luther**  
Relax, cope with and release tension, stress and fatigue through dynamic exercises. Breathing and relaxation techniques will be covered. Participants should wear comfortable clothing. Please bring an exercise mat!  
*Class is Sep. 22-Dec. 1 (12 weeks).*  
**Fee: \$38 Age: 18+**  
**Day: Tue Place: BB, Rm7**  
**Time: 7:00-8:00 p.m.**



Classes continued on page 4

# Special

## Interest

### BEAD STRINGING

**Instructor:** Christine Angeli  
 Make beautiful necklaces and earrings to match your wardrobe! Bead stringing is fun and easy to learn. Artistic talent is not required. History, suppliers, layout and findings will be covered. A \$5-10 supply fee will cover a necklace, earrings, handouts and all other supplies. Please bring scissors and a towel to class.  
*Class will meet Sep. 21 (1 night).*  
**Fee:** \$21 **Age:** 16 +  
**Day:** Mon **Place:** BB,Rm  
**Time:** 6:30-9:30 p.m.

### DOG OBEDIENCE

**Instructor:** Sue Rucker  
 Sue Rucker will not be available to teach Dog Obedience classes this fall. The classes will be offered again in the spring. Registration information will be included in the next newsletter.

### EARTHQUAKE PREPAREDNESS

**Instructor:** Jack Slota  
 This class will help your family prepare for unexpected disasters such as earthquakes, floods and fires.  
 Pre-registration is required. Please register no later than one week prior to the class.  
*Class is held Sep. 24 (1 night).*  
**Fee:** Free **Age:** All Ages  
**Day:** Thu **Place:** CC  
**Time:** 7:30-9:00 p.m.

### GIFT WRAPPING

**Instructor:** Christine Angeli  
 Learning creative gift wrapping is a craft that can be used throughout the year, especially during the holidays. Topics covered will include: theme wraps, fan folding, bow making, making your own paper, suppliers and much more. Please bring a small to medium sized gift (boxed) or an empty box. A \$5 supply fee covers all other materials.  
*Class will meet Dec. 7 (1 night).*  
**Fee:** \$21 **Age:** 16 +  
**Day:** Mon **Place:** BB,Rm6  
**Time:** 6:30-9:30 p.m.

### HANDMADE CARDS

**Instructor:** Christine Angeli  
 You'll never have to spend \$\$\$ on store bought cards again! You will use stamps, glitter, contact paper, pretty punches, handmade papers, etc. to create beautiful one of a kind cards. A \$5 supply fee includes 12 cards and envelopes and all decorating supplies. No artistic talent is required.  
*Class will meet Nov. 23 (1 night).*  
**Fee:** \$21 **Age:** 16 +  
**Day:** Wed **Place:** BB,Rm6  
**Time:** 6:30-9:30 p.m.

### HYPNOSIS - BECOME A NONSMOKER

**Instructor:** Pamela J. Schmidt  
 Do you have MONEY to BURN, or would you rather be a NONSMOKER? Hypnotherapist Pamela J. Schmidt, M.S., R.H., directs you to use the natural ability of your own mind to claim this FREEDOM more EASILY and COMFORTABLY than you had expected - for all the reasons that are important to you! Supportive cassette tape available for \$10 from the instructor. A small pillow is optional.  
*Class is Oct. 27-Nov. 3 (2 weeks).*  
**Fee:** \$23 **Age:** 18 +  
**Day:** Tue **Place:** TRAC  
**Time:** 7:30-9:00 p.m.



### HYPNOSIS - BECOME SLENDER

**Instructor:** Pamela J. Schmidt  
 Are you ready to experience a "new weigh?" Hypnotherapist Pamela J. Schmidt, M.S., R.H., helps you use the ability of your own mind to let go of thoughts and behavior that cause you to hold onto excess weight. A small pillow is optional. Supportive cassette tape available for \$10 from the instructor.  
*Class is Sep. 29-Oct. 20 (4 weeks).*  
**Fee:** \$43 **Age:** 18 +  
**Day:** Tue **Place:** TRAC  
**Time:** 7:30-9:00 p.m.

### READING READINESS

**Instructor:** Leo Kerr  
 Taught by reading research specialist Leo Kerr, Reading Readiness is a parent-child workshop designed to give your child the good start he/she needs to be a successful reader and student! For parents with children in primary school with reading, writing or spelling problems, and for preschool and primary grade teachers as well, this class will give you more for your time than you've ever experienced! You and your learner will experience success and a boost in self confidence from the very first day of class! A supply fee of \$32 for the textbook kit is payable to the instructor at the first class meeting.  
*Class is Sep. 9-Oct. 29 (6 weeks).*  
**Fee:** \$28 **Age:** 4-6  
**Day:** Wed **Place:** BB,Rm6  
**Time:** 6:00-7:00 p.m.



### STAMPMANIA

**Instructor:** Christine Angeli  
 Everything you ever wanted to know about rubber stamping will be covered in this class! Pens, glitter, embossing materials, inks and over 200 stamps will be available for you to use. A \$5 supply fee covers all materials including 10 glossy cards and envelopes you will decorate in class.  
*Class will meet Oct. 19 (1 night).*  
**Fee:** \$21 **Age:** 16 +  
**Day:** Tue **Place:** BB,Rm6  
**Time:** 6:30-9:30 p.m.

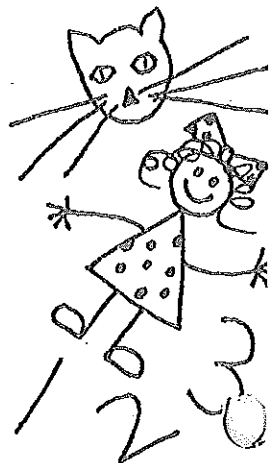
GUIDE TO CLASS LOCATIONS	
BB,Rm	Backs Building, Room #
BB,MR	Backs Building, Main Room
BHGC	Birch Hills Golf Course
CC	2250 E. Birch, Brea
KP,WS	Placentia Civic Center
OGS	Kraemer Park (west side)
TP	Oberle Gym Stage
TRAC	Tuffree Park
	Travis Ranch
	Activities Center
	5200 Via de la Escuela
	Yorba Linda
VPB	Vaqueros Park Bldg.
VHS	Valencia High School

### STENCILING WORKSHOP

**Instructor:** Jan Demerath  
 Learn the correct way to stencil in one workshop! After demonstration, supplies will be turned over to "you" to complete a stenciled project. A \$5 supply fee is payable to the instructor at the first class meeting.  
*Class will meet Nov. 17 (1 night).*  
**Fee:** \$15 **Age:** 16 +  
**Day:** Tue **Place:** BB,Rm6  
**Time:** 7:00-9:00 p.m.

### TINY TOTS

**Instructor:** Diane Merchan  
 Tiny Tots is a structured preschool class designed to develop social, listening and learning skills. Children will participate in singing, music skills, sharing, and arts and crafts. Various topics to be covered are colors, numbers, alphabet, home address, phone number, concepts, health and seasonal items.  
 Residents currently enrolled in the program have first priority to register. Each parent is asked to volunteer as an aide during the session and bring a refreshment. Children attending class must be potty trained. A supply fee of \$10 is payable to the instructor at the first class meeting.  
*Session I is Sep. 14-Oct. 30 (7 wks)*  
*Session II is Nov. 2-Dec. 18 (7 wks)*  
*Class will not meet Nov. 9 or Nov. 26.*  
**Fee:** \$73 **Age:** 2yr10mo-5yr  
**Day:** MW,TTh **Place:** VPB  
**Time:** MW 9:00-11:30 a.m.  
 TTh 9:00-11:30 a.m.





# Excursions

## FARMER'S MARKET

Visit this unique one stop shoppers' paradise! This shopping village features 160 restaurants, shops, and markets which offer everything imaginable. Leave the driving and parking to us!

**Date:** Saturday, September 19 **Depart:** 9:00 a.m.  
**Fee:** \$11 per person **Return:** 4:00 p.m.

## HISTORICAL TOUR OF PLACENTIA

See Placentia's historical landmarks and learn about Placentia's beginning in a guided tour of the city as a continuing celebration of Heritage Days. Placentia Historical Committee member Cecil Rospaw will narrate each two hour tour. Tickets are limited, register early.

**Date:** Sunday, October 11 **Depart:** 12:30 p.m. or 3:00 p.m.  
**Fee:** \$10 per person **Return:** 2:30 p.m. or 5:00 p.m.

## SANTA ANITA PARK

Join us for a day at the races! Fee includes admission to the park, reserved seating in the infield lawn area and a gourmet picnic lunch.

**Date:** Saturday, October 24 **Depart:** 11:00 a.m.  
**Fee:** \$15 per person **Return:** 6:30 p.m.

## HOLIDAY CRUISE OF LIGHTS

Enjoy sparkling lights and animated displays during these special holiday cruises. Refreshments will be served.



### Huntington Harbor (45 minutes)

**Date:** Saturday, December 19 **Depart:** 6:00 p.m.  
**Fee:** \$18 per person **Return:** Approx. 9:30 p.m.

### Newport/Balboa (1 1/2 hours)

**Date:** Sunday, December 20 **Depart:** 4:00 p.m.  
**Fee:** \$23 per person **Return:** Approx. 8:00 p.m.

## CITADEL SHOPPING SPREE

A trip to the Citadel just in time for holiday gift shopping! Shop until you drop at this mall featuring more than 40 outlets.

**Date:** Saturday, December 5 **Depart:** 9:00 a.m.  
**Fee:** \$10 per person **Return:** Approx. 4:00 p.m.

## TOURNAMENT OF ROSES PARADE

Join in the world famous New Years Day tradition - the spectacular Tournament of Roses Parade! Fee includes transportation via air conditioned coach and refreshments.

**Date:** Friday, January 1 **Depart:** 7:00 a.m.  
**Fee:** \$53 per person **Return:** Approx. 1:30 p.m.



# Registration Information

Registration begins August 24, 1992 for residents and August 31, 1992 for nonresidents.

Mail-in registration receives first priority. Registration postmarked prior to August 21 will not be processed until August 25.

Walk-in registration receives second priority.

Nonresidents (includes county unincorporated areas) must include \$3 non-resident fee per student, per activity.

Registration will not be taken at the activity. Please pre-register.

1. Use the mail-in form below.
2. Be sure to list activity title, session, day, time and fee.
3. Send a separate check for each activity. Make checks payable to: "PLACENTIA RECREATION"

Mail to: Placentia Recreation - Activity Registration  
 401 E. Chapman Ave., Placentia, CA 92670  
 Hours for walk-in registration: Monday - Friday  
 8:00 a.m. to 5:00 p.m.

You will automatically be enrolled in the activity of your choice. Attend the first day unless you are contacted by the Recreation Office. No written confirmation will be mailed.

## REGISTRATION FORM

Family Last Name																				
Address																				
City & Zip																				
Daytime Phone	(		)																	
Home Phone	(		)																	

First Name of Participant	Age	Activity	Day/Time	Fee
Non-resident Fee: \$3 per activity/per participant				Total

In consideration of your accepting this registration, I hereby agree to indemnify and hold harmless the City of Placentia and any of its officers, agents or employees from any liability, claim or action for damages resulting from or in any way arising out of the participation in this program by the person registered.

Signature \_\_\_\_\_ Date \_\_\_\_\_  Parent  Guardian  Participant

Mail to: Placentia Recreation - Activity Registration  
 401 E. Chapman Avenue  
 Placentia, CA 92670

**ALL FEES ARE NONTRANSFERABLE**  POSTED

## POLICIES

1. There is a \$10 service charge on all checks returned from the bank.
2. If a class/excursion is canceled by the Recreation Division, the full fee will be refunded.
3. Refunds may be granted for withdrawals if the Recreation Office is notified in writing. Amount of refund will be prorated.
4. Many programs are subject to minimum and maximum enrollment and may be canceled if minimum enrollment is not attained.
5. Times, dates, and location of classes are subject to change without notice.
6. It is the Recreation Division's policy that small children may not remain in adult classes during instructional time.
7. The Recreation Division has no personnel available to supervise children before or after scheduled classes. Therefore, it is important that parents do not send children too early for classes and that they are picked up on time.

# PLACENTIA LIBRARY DISTRICT

## DO-IT-YOURSELF RESERVES

An exciting feature of the Placentia Library's new upgraded circulation system allows patrons to place their own reserves on books that are not owned by the library or not available at that time. A small fee of \$ .50 per item is collected when the books are picked up.

## FREE FROM THE AUDIO VISUAL DEPARTMENT

The Audio Visual Department of the Placentia Library has rich collections of video tapes, audio tapes, books on tape and compact discs that are accessible through the regular catalog and are FREE of charge. For your convenience these materials may now be returned in the book drop.

## STUDENTS WELCOME

The Placentia Library prides itself on creating the perfect atmosphere for students engaged in homework and after-school study.

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

The Debate Topic collection, the career collections, the Social Issues Research Series and the Background Notes are examples of these collections. General and special encyclopedias, dictionaries, almanacs, directories 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 guide students with their research and help them with the reference tools and equipment. However, the staff is not permitted to provide answers to specific homework questions, either in person or by phone.

## CHILDREN'S EVENTS

September - Library card sign-up month



Every Child . . . A Library card

### ABC: America Before Columbus

A play presented by El Dorado High School. October 15th at 7:00 p.m. and 8:00 p.m.

### Fall Story Hours and Craft Times

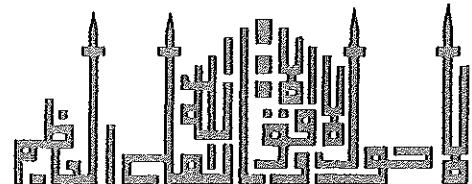
A twelve week session beginning the week of September 21 and ending the week of December 7.

### Children's Book Week

A National Celebration to encourage children's enjoyment of reading. November 16 - 22.

### Camp Library

Friday, November 20th.



## GULF ARAB STATES DISPLAY

The Gulf Arab States display that opened at the Placentia Library last September has since been traveling throughout California. It has been hosted by eleven public libraries, viewed by tens of thousands of people and received with great enthusiasm everywhere. It will be hosted by the Placentia Library during August. Dr. Ellen Gruenbaum, anthropologist and professor at California State University, San Bernardino, will be the speaker at the final program on August 27th at 7:00 p.m. The Library is very proud to have been the sponsor of such a great cultural program.

## BANNED BOOKS WEEK

September 26th - October 3rd

Read any good banned books lately?

Hamlet - William Shakespeare

Adventures of Huckleberry Finn - Mark Twain

Of Mice and Men - John Steinbeck

Where the Sidewalk Ends - Shel Silverstein

Flowers For Algernon - Daniel Keyes

Lord of the Flies - William Golding

Come visit the Placentia Library's salute to the First Amendment. Our display of censored and banned books will be available in the library foyer throughout the week of September 26th through October 3rd.



## LITERACY TUTOR TRAINING OFFERED

A rewarding volunteer opportunity awaits graduates of Placentia Library Literacy Services' next tutor training workshop, which begins September 21st at the Placentia Library. The workshop meets Monday and Thursday evenings from 6:00 p.m. to 9:00 p.m. for three weeks. After completing the 18 hours of training, volunteers are matched with adult learners seeking to improve their basic reading, writing or conversational English skills. Many of the Library's tutors identify the chance to help someone change his or her life as the most fulfilling aspect of the program.

The class, which is taught in cooperation with Literacy Volunteers of America, gives volunteers the skills needed to tutor an adult in basic literacy skills on a one-to-one basis. Tutors meet with their assigned students 2 hours weekly at times and places convenient to both parties, and spend an additional 1 to 2 hours preparing lessons. No special skills are needed to be an effective literacy tutor beyond patience, the desire to help someone, and the ability to speak, read and write English.

To enroll in the workshop, or for more information about the program, call the Library's Literacy Center at 524-8408.

### PLACENTIA LIBRARY DISTRICT

411 E. CHAPMAN AVE.

PLACENTIA, CA 92670

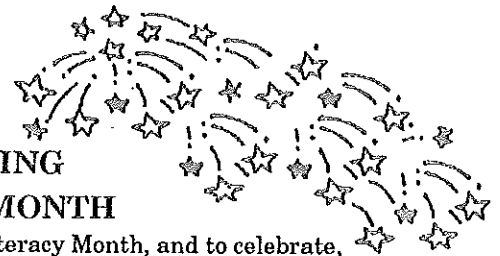
528-1906

Monday-Thursday: 10:00 a.m. - 8:45 p.m.

Friday-Saturday: 10:00 a.m. - 5:45 p.m.

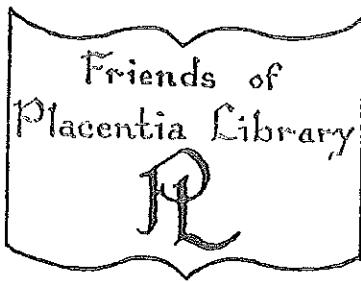
Sunday: 1:00 p.m. - 4:45 p.m.

## REACH FOR THE STARS DURING LITERACY MONTH



September is Literacy Month, and to celebrate, Placentia Library Literacy Services (PLLS) will join literacy programs throughout the county in a 30 Star Salute to Literacy on Tuesday evening, September 8th. As part of PLLS' annual volunteer and student recognition event, local celebrities and dignitaries will be asked to read winning essays written by students in the literacy program. Similar events will take place throughout the country in honor of Literacy Volunteers of America's 30th anniversary.

The celebration of Literacy Month continues with Informally Yours, a musical performance on Friday, September 25, from 4:00 p.m. to 5:30 p.m. at the Placentia Library. 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.



## PLACENTIA FRIENDS OF THE LIBRARY

The June book sale netted nearly \$900 which is used to support library activities. Recently, the Friends of the Library approved an expenditure for a liquid crystal projection system to be used by the Children's Program, Literacy Program and for staff training.

Community members continue to make generous donations of used books, making possible our Ongoing Book Sale in the library lobby, as well as periodic full book sales.

The next Friends of the Library Board meeting is September 8, 1992 at 7:00 p.m. Subsequent meetings are scheduled for the first Monday of each month. The Friends are anxious to broaden their membership and always need helpers. If interested, please call the Library, 528-1906, and leave your name and phone number.

## CAMP LIBRARY Friday, November 20, 7:30 p.m. - 7:00 a.m.

In celebration of Children's Book Week, a National Celebration to encourage Children's enjoyment of reading, the Placentia Library Children's department will host the Sixth Annual CAMP LIBRARY. Parents and children will spend the night in the Library, so come with your sleeping bags, pillows and favorite stuffed animals! There will be lots of games, relay races, a library scavenger hunt, campside stories and songs and even breakfast. A great night of fun for the whole family. Children ages 4 - 12 accompanied by an adult are invited to register for this event. Registration will begin November 2 and is limited to the first 50 children at a cost of \$2.00 per person.



# Recycle Placentia

## WHY WE MUST REDUCE SOLID WASTE . . .

- TO HAVE A CLEANER ENVIRONMENT
- TO SAVE VALUABLE NATURAL RESOURCES
- TO HELP REDUCE LITTER
- WE EACH THROW AWAY ABOUT 5 POUNDS OF TRASH EVERY DAY
- LANDFILLS ARE FILLING UP
- OLDER LANDFILLS ARE CLOSING
- NEW LANDFILLS ARE DIFFICULT TO SITE

## WHAT TO DO . . .

- ✓ **REDUCE . . .** The amount of materials that become trash
  - Practice source reduction while shopping . . .
    - Look for products with less packaging.
    - Buy in bulk when possible.
    - Consider concentrates.
    - Try products that are combined like detergent/fabric softener, shampoo/conditioner.
- ✓ **REUSE . . .** Products and packages as much as possible
  - You can reduce the flow of garbage by . . .
    - Using reusable shopping bags, ceramic coffee mugs, cloth napkins, rechargeable batteries, razors with replaceable blades.
    - Reusing boxes, bags, tin cans, glass jars and plastic containers.
    - Donating unwanted clothing, appliances, furnishings, toys, and tools to charities, trade or have a garage sale!
- ✓ **RECYCLE . . .** At home, at school, at work
  - So much is recyclable . . .
    - Paper, glass, aluminum, steel, and plastic.
    - Be like nature . . .
    - Compost organic yard and kitchen materials.

### BUY RECYCLED AND RECYCLABLE

Look for these symbols on packages



RECYCLED



RECYCLABLE

Every resource saved today benefits us all tomorrow!  
**MAKE THE FUTURE RESOURCE FULL**

QUESTIONS? CALL: **MARLA ANDERSON**  
 ENVIRONMENTAL COORDINATOR,  
 993-8120

### EMERGENCY NUMBERS

Ambulance . . . . .	.911
Animal Services	
-Shelter and Control . . . . .	.935-7419
-Licensing . . . . .	.935-6300
Fire and Rescue . . . . .	.911
Hazardous Disposal . . . . .	.744-0516
Police Emergency . . . . .	.911
Poison Control . . . . .	.911
-U.C.I. Medical Center . . . . .	.634-5988

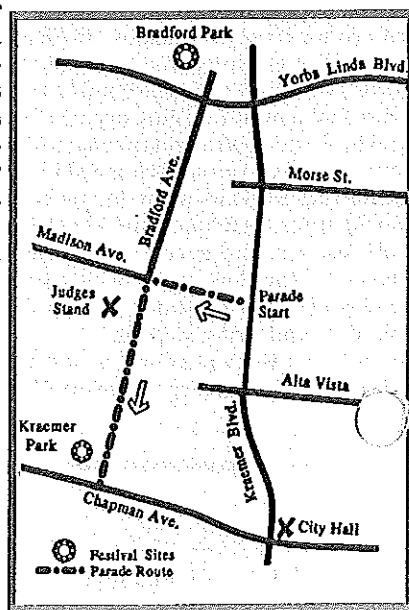
# City of Placentia 1992 Heritage Festival "Discover Placentia"

"Discover Placentia" is the theme of the 1992 Heritage Festival and Parade. The 28th Annual Festival will be held on Saturday, October 10 and Sunday, October 11.

Saturday's festivities will kick off with the Chamber of Commerce Pancake Breakfast at 7:00 a.m. The parade will begin at 10:00 a.m. and will follow the same route as last year (see map below). The Mayor's Reception will take place at the Backs Building immediately following the parade. Kraemer and Bradford Parks will be the scene of food, games and a variety of craft booths. Entertainment will be featured throughout the day and the Placentia Trolley will make regular trips between the two parks. Antique and classic cars will be displayed at Kraemer Park for all to enjoy. Additionally, the Bradford House will be open for public tours.

On Sunday, Kraemer Park will be the site of a Harvest Hoedown sponsored by the Cultural Arts Commission. Activities will include a salsa contest, sheep herding demonstrations, crafters and quilters, hoedown food, pony rides and children's games. The hoedown will run from 12:00 noon until 5:00 p.m.

Be sure to attend the 28th Annual Heritage Festival for a weekend of family fun and excitement! For more information, please contact the Recreation Office at 993-8232.



Parade starts at 10:00 a.m.



**CHILLS & THRILLS,  
 & BUMPS IN THE NIGHT  
 HALLOWEEN HAUNTED HOUSE**

Friday, Oct. 30 & Saturday, Oct. 31  
 5:30 - 9:30 p.m.

Backs Community Building  
 201 N. Bradford Avenue

<b>Adults</b>	<b>Children</b>
13 and over	12 and under
\$3.00	\$2.00

For more information,  
 call the Recreation Office at 993-8232.

TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: September 21, 1992  
SUBJECT: Election process for Library Trustees in 1992

**BACKGROUND:**

On August 21, 1992, the Orange County Elections Office reported that three candidates filed for the three Library Trustees positions available on the November 3, 1992, ballot.

Pursuant to California Elections Code Section 23520 the Registrar of Voters will notify the Orange County Board of Supervisors that an election will not be held for the District. Instead, the Supervisors will be requested to appoint the following persons in lieu of election:

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

These candidates will assume office on Friday, December 4, 1992, at NOON, after they have taken the oath of office.

Ms. Montelongo and Mr. Skibler 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 an election will not be held.

**RECOMMENDATION:**

Receive and file.

R. A. SCOTT  
Director, General Services Agency



**REGISTRATION & ELECTIONS DIVISION**

August 21, 1992

DONALD TANNEY  
REGISTRAR OF VOTERS  
1300 S. Grand Avenue  
Santa Ana, CA 92705  
(714) 567-7600  
TDD (714) 567-7608

Mailing Address:  
P.O. Box 11298  
Santa Ana, California 92711

David E. Snow  
Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670

Dear Mr. Snow:

At the close of the nomination period, August 7, 1992, there were an insufficient number of candidates for your District to hold an election.

The Registrar of Voters office will, therefore, pursuant to California Elections Code Section 23520, notify the Orange County Board of Supervisors that an election will not be held in your district. A request will be submitted to the Board of Supervisors to appoint the following person(s) in lieu of election.

Margaret V. Dinsmore  
2108 Rosemont Street  
Placentia, California 92670

Patricia M. Montelongo  
16321 Shadburn Avenue  
Placentia, California 92670

Al Shkoler  
1120 Cypress Point Drive  
Placentia, California 92670

A copy of the Board of Supervisors' resolution appointing Directors to your Board will be forwarded to you.

If you have any questions please call me at 567-7567.

Very truly yours,

Beverly Warner  
Election Section Supervisor

BW

ELECTION CALENDAR - TUESDAY, NOVEMBER 3, 1992

- October 5 (E-29) REGISTRATION CLOSES The last day to register to vote in this election. §301, §305
- October 5 thru October 27 (E-29-7) ABSENTEE BALLOTS Between these dates applications for regular absentee ballots shall be made to the Registrar of Voters. Applications received prior to October 5 will be kept and processed during this application period. §1002
- October 20 5:00 pm (E-14) DEADLINE FOR WRITE-IN CANDIDATES TO FILE Last day to file as a write-in candidate for this election. §7301
- October 22 (E-12) CAMPAIGN STATEMENTS DUE - OCTOBER PRE-ELECTION The last day to file campaign statements for candidates and committees covering the period ending October 17. GC §84200.5, §84200.7(b)
- October 28 thru November 3 (E-6-0) 8:00 pm ABSENTEE BALLOTS - EXTENDED PERIOD During this period absentee ballots are available when conditions prevent voting at polling place. Written application signed under penalty of perjury is required. §1017
- November 3 (E-0) ELECTION DAY All polls will be open from 7:00 am to 8:00 pm. Ballots will be centrally counted at the Registrar of Voters office. §2603, §14206, §17050
- November 5 (E+2) COMMENCE OFFICIAL CANVASS OF ELECTION RETURNS Votes will be canvassed by the Registrar of Voters. §17081, §23550
- November 18 (E+15) CERTIFICATE OF ELECTION The Registrar of Voters shall make and deliver to each person elected a certificate of election signed by the Registrar of Voters. §17112, §23555
- December 4 (E+31) DATE OF TAKING OFFICE Elected school board members take office on the first Friday in December after the general election. Ed. Cd. §5017
- District officers, elected or appointed, take office at NOON on this day, AFTER taking the official oath and executing such bond as may be required by the principal act. §23556
- \*EXCEPTIONS:  
Elected directors of Municipal Water Districts take office at noon on January 4, 1993. GC §24200
- January 31, 1993 (E+89) SEMI-ANNUAL CAMPAIGN STATEMENT FILING DEADLINE Last day to file semi-annual campaign statements, if required, for all candidates and committees making or receiving contributions or making expenditures during the period ending December 31, 1992. GC §84200

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





TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: September 21, 1992  
SUBJECT: FY1992-1993 Budget

*Banner Park*

**BACKGROUND:**

The State budget as passed by the Legislature and signed by Governor Wilson provides for a reduction in Special District property taxes of an amount equal to the lesser amount of either:

- 35 % of the District's 1991-1992 property tax revenues, or
- 10% of the Districts total revenue for 1989-90, less any amountt used for debt service payment.

A summary of the cuts for all types of local government as provided by Assemblyman Sam Farr is included as Attachment 1.

Placentia Library District's secured property taxes alone for FY1991-1992 were \$919,823.82 which means that at 35% reduction would cost no less than \$321,938.34.

The 10% reductions are to be based on the Annual Report of Financial Transactions of Special Districts which is prepared by the District's auditor and submitted to the State Controlled. The speakers from the various State legislative offices at the recent California Special Districts Association (CSDA) Conference reported that the FY1989-1990 Report was selected for use because those were the most recent complete figures that the State Finance Office was able to provide them.

A copy of the District's Annual Report of Financial Transactions of Special Districts for FY1989-1990 is included as Attachment 2.

A summary of the estimated loss of property tax revenue for FY1992-1993 is:

FY1989-1990 Total Revenue	\$1,279,665
<u>FY1989-1990 Debt Service</u>	<u>70,782</u>
<u>Adjusted FY1989-1990</u>	<u>1,208,883</u>
<u>Estimated FY1992-1993 Tax Loss</u>	<u>\$ 120,888</u>

FY1992-1993 Budget, September 21, 1992, Page 2.

At the CSDA Conference Judy Smith, Chief Consultant, Local Government Unit, California Department of Finance, explained that the loss is a one-time, permanent shift of the percentage of local property tax needed to raise the amount identified for each District. Once the amount is calculated this year and that percentage is transferred to the Educational Augmentation Fund, the local tax base will continue its future growth from the new base amount.

In other words, once the calculation is made based on the FY1989-1990 reports it will not be made again. (Lost month from the information available we assumed that this would be an annual calculation.)

However, everyone who spoke on the State Budget situation agreed that more would be asked for next year. Most speculated that it would come from the Special District Augmentation Fund. Everyone agreed that the SUPERPOT idea is not dead in the Legislature.

#### CALCULATIONS

Estimated amount of FY1992-1993 reduction	\$ 120,888
Savings from FY1992-1993 Expenditures:	
Children's Position not filled	24,907
Pension Fund under budget	<u>5,365</u>
Sub-Total Personnel	<u>30,272</u>
Office supplies (printing & copy cards)	2,250
Election expenses	<u>11,000</u>
Sub-Total Supplies & Services	
TOTAL Savings	<u>\$ 41,272</u>
Balance to be identified	<u>\$ 79,616</u>

#### DISCUSSION

With the specter of potential additional losses it is appropriate to examine ways to realize savings in the most costly area of the District's operations -- personnel. Personnel accounts for 68% of the FY1992-1993 operating budget.

The ratio of public service desk hours to total hours worked in the District is significantly lower than that of many effective public libraries. As more and more functions have become automated the District should have experienced an increased amount of staff time spent on the

FY1992-1992 Budget, September 21, 1992, Page 3.

public service desks. A reasonable benchmark is an average of 50% to 60% of a librarian's time and 75% of a clerk's time to be spent in public service activities.

It would be possible to provide the same hours of public service with several fewer staff positions as long as reassignment of activities within job classifications could be made. The rigid scheduling practices here have contributed to predictable and comfortable work schedules but have been costly in terms of use of substitutes.

In order to better position the District for potential future reductions in revenue I am recommending that the Board consider several options for reducing staff hours.

The first is to offer "Retirement Incentives" for staff whose age plus years of service equal 65. If this were to be accepted by two full time employees and one part time employee the savings to the District in FY1993-1994 would be over \$73,500. The cost in FY 1992-1993 would be approximately \$60,863 which would be approximately \$30,165 more than the amount budgeted for their personnel expenses. This would use all of the projected personnel savings identified above. A copy of the cost analysis appears on Page 4 of this report.

If the staff members choose to not accept the "Retirement Incentives" then a furlough policy for all staff could be considered. Each work day of furlough would save the District \$2,919. Establishing a furlough program would require a "meet and confer" with the Orange County Employees Association and other suggestions that they might have for achieving the same cost savings would need to be considered.

\$45,000 \* Benefit level

FY1992-1993 Budget, September 21, 1992, Page 4.

ANNUAL AND MONTHLY COSTS OF SELECTED EMPLOYEES

	Employee A	Employee B	Employee C	TOTAL
1 Salary	23,795.20	24,980.80	11,210.47	59,986.47
2 Soc Security	1,844.13	1,936.01	868.81	4,648.95
3 Medical	4,163.40	4,163.40	0.00	8,326.80
4 Dental	263.04	263.04	0.00	526.08
5 Vision	93.12	93.12	0.00	186.24
6 Pension	1,665.66	1,748.66	784.73	4,199.05
7 ANNUAL TOTAL	31,824.55	33,185.03	12,864.01	77,873.59
8 Monthly*	2,513.24	2,619.70	1,006.61	6,139.55
9 5 Month Savings*	12,566.20	13,098.49	5,033.03	30,697.73

\*Excludes Pension Contribution

ANALYSIS OF RETIREMENT INCENTIVE COSTS FOR SELECTED EMPLOYEES

	Employee A	Employee B	Employee C	TOTAL
10 Sick Hrs. 1/31/93	92.10	948.55	559.40	1,600.05
11 Sick Hrs. Eligible	92.10	800.00	559.40	1,451.50
12 % Regular	0.50	0.37	0.25	1.12
13 Cost Reg Sick	526.81	3,554.96	1,485.21	5,566.98
14 10% Sick Bonus	52.68	355.50	148.52	556.70
15 Total Sick Pay	579.49	3,910.46	1,633.73	6,123.68
16 Sick Soc Sec	44.91	303.06	126.61	474.58
17 TOTAL SICK	624.40	4,213.52	1,760.34	6,598.26
18 Vac Hrs 1/31/93	211.80	345.35	188.06	745.21
19 Cost Vac Pay	2,422.99	4,147.65	1,997.20	8,567.84
20 Vac Soc Sec	187.78	321.44	154.78	664.01
21 TOTAL VAC	2,610.77	4,469.10	2,151.98	9,231.85
22 # Yrs Service	23.00	16.00	12.00	51.00
23 Cost 1 wk/yr	10,524.80	7,686.40	2,587.03	20,798.23
24 Bonus Soc Sec	815.67	595.70	200.49	1,611.86
24 TOTAL BONUS	11,340.47	8,282.10	2,787.53	22,410.09
26 FY93 Salary	23,795.20	24,980.80	11,210.47	59,986.47
27 FY93 Pens Contr	1,665.66	1,748.66	784.73	4,199.05
28 5 x FY93 Pension	8,328.32	8,743.28	3,923.66	20,995.26
29 Pension Soc Sec	645.44	677.60	304.08	1,627.13
30 TOTAL PENSION	8,973.76	9,420.88	4,227.75	22,622.40
31 Total Payout	21,855.61	24,487.79	10,141.62	56,485.02
32 Total Soc Sec	1,693.81	1,897.80	785.98	4,377.59
33 TOTAL COST	23,549.41	26,385.59	10,927.60	60,862.60

*Handwritten notes:*  
 Brackets on the right side of rows 23-28 group the following values:  
 - Row 23: 10,524.80, 7,686.40, 2,587.03, 20,798.23  
 - Row 24: 815.67, 595.70, 200.49, 1,611.86  
 - Row 28: 8,328.32, 8,743.28, 3,923.66, 20,995.26  
 - Row 29: 645.44, 677.60, 304.08, 1,627.13  
 A vertical bracket on the right side of rows 23-29 groups the total values: 20,798.23, 1,611.86, 20,995.26, 1,627.13, with a handwritten note of \$576.49 next to it.  
 A vertical bracket on the left side of rows 23-28 groups the Employee A values: 10,524.80, 815.67, 11,340.47, 23,795.20, 1,665.66, 8,328.32, 645.44, with a handwritten note of 19,498.52 next to it.  
 A vertical bracket on the left side of rows 23-28 groups the Employee B values: 7,686.40, 595.70, 8,282.10, 24,980.80, 1,748.66, 8,743.28, 677.60, with a handwritten note of 15,429.58 next to it.

ANNUAL AND MONTHLY COSTS OF SELECTED EMPLOYEES

	Employee A	Employee B	Employee C	TOTAL
1 Salary	23,795.20	24,980.80	11,210.47	59,986.47
2 Soc Security	1,844.13	1,936.01	868.81	4,648.95
3 Medical	4,163.40	4,163.40	0.00	8,326.80
4 Dental	263.04	263.04	0.00	526.08
5 Vision	93.12	93.12	0.00	186.24
6 Pension	1,665.66	1,748.66	784.73	4,199.05
7 ANNUAL TOTAL	31,824.55	33,185.03	12,864.01	77,873.59
8 Monthly*	2,513.24	2,619.70	1,006.61	6,139.55
9 5 Month Savings*	12,566.20	13,098.49	5,033.03	30,697.73

\*Excludes Pension Contribution

ANALYSIS OF RETIREMENT INCENTIVE COSTS FOR SELECTED EMPLOYEES

	Employee A	Employee B	Employee C	TOTAL
10 Sick Hrs. 1/31/93	92.10	948.55	559.40	1,600.05
11 Sick Hrs. Eligible	92.10	800.00	559.40	1,451.50
12 % Regular	0.50	0.37	0.25	1.12
13 Cost Reg Sick	526.81	3,554.96	1,485.21	5,566.98
14 10% Sick Bonus	105.25	960.80	593.66	1,659.71
15 Total Sick Pay	632.06	4,515.76	2,078.87	7,226.69
16 Sick Soc Sec	48.98	349.97	161.11	560.07
17 TOTAL SICK	681.04	4,865.73	2,239.98	7,786.75
18 Vac Hrs 1/31/93	211.80	345.35	188.06	745.21
19 Cost Vac Pay	2,422.99	4,147.65	1,997.20	8,567.84
20 Vac Soc Sec	187.78	321.44	154.78	664.01
21 TOTAL VAC	2,610.77	4,469.10	2,151.98	9,231.85
22 # Yrs Service	23.00	16.00	12.00	51.00
23 Cost 1 wk/yr	10,524.80	7,686.40	2,587.03	20,798.23
24 Bonus Soc Sec	815.67	595.70	200.49	1,611.86
24 TOTAL BONUS	11,340.47	8,282.10	2,787.53	22,410.09
26 FY93 Salary	23,795.20	24,980.80	11,210.47	59,986.47
27 FY93 Pens Contr	1,665.66	1,748.66	784.73	4,199.05
28 5 x FY93 Pension	8,328.32	8,743.28	3,923.66	20,995.26
29 Pension Soc Sec	645.44	677.60	304.08	1,627.13
30 TOTAL PENSION	8,973.76	9,420.88	4,227.75	22,622.40
31 Total Payout	21,908.17	25,093.09	10,586.76	57,588.02
32 Total Soc Sec	1,697.88	1,944.71	820.47	4,463.07
33 TOTAL COST	23,606.06	27,037.81	11,407.23	62,051.10

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FY1992-1992 Budget, September 21, 1992, Page 5.

**RECOMMENDATIONS**

- (1) That a "Retirement Incentives" program be offered to staff whose age and years of service total 65 with the following provisions:

That it is a one time offer that must be accepted in writing to the Library Director no later than the end of the workday on Monday, November 16, 1992, and to be effective January 7, 1993.

That each staff member accepting the offer will be granted up to two work days of paid personal leave to take care of business relating to the retirement.

That the sick leave payout will be increased by 10% over the amount specified in the Personnel Handbook.

That the employee will receive a "Retirement Incentive" equal to one week's salary at the FY1992-1993 rate for each completed year of employment with the District, and an amount equal to 5 years of contribution to the District's pension plan at the FY1992-1993 salary rate.

- (2) That \$110,000 be allocated for transfer from Fund 5061, the Bond Redemption Fund, to Fund 5071, the Operating Fund, to cover operating fund shortfalls as needed during FY1992-1993.

*Went / From → Start - no*

*Present plan to staff + offer to discuss with.  
Start / October →*

*Have been but instant at hand.*





DONNA BUTZER  
CHIEF OF STAFF

STATE CAPITOL  
P.O. BOX 942849  
SACRAMENTO, CA  
94249-0001  
(916) 445-8496

30 AGUAJITO ROAD  
ROOM 203  
MONTEREY, CA 93940  
(408) 646-1930

701 OCEAN STREET  
ROOM 318-B  
SANTA CRUZ, CA 95060  
(408) 425-1503

# Assembly California Legislature

**SAM FARR**

REPRESENTING SANTA CRUZ AND MONTEREY COUNTIES

COMMITTEES  
CHAIR LOCAL GOVERNMENT  
EDUCATION  
HIGHER EDUCATION  
NATURAL RESOURCES  
TELEVISIONING THE ASSEMBLY

September 3, 1992

## LOCAL GOVERNMENT BUDGET TRAILER BILLS

The Legislature passed and sent to Governor Wilson two bills implementing the local government portion of the 1992-93 State Budget. Taken together, Senate Bill 617 and Senate Bill 844 are this year's local government "budget trailer bills."

After the Assembly passed SB 617, sending the bill back to the Senate, observers noted several problems. Because there was no time to amend the bill, the Assembly put its corrections into SB 844. Some sections of SB 844 supersede the provisions of SB 617. This memo explains how the two bills work together.

The budget trailer bills shift \$1.3 billion in local property tax revenues from cities, counties, special districts, and redevelopment agencies to K-12 schools and community colleges:

Counties	\$525 million
Cities	200 million
Redevelopment agencies	200 million
Special districts	<u>375 million</u>
TOTAL:	\$1.300 billion

## BACKGROUND

Proposition 13 limited local property taxes to 1% and directed the Legislature to apportion the resulting revenues. In 1979, AB 8 created the existing property tax allocation system. Although complex, current law generally allows local agencies to get the same percentage of property tax revenues that they received before Proposition 13.

Because the state took on more responsibility for school finance, AB 8 also shifted some of the schools' local property tax revenues to cities, counties, and special districts. In effect, the state government subsidizes local governments by passing money through school districts and inflating local governments' property tax revenues. The "AB 8 shift" is now worth about \$2.8 billion.



Cities and counties get the money from the "AB 8 shift" directly. For special districts, the money goes into a Special District Augmentation Fund (SDAF) in each county. County supervisors have nearly complete discretion in allocating SDAF money back to special districts.

#### COUNTIES

SB 844 reduces counties' property tax revenues in 1992-93 by \$525 million. This reduction becomes a permanent adjustment to counties' shares of local property tax revenues. SB 844 contains a table that is the basis for the reduction for each county.

The \$525 million goes into the newly-created Educational Revenue Augmentation Fund (see below).

SB 844 reduces counties' losses by \$5 million. To qualify for a reduction, a county must have experienced a federally-declared disaster, and the State OES Director must certify that 20% of the cities or areas with 20% of the county's population had "substantial damage." If a county qualifies, it receives a per capita share of the \$5 million reduction to the reduction.

SB 617 requires county auditors to waive the deadlines for placing assessments or fees on the 1992-93 property tax bills until October 1, 1992. SB 617 extends the deadline for counties to adopt 1992-93 budgets from October 2 to November 2.

#### CITIES

SB 844 reduces cities' property tax revenues in 1992-93 by \$200 million. This reduction becomes a permanent adjustment to cities' shares of local property tax revenues. Each city loses 9% of its 1991-92 property tax revenues.

The \$200 million goes into the newly-created Educational Revenue Augmentation Fund (see below).

SB 844 reduces the losses by \$15 million for cities. To be eligible, the city must have been "materially and substantially impacted" by a federally-declared disaster, as certified by the State OES Director. If a city qualifies, it receives a per capita share of the \$15 million reduction to the reduction.

For 1992-93 and 1993-94, SB 844 also allows four charter cities (Long Beach, Los Angeles, Oakland, and San Francisco) to require their local ports to shift "discretionary reserves" to the city to help pay for city services. A city cannot take more from its port than it lost in property taxes. In the San Diego Unified Port District, the District and the five cities may mutually agree to shift some of these discretionary reserves to the

capital spending or deferred maintenance. This change may save the State General Fund about \$5 million a year.

### SPECIAL DISTRICTS

SB 844 reduces special districts' property tax revenues in 1992-93 by \$375 million. These reductions become permanent adjustments to special districts' shares of local property tax revenues. Each special district (except hospital districts, city-dependent districts, and multi-county districts) loses 35% of its property tax revenues but not more than 10% of its total revenues.

The \$375 million goes into a newly-created Educational Revenue Augmentation Fund (see below).

The 35% reduction is calculated against a district's 1991-92 property tax revenues (including its allocation from the Special District Augmentation Fund). The 10% limit is calculated based on the district's total annual revenues from all sources in 1989-90, as reported in the State Controller's Financial Transactions.

Consider the case of a recreation and park district which receives 100% of its budget from property taxes. While a 35% cut seems initially devastating, the 10% cap holds the cut down to a 10% loss in property tax funding.

SB 844 exempts hospital districts, city-dependent districts, and multi-county districts from any cuts.

SB 844 also limits the cuts for certain special districts:

- o For fire districts with budgets under \$2 million, SB 844 excludes the revenue from fire suppression assessments when calculating their total revenues.
- o For fire districts that contract with the state to protect watershed land ("state responsibility areas"), SB 844 excludes their property taxes and state payments when calculating their total revenues.
- o For countywide water agencies that do not sell water at retail, SB 844 limits their losses to 10% of the agencies' general fund property tax revenues.

County auditors must report their calculations to the State Controller by January 15, 1993. The Controller must certify the accuracy of the information and then pass it along to the Director of the State Department of Finance. If the Finance Director determines that the amounts do not total \$375 million, then the formula goes up from 35% to as much as 40%, to reach that goal.

cities. The bill declares that these funds are excess to the ports' trust needs and free from the public trust.

### REDEVELOPMENT AGENCIES

Community redevelopment agencies received \$1.2 billion in property tax increment revenues in 1990-91 to revitalize blighted areas. A redevelopment agency must set aside 20% of its property tax increment funds in a Low and Moderate Income Housing Fund. By freezing the property tax base, redevelopment keeps schools, counties, and special districts from receiving property tax revenue that would otherwise have gone to them. And because the state must equalize school funding levels to make up for differences in local property taxes, the State General Fund backfills schools for property taxes lost to redevelopment. Redevelopment may cost the General Fund up to \$400 million annually.

SB 844 reduces redevelopment agencies' property tax increment revenues in 1992-93 by \$200 million. The bill specifies a \$205 million shift, but anticipating collection problems, the actual gain is estimated as \$200 million.

The \$200 million goes into the newly-created Educational Revenue Augmentation Fund (see below).

Each redevelopment agency must pay its statewide proportionate share of the \$205 million. The agency's share is calculated by comparing its own 1990-91 total property tax increment revenue with the 1990-91 statewide total property tax increment revenues. Then local officials multiply the resulting percentage factor by \$205 million to determine what the agency's share is. For example, if a redevelopment agency generated 1% of the statewide total property tax increment revenues in 1990-91, it would owe 1% of \$205 million, or \$2,050,000.

If the redevelopment agency lacks the money to pay its share, the agency can borrow 50% of its 1992-93 property tax increment revenues that it would ordinarily deposit in its Low and Moderate Income Housing Fund. That loan must be repaid in 10 years. The agency cannot spend money that it has already set aside for affordable housing. If the redevelopment agency still can't make the payment, SB 844 requires the agency to borrow the money from its city (or county).

Unlike the Senate's proposal (AB 3213), neither SB 617 nor SB 844 impose a moratorium on the adoption or amendment of redevelopment plans. Likewise, the local government budget trailer bills do not contain the so-called "REDSHIFT."

When a redevelopment agency transfers property tax increment revenues to a K-12 school district, SB 617 counts that money against the district's revenue limit, except for money used for

County boards of supervisors still allocate the money in the Special District Augmentation Fund to the special districts, but SB 617 allows the independent special districts selection committee to make formal recommendations to the supervisors.

#### EDUCATIONAL REVENUE AUGMENTATION FUND

SB 844 creates a new Educational Revenue Augmentation Fund in each county to receive the property tax revenues shifted from counties, cities, special districts, and redevelopment agencies. The county auditor allocates the money in the Fund to K-12 school districts in that county in inverse proportion to their existing property tax funding per ADA, based on information from the county superintendent of schools. The bill caps a school district's allocation at the point that it would become a "basic aid district." If there is any remaining money, the county auditor allocates it to community college districts in proportion to their existing property tax funding.

#### VEHICLE LICENSE FEES

All revenues from the Vehicle License Fee (VLF), minus the State Department of Motor Vehicle's administrative costs, go to cities and counties. About 75% of the proceeds from the Vehicle License Fee is divided equally between cities and counties; each half of the proceeds is distributed on a per capita basis.

Vehicle License Fees on trailer coaches and manufactured home license fees are allocated to cities, counties, and school districts based on the location of the trailer coaches or manufactured homes.

SB 617 shifts \$100 million in property tax allocations from cities and counties to the newly-created Educational Revenue Augmentation Fund, based upon the population in each city and in each county. This property tax loss is offset to cities and counties by reducing the VLF share of DMV's budgeted administrative costs by \$100 million, thus increasing the amount of VLF available for distribution to cities and counties. This shift-and-replacement is known as the "VLF roundabout." This shift occurs only for 1992-93.

SB 617 implements actions taken by the Budget Conference Committee to remove the trailer coach VLF and the manufactured home license fees from local agencies and instead deposit the revenue in the State General Fund. According to the Department of Finance, about \$27 million would be transferred in 1992-93.

CIGARETTE TAX REVENUES

The state taxes cigarettes in lieu of local taxes. Traditionally 30% of the resulting revenues go to cities and counties. In 1991, to increase state block grants for Trial Court Funding, the Legislature shifted the counties' portion of cigarette tax revenues to the State General Fund. That bill also shifted 47% of the cigarette tax revenues that had been allocated to cities and to the City and County of San Francisco, until July 1, 1996.

SB 617 shifts all the money in the Cigarette Tax Fund to the State General Fund. Cities and the City and County of San Francisco lose \$25 million in 1992-93 and the State General Fund gains the same amount. SB 617 declares the Legislature's intent to occupy the field of cigarette taxes and prohibits cities and counties from imposing their own local cigarette taxes.

# ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS


FORM OC-101

TO: State Controller  
Division of Local Government  
Fiscal Affairs  
Special Districts Unit  
P. O. Box 942850  
Sacramento, CA 94250-5876  
(916) 445-5153

Fiscal year ended 19

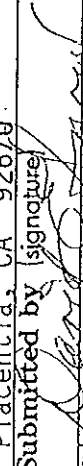
This report is due within 90 days after the end of the fiscal year.

Pursuant to Government Code Section 26909, an audit is to be filed with the State Controller within 12 months of the end of the fiscal year.

<b>Principal County:</b>	O	R	A	N	G	E	
<b>Other Counties:</b>	<b>MAILING ADDRESS</b> (Please affix label below & correct label if necessary)						
District Name (Enter if no label available)							
 17300400000 33 09 PLACENTIA LIBRARY DIST 411 E CHAPMAN AVE PLACENTIA CA 92670							
<input type="checkbox"/> Please check if mailing address has changed.							
Phone ( ) Ext.							
Location (if different from above)							
Street Address							
City, State, Zip Code							

<b>MEMBERS OF GOVERNING BODY</b>	<b>GOVERNING BODY</b>
President/Chairman (specify below) Margaret V. Dinsmore	<input type="checkbox"/> County Board of Supervisors
Fred West, Secretary	<input type="checkbox"/> City Council
John S. Fahy, Trustee	<input type="checkbox"/> Other
Saundra Stark, Trustee	
Robert E. Osborn, Trustee	

<b>OTHER OFFICIALS</b>	<b>STATE USE ONLY</b>
Secretary David E. Snow, Director	Reviewed By
Mgr/Supt/Chief N/A	Date
Attorney County Counsel	Cleared By
Fiscal Officer N/A	Date

<b>Report prepared by (contact person)</b>	
First M.I. Last	
Jim M. McCullough	
Phone ( ) Ext.	
714 996-3188	
Address	
151 N. Kraemer Blvd., #220	
City	
Placentia, CA 92670	
<b>Submitted by (signature)</b>	
	
<b>Title</b>	
Director	
<b>Date</b>	
September 30, 1990	
<b>Independent Auditor</b>	
McCullough, Ray & Bryan	
<b>Contact Person</b>	
Jim McCullough	
<b>Phone ( ) Ext.</b>	
714 996-3188	
<b>Address</b>	
151 N. Kraemer Blvd., #220	
<b>City</b>	
Placentia, CA 92670	

CLIENT'S COPY

Fiscal Year Ended June 30 19 90

District Name: Placentia Library District

**BALANCE SHEET NON-ENTERPRISE**

ASSETS & OTHER DEBITS		General Fund	Capital Projects Funds	Debt Service Funds	General Long-Term Debt	General Fixed Assets
1	Cash (including imprest cash)	\$ 62,645	\$	\$		
2	Cash with fiscal agent	1,018,725				
3	Taxes receivable	26,223				
4	Accounts receivable					
5	Assessments receivable					
6	Accrued interest receivable	23,435				
7	Lease payments receivable				\$ 735,000	
8	Unearned finance charge					
9	Advances receivable & deposits with others	28,363				
10	Loans & contracts receivable					
11	Inventory of materials & supplies					
12	Investments	97,770				
13	Unamortized discount on long-term debt					
14	Other assets and debts (specify)					
<b>Fixed Assets</b>						
15	Land					\$ 81,498
16	Structures & improvements					1,357,103
17	Equipment					364,796
18	Construction in progress					
<b>Other Debits</b>						
19	Future loan repayment requirements					
20	Future bond redemption requirements					
21	<b>TOTAL ASSETS &amp; OTHER DEBITS</b> (lines 1 thru 20)	\$ 1,257,161	\$	\$	\$ 735,000	\$ 1,803,397



	General Fund	Capital Projects Funds	Debt Service Funds	General Long-Term Debt	General Fixed Assets
<b>LIABILITIES &amp; OTHER CREDITS</b>					
22 Warrants payable	\$		\$		
23 Accounts payable	54,703				
24 Loans & tax anticipation notes payable					
25 Bonds payable - matured					
26 Interest payable - matured/accrued	13,883				
27 Deposits from others					
28 Other liabilities and credits (specify)					
29 Loans payable - deferred				\$	
30 Bonds payable - deferred				735,000	
31 Unamortized premium on long-term debt					
<b>Total Liabilities &amp; Other Credits</b> (lines 22 thru 31)	\$ 68,586		\$	\$ 735,000	
<b>EQUITIES</b>					
33 Reserve for imprest cash	\$				
34 Reserve for inventories			\$		
35 Other reserves (specify)			\$		
36 Investment in general fixed assets					\$ 1,803,397
37 General fund balance	1,188,575				
38 Other fund balances					
39 <b>Total Equities</b> (lines 33 thru 38)	\$ 1,188,575		\$		\$
<b>TOTAL LIABILITIES &amp; OTHER CREDITS &amp; EQUITIES</b> (lines 32 + 39)	\$ 1,257,161		\$	\$ 735,000	\$ 1,803,397

REVENUES

(a)

(b)

(c)

(d)

(e) (DNKP)

1 1 1

ACTIVITY (specify)						TOTAL
Property Taxes						
Current secured (Include supplemental roll)	1	\$ 859,360	\$	\$	\$	859,360
Current unsecured (Include supplemental roll)	2	66,759				66,759
Prior year (Include supplemental roll)	3	46,718				46,718
Special district augmentation fund	4	50,472				50,472
Property assessments	5					
Penalties & cost on delinquent tax & assessments	6	4,532				4,532
Licenses & permits	7					
Fines, forfeits & penalties	8					
Revenue from use of money & property interest (Includes gain/loss on investments)	9	100,467				100,467
Rents, concessions & royalties	10					
Aid from Other Government Agencies						
STATE	11					
Aid for construction	12	20,201				20,201
Homeowners' property tax relief	13					
Special supplemental subvention	14	106,212				106,212
Other (specify) i.e. Timber Yield	15					
Other State Funds	16					
FEDERAL						
Aid for construction	17					
Other (specify)	18					
Other governmental agencies	19					
Charges for current services	20	24,944				24,944
Other Revenues						
Aid from private parties						
All other (specify) Fines						
(Include revenue applicable to prior years)						
Total Revenues	S21	\$ 1,279,665	\$	\$	\$	1,279,665

**EXPENDITURES**

ACTIVITY (specify)	(a)	(b)	(c)	(d)	(e) (DNKP)	1 1 1
						TOTAL
22 Salaries & employee benefits Services & Supplies	22 \$ 727,904	\$		\$		727,904
23 (include contractual services) Contributions to other agencies	23 347,577					347,577
24 (charitable donations)	24					
25 Interest on short-term notes & warrants	25					
26 Judgments & damages	26					
27 Right-of-way	27					
28 Taxes & assessments	28					
29 Expenditures applicable to prior years	29					
<b>Fixed Assets</b>	30					
Land (include on Schedule A, line 2)	30					
Structures & improvements	31					
Equipment	31					
(include on Schedule A, line 2)	32	9,021				9,021
Expenditure reimbursements (see instructions)	33					
(specify)	33					
<b>Total Expenditures</b>	S34 \$ 1,084,502	\$		\$		1,084,502
<b>Net Revenues Over Expenditures</b>	T35 \$ 195,163	\$		\$		195,163
(line 2) less 34)	T35					

**CHANGES IN EQUITY**

(36) Total Fund Equity, beginning of the period (Should agree with prior year Form 200-1, line 40)		\$	1,064,194			
(37) Adjustments, transfers and other financing sources and uses. (specify)						
(38)						(70,782)
(39)						
(40) Total Fund Equity, end of period (lines 35 + 36 + 37 + 38 + 39)		\$	1,188,575			
(Should agree with Form 100 page 2, line 39, General Fund Column, if the District is engaged in non-enterprise activities only.)		\$	1,188,575			

**DEBT SERVICE TRANSACTIONS - NON-ENTERPRISE**

JM 200-3

Fiscal Year Ended June 30 19 90 District Name: Placentia Library District

Activity: \_\_\_\_\_

1	3
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Agenda Item 23  
Attachment B

REVENUES			
<b>Taxes and Assessments</b>			
1	Property taxes		
2	Current year secured (include supplemental roll)	1	\$
3	Current year unsecured (include supplemental roll)	2	
4	Prior years (include supplemental roll)	3	
5	Property assessments	4	
6	Penalties & costs on delinquent taxes	5	
7	<b>Revenue from use of money and property</b>		
8	Interest	6	
9	Rents (include finance charges earned)	7	
10	Sale of fixed assets	8	
11	<b>Aid from other Government Agencies, State</b>		
12	Homeowners' property tax relief	9	
13	Special supplemental subvention	10	
14	Other (specify)	11	
15	Federal	12	
16	Other governmental agencies	13	
17	Charges for current services	14	
18	Other revenues (include refund to lessee)	15	
19		16	
20	<b>Total revenues</b> (line 1 thru 16)	20	\$

EXPENDITURES			
21	Interest on long-term indebtedness	18	\$ 40,782
22	<b>Bonds matured during year</b>		
23	General obligation bonds (Sch. B, line 6)	19	
24	Revenue bonds (Sch. C, line 6)	20	
25	<b>Retirement of other long-term debt</b>		
26	State (Sch. E, line 22)	21	
27	Federal (Sch. E, line 9)	22	
28	Lease Civic Center Authority	23	30,000
29	Other governmental agencies	24	
30	Time warrants (Sch. F, line 5)	25	
31	Other expenditures (specify)	26	
32		27	
33	<b>Total Expenditures</b> (line 18 thru 26)	33	\$ 70,782
34	<b>Net Revenues over Expenditures</b>	34	\$ (70,782)

CHANGES IN EQUITY			
35	Fund Equity, beginning of period		\$ 0
36	(Should agree with prior year Form 200-3, line 33)		
37	Adjustments and transfers, increase or (decrease) (specify)		
38	Transferred from 200-1		70,782
39			
40			
41	<b>Equity, end of period</b> (line 28 thru 32)		\$ 0
42	(Should agree with Form 100 pg. 2, line 39, Debt Service Fund Column, if District is engaged in non-enterprise activities only.)		

**FIXED ASSETS & DEPRECIATION**

SCHEDULE A

2 3

Fiscal Year Ended June 30 19 90 District Name: Placentia Library District

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

FIXED ASSETS	Activity (specify)	(a)	(b)	(c)	(d)	(e) (DNKP)
1	Balance, beginning of year (Should agree with prior year Sch. A, line 5)	1 \$ 1,794,376	\$	\$	\$	\$
2	Additions (include construction in progress)	2 9,021				
Z3	Less retirements					
4	Adjustments - increase (decrease)					
S5	Balance, end of year	S5 \$ 1,803,397	\$	\$	\$	\$

ACCUMULATED DEPRECIATION & AMORTIZATION	Lines 6 thru 11 to be completed by utility or enterprise districts only.				
6	Balance, beginning of year (Should agree with prior year Sch. A, line 10)	6 \$	\$	\$	\$
7	Depreciation & amortization accruals	7			
Z8	Less net charges for plant retired	Z8			
9	Adjustments - increase (decrease)	9			
S10	Balance, end of year	S10 \$	\$	\$	\$
T11	NET FIXED ASSETS	T11 \$	\$	\$	\$

Lines 12 thru 15 to be completed by districts not reporting fixed assets above. (Please check appropriate box)

- (12)  Does not own assets, contracts for services.
- (13)  District has not capitalized fixed assets to date.
- (14)  Assets transferred to lessee pursuant to FASB 13.
- (15)  Other - specify \_\_\_\_\_

# LEASE-OBLIGATION

Fiscal Year Ended June 30 19 90

District Name: Placentia Library District

2	9
---	---

To be reported only by the lessee where the agreement was for a period in excess of ten years.  
The lessee is the party to the agreement who pays on the lease obligation.

If more than 2 Lease-Obligations use additional page	LEASE # 1			LEASE # 2		
Description (Administration building, fire house, swimming pool, etc.)						
Form of lease-Obligation:	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> lease <input type="checkbox"/> Other		<input type="checkbox"/> Contract <input type="checkbox"/> Lease <input type="checkbox"/> Other			
Can agency cancel agreement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does agreement provide for acquisition of facility upon termination?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of lessor	Placentia Civic Center Authority					
Name of person or organization providing any moneys expended for making an acquisition or improvement authorized or required for the purpose of such lease obligation						
Total future payments which will be required if the agency completes the unexpired term of the lease-obligation	1 \$ 1,098,083		2 \$			

**APPROPRIATION ; LIMIT (GANN)**

Fiscal Year Ended June 30 19 90 District Name: Placentia Library District

3	5

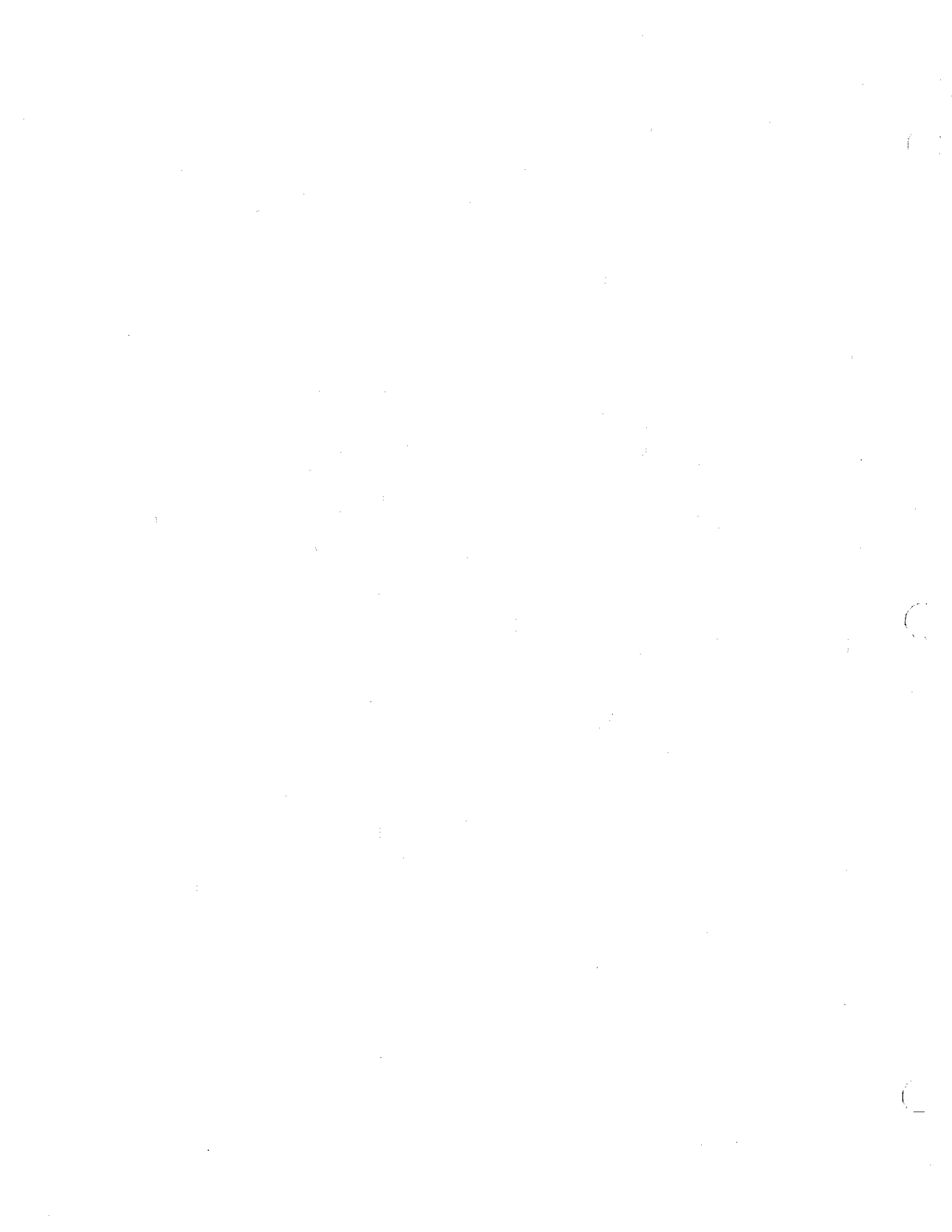
Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B. The reverse of this form cites California Constitution Article XIII B.

1	Appropriations limit as of the end of the fiscal year	1	1,208,909
Z2	Total annual appropriations subject to the limit as of the end of the fiscal year	Z2	1,116,263
S3	Amount over/under the appropriation limit	S3	92,646

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

4	District's only tax revenue is Debt Service	N4	
5	District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	N5	
6	District is totally funded by sources other than "proceeds of taxes"	N6	
7	Other (please explain) _____	N7	





TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: September 18, 1992  
SUBJECT: Heritage Days Parade, October 10, 1992

**BACKGROUND**

For the 28th time, it is celebration time for the City of Placentia. "DISCOVER PLACENTIA" is the theme for this year's parade.

Disneyland's Pinocchio will be this year's Celebrity Grand Marshal.

For many years, the Trustees have participated by riding in antique cars. This popular option is still available, thanks to John Hale, a local car enthusiast.

Literacy has inquired about having students/tutors in the parade.

**RECOMMENDATION**

1. Determine level of participation.
2. Approve by motion that the Library Director shall prepare the Entry Form and sign the Hold Harmless Agreement on behalf of the Board.

*→ 2 minutes of every event*  
*→ DISCOVER PLACENTIA LIBRARY*  
*4 cars*

The City of Placentia Heritage Committee  
401 E. Chapman Ave.  
Placentia, CA 92670

TO ALL CITY OF PLACENTIA HERITAGE DAYS PARADE PARTICIPANTS:

It's time to start planning for the 28th Annual City of Placentia Heritage Days Parade. This year's parade will be on Saturday, October 10, 1992. Lineup will be at 9:00 am. The parade will start at 10:00 am. Enclosed is a parade participant entry form and hold harmless agreement. Please read it over, fill in the blanks, and sign the hold harmless agreement.

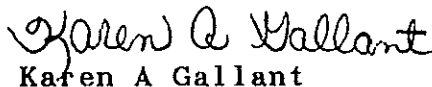
"DISCOVER PLACENTIA" is the theme of this year's parade. Trophies will be awarded to participants for the best adaptation of the parade theme. The bands will be competing for a spirit award this year.

Your prompt attention to filling out and returning your entry form and signed hold harmless agreement as soon as possible will be greatly appreciated. A Parade packet will be sent to you at a later date giving more detailed information and lineup instructions.

Sincerely,



Bruce A Gallant Jr.



Karen A Gallant

Parade Co-Chairpersons  
Placentia Heritage Committee

If you have any questions contact:  
Placentia Park & Recreation Dept at: (714)993-8232  
Karen or Bruce at: (714)993-7140

PS: CLASSIC CAR OWNERS - Also enclosed you will find an entry form to participate in the City of Placentia's Heritage Days Antique/Classic Car Show. If you are interested in participating in this event, that follows the parade, please complete the form and mail it to the address noted on the form. There are special arrangements for vehicles that enter both the Car Show and the Parade. These events do not overlap each other and both are worth your participation! For Car show information, please contact Dan or Kate Santoro at: (714)524-8642.

The City of Placentia Heritage Committee  
401 E. Chapman Ave.  
Placentia, Ca. 92670  
HERITAGE FESTIVAL & PARADE SATURDAY, OCTOBER 10, 1992

PARADE APPLICATION

(All applications must be received no later than Sept 28th)

_____			<input type="checkbox"/> FLOAT	<input type="checkbox"/> Commercial
Name of Entry				<input type="checkbox"/> Non-Profit
_____			<input type="checkbox"/> *BAND	<input type="checkbox"/> *MAJORETTES
Mailing Address			<input type="checkbox"/> *TALL FLAGS	<input type="checkbox"/> *DRUM MAJOR
_____			<input type="checkbox"/> *DRILL TEAM	<input type="checkbox"/> *COLOR GUARD
City	State	Zip	<input type="checkbox"/> DIGNITARY/CELEBRITY	
_____			<input type="checkbox"/> NOVELTY	
Contact Person			<input type="checkbox"/> EQUESTRIAN	
_____			<input type="checkbox"/> ANTIQUE/CLASSIC AUTO	
Day Phone	Night Phone		<input type="checkbox"/> YOUTH ORGANIZATION	
Number of participants in entry _____			<input type="checkbox"/> OTHER	

\* High School  
\* Jr. High School

\*\*\*\*\*

Questions, Comments, and Special Needs:

SCRIPT: There will be announcers along the parade route that will be describing each of the parade entries as they pass. Please provide as much information as possible concerning your entry. Use extra paper if necessary. WE WILL BE LIVE ON COMCAST CABLE T.V.

You will receive more specific Parade Information after your application has been received. Please return this from with both sides completed:

Bruce Gallant  
Parade Co-Chairperson  
401 E. Chapman Ave.  
Placentia, Ca. 92670

Please read and sign the back of this form, mandatory for participation!

CITY OF PLACENTIA HERITAGE DAYS PARADE  
INDEMNIFICATION AGREEMENT AND COVENANT NOT TO SUE

In consideration for permission to participate in the City of PLACENTIA HERITAGE DAYS PARADE to occur on October 10, 1992, I, the undersigned, hereby covenant and agree to indemnify, defend and save harmless City of Placentia heritage committee, the City of Placentia, its officers, directors, members, agents, servants, volunteers, representatives and employees and all other participants in the Heritage Day festivities from all claims, demands or liability which the aforementioned parties may sustain as a result of claims, demands, cause of action, costs of judgments which may arise from the undersigned's participation in the City of PLACENTIA HERITAGE DAYS PARADE.

The undersigned, on behalf of himself, his sponsoring group or organization, his heirs and assigns, further covenants with the aforementioned parties to forever refrain from instituting, pressing or in any way aiding any claim, demand or cause of action, for damages, cost, loss of service, expenses or compensation for, on account of, or in any way arising from or hereafter to arise from the undersigned's participation in said parade. This covenant is intended by the parties to be a waiver of California Civil Code Section 1542 which reads as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release.

---

Signature

---

Date

---

Sponsor Group

---

Home Phone #

---

Owner( ) Representative( )

---

Business Phone #

TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *EM*  
 DATE: September 21, 1992  
 SUBJECT: California Library Association Annual Conference

**BACKGROUND:**

The California Library Association Annual Conference will be held in Long Beach, November 14 - 17, 1992.

The four trustees who are members of CLA should have received a Conference book through the mail at home.

If the travel authorization was approved in Agenda Item 20 there will be approximately \$288 to cover trustee participation at the Conference.

Some events of interest are:

1-day registration	\$ <del>45.00</del> <i>20.00</i>
<i>AS</i> <i>PD</i> Full Registration	<del>60.00</del> <i>20</i>
<i>AS</i> <i>PD</i> State Librarian's Breakfast, Saturday, 7:00 A.M.	12.00
Library Trustees Program, Saturday, 10:30 A.M.	
<i>AS</i> <i>PD</i> CALTAC Awards Luncheon, Saturday, 12:30 P.M.	22.00
Exhibits, Saturday, 2:30 - 4:00 P.M.	
Exhibits, Sunday, 8:30 A.M. - 4:30 P.M.	
If You Want My Support, 10:30 A.M.	
Coulter Lecture & Luncheon, Sunday, 12:30 P.M.	20.00
Friends of the Library Luncheon, Monday, 12:30 P.M.	20.00

**RECOMMENDATION:**

Determine level of participation for individual trustees in order to take advantage of early registration rates.



TO: Library Board of Trustees

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

DATE: September 21, 1992

SUBJECT: Rate for Literacy Tutor Training for Students Not Tutoring for Placentia Library District

**BACKGROUND:**

Until July, 1992, the District charged \$20.00 per person for literacy tutor training. This fee was supposed to cover the cost of materials and supplies used in the tutor training sessions.

These funds have been deposited in a "literacy" checking account and have not been co-mingled with other District revenues.

This year the Library is receiving a \$750.00 grant from the Rotary Club of Placentia to cover the costs of training tutors who will be participating the District's literacy program.

The District has also been training tutors for other literacy programs. It is appropriate that these students continue to pay a fees that covers all of the costs of their training.

The attached report from Literacy Coordinator Melanie Daniels outlines the District's per student costs for tutor training. No overhead or personnel costs are included in her analysis.

**RECOMMENDATION:**

- 20.00 or less*
- 1) That a non-refundable fee of ~~\$27.50~~ <sup>20.00 or less</sup> be charged for literacy tutor training for each student who is not going to be a tutor in the Placentia Library District Literacy Program, effective for training beginning after November 1, 1992.
  - 2) That a non-refundable fee, or surcharge over a "Placentia" registration fee, of ~~\$5.00~~ <sup>or less</sup> be charged for literacy tutor workshops for each tutor who is not actively tutoring in the Placentia Library District Literacy Program, effective for workshops conducted after November 1, 1992.

TO: Elizabeth Minter, Library Director  
FROM: Melanie Daniels, <sup>E.D.</sup>Literacy Coordinator  
DATE: September 16, 1992

SUBJECT: Breakdown of Tutor Training Expense Per Participant

In response to your request for a breakdown of the materials cost incurred for each participant in our tutor training workshops I present the following:

<u>Item</u>	<u>Cost Per Participant</u>
TUTOR (required text)	\$12.37 with tax & S/H
Handout material	8.40
Supplies (folder, pen, etc.)	0.84
Refreshments (coffee, tea, etc.)	0.80
=====	
Total:	\$22.41

The above costs are based on actual costs for our previous workshops. There may be slight variation, depending on price fluctuations, but it is an accurate figure to the best of my ability. It includes only the costs for materials supplied to each participant; no personnel costs are included.



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: September 15, 1992  
SUBJECT: Program Committee Report

ADULT SERVICES

**Gulf Arab States:** The Library hosted the final program of the Gulf Arab States project. The audience were treated to authentic Arab hospitality and to a very stimulating presentation by Dr. Ellen Gruenbaum.

The display was taken down on September 4th. and the items are being packed and shipped. This marks the end of a very successful project.

**Banned Books Week:** The Library is celebrating the First Amendment and the Freedom to Read. On Tuesday September 29th at 7:00pm., Dr. Sterling Steele, the President of the Orange County Chapter of ACLU, will speak on "Banned Books and the First Amendment". Flyers, bibliographies, and bookmarks will be available for distribution on all public desks.

**Special Publicity:** Articles and features are being sought for The new edition of the Placentia Quarterly for December 1992 and January 1993. The Library will publish information on it's various services and the programs that will be offered during that period.

**School Visits:** Suad Ammar, Kay Schneider, and Julie Shook will attend the Principals' meetings on September 15th, 24th, and 29th. to reinforce the cooperation efforts that have been established between the Library and the School District in previous years. Copies of the " Assignment Alert", the "Reading Room Policies", and the Newsletters will be distributed.

**Library News Column:** Articles from various libraries' columns were gathered to be used as ideas or samples for our Library's News Column. (attached).

**Consumer Protection Week:** October 25-31 is Consumer Protection Week, and the committee is working with the Placentia Police Department on presenting two programs dealing with consumer frauds, mail box and credit card thefts etc... One of these programs will be presented in Spanish and will concentrate on frauds committed against the Spanish population.

# PLACENTIA LIBRARY DISTRICT

## PROGRAM STATISTICS

DEPARTMENT	AUGUST 1992	
	# PROGRAMS	# ATTENDEES
<b>ADULT SERVICES</b>		
Gulf Arab States	1	25
<b>CHILDRENS SERVICES</b>		
Grandparents and Books	18	57
Visits by Classrooms	1	16
After School Specials	0	0
Tours and Stories	0	0
Sum. Read. Programs	4	137
Preschool Story Hour	6	111
Toddler Times	0	0
	2	105
Spanish Story Hours	2	7
<b>LITERACY SERVICES</b>		
Tutor Training (make up session)	2	3
Testers' Training	2	8
Student Support Group	1	8

TO: Elizabeth Minter, Library Director  
FROM: Melanie Daniels, Literacy Coordinator  
SUBJECT: Status Report - Placentia Library Literacy Services  
DATE: September 15, 1992

#### PROGRAM STATISTICS

Active tutors: 137  
Active students: 127  
Inactive tutors: 18  
Students waiting to be matched: 89  
Percentage of tutors reporting: 30%  
Tutoring hours reported: 263  
Other volunteer hours reported: 308  
Total volunteer hours reported: 571

#### AUGUST ACTIVITIES

Student Support Group - The group met on August 4; 8 students attended. Discussion centered on selecting representatives to attend the California Literacy State Conference in September.

Tutor Training - A total of 3 tutors completed makeup sessions (held August 3 and 25). Tester's training was held August 13 and 25; 8 volunteers completed the training.

#### EARLY SEPTEMBER ACTIVITIES

Tutor Workshop Followup - 16 graduates of our July workshop attended a brief followup session on September 1; the group received certificates and reported on their tutoring experiences.

Dyslexia Program - The Orton Dyslexia Society sent a panel of experts to discuss dyslexia and available resources. 41 members of the public and PLLS attended.

Reach for the Stars - We held our annual recognition event on September 8, International Literacy Day; 49 people attended. Winning essays from our student writing competition were read by representatives from the community between award presentations. A PLLS volunteer videotaped the event, and the Orange County News taped us as well. An edited segment which included an interview with one of our students was shown on Channel 41 the following day. Copies of the program are attached to this report.

Student Support Group - The group met on September 12 to discuss ways of raising funds to buy group T-shirts. They agreed to have a food booth at the Heritage Days Festival in October.

#### STAFF

In the August report, I erroneously listed Lusi Garcia's work schedule as 1-5pm Monday-Thursday and 9am-6pm on Friday. It should have read 1-5pm Tuesday-Thursday and 9am-6pm Friday. Since last month, we have made one modification to accommodate Lusi's college schedule. She now works Tuesday 1-5pm, Wednesday 1:30-5pm, Thursday 1-5pm, Friday 9am-6pm. Ven Nguyen & Marie Wilkerson, our JTPA workers, completed the summer program the week of August 31; I requested a replacement when the school year program begins in October. We have had one temporary office volunteer for testing and office coverage 2-4 evenings a week. We are still waiting to hear from the State Library regarding the status of funding for Families for Literacy before Gwen Joseph returns to work.

#### NETWORK ACTIVITY

I attended a meeting of the Southern California Library Literacy Network (SCLLN) Computer Committee on August 20. We are discussing a grant proposal to obtain workstations with integrated educational software for each member program.

As reported last month, the Orange County Literacy Network (OCLN) met at Rancho Santiago College on August 7. There was an OCLN Board meeting on September 3; principal business was planning the 2 year anniversary celebration of OCLN, to be held in November. We were asked to submit names of community representatives to be invited. PLLS will also be collecting literacy related training dates from OCLN members for compilation in a master calendar, to be published in the OCLN newsletter and the Orange County Register.

#### UPCOMING ACTIVITIES

PLLS will continue its celebration of Literacy Month with the following events:

"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. As of today, we have 24 people registered.

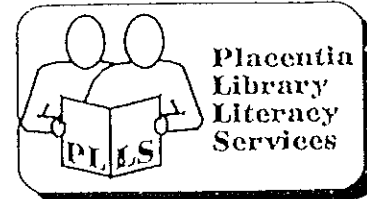
On Friday, September 25, from 4 to 5:30pm cellist Semyon Fridman and a pianist from the OC Performing Arts Center will present "Informally Yours," a combination of musical performance and discussion. The program honors PLLS students and tutors but is open to the public.

#### NEWSLETTER

The September-October newsletter is attached to this report.



# Placentia Reads



Newsletter of Placentia Library Literacy Services

September - October, 1992

## Coordinator's Corner



September is National Literacy Month. We are celebrating throughout the month with events ranging from our "Reach For the Stars" recognition event on September 8, International Literacy Day, to a concert for PLLS participants, guests, and the public on September 25. Please look over the Coming Events listing for details of these and other programs.

September also brings us Banned Books Week, September 26 - October 2. Banned Books Week is sponsored by the American Library Association and other national organizations to promote the freedom to read. The Placentia Library will join libraries throughout the country in displaying books that have been banned or censored at various times. Some of the titles may surprise you: the *American Heritage Dictionary*, the *Bible*, the *Encyclopedia Britannica*, *Hamlet*, *Mother Goose Old Nursery Rhymes*, and *My Friend Flicka* have all been banned books.

We are in the midst of moving our literacy cubicles. After the move, tutors and students will enjoy more private space in the area now occupied by our Audio-Visual Department, and the library patrons will enjoy easier access to the Library's collection of videotapes. In the meantime, check with us in the literacy office about available space. Your patience is appreciated.

As our newsletter goes to print, we are waiting to hear how the State Budget will affect the Library and its programs. Thanks to those of you who wrote letters or made phone calls to legislators in support of the Library. We will keep you posted.

- Melanie Daniels

## Coming Events...

"Reach For The Stars" Recognition Event in celebration of International Literacy Day, *Tuesday, September 8, 7-9pm*, Library meeting room.

PLLS Student Support Group, *Saturday, September 12, 10am-12 pm*, Library meeting room.

Continuing Education for Tutors: ESL Techniques, *Wednesday, September 16, 2-4pm*, Library meeting room.

LVA-Placentia Board meeting, *Wednesday, September 16, 6-8pm*, Library conference room.

Tutor Training Workshop, *Mondays and Thursdays, September 21-October 8, 6-9pm*, Library meeting room.

Continuing Education for Tutors: A Sideways Look at Comprehension, Presented by Evelyn Renner, *Tuesday, September 22, 6:30-9pm*, ElModena Branch Library in Orange, RSVP to (714) 282-8916, maps in PLLS office.

California Literacy State Conference, *Thursday-Saturday, September 24-26*, Red Lion Inn, Sacramento.

"Informally Yours", Musical performance for PLLS and guests, *Friday, September 25, 4-5:30pm*, Library meeting room.

Truly Tenacious Tips for Terrific Tutors, *Saturdays, September 26 and October 10, 9am-1:30pm*, Mission Viejo, call Mary Fitzgerald at (714) 458-8664 to reserve a place, flyer in PLLS office.

LVA-Placentia Board meeting, *Wednesday, October 7, 6-8pm*, Library conference room (date subject to change; call to confirm).

Helping Dyslexic Teens & Adults, *Saturday, October 10, 9am-12pm*, Garden Grove Regional Library, call Marilyn Braly at (714) 564-5105 to register.

Small Group ESL Activities with Evelyn Renner, *Saturday, October 17, 9:30am-2:30pm*, Newport Beach Public Library, call Marilyn Braly at (714) 564-5105 to register.

PLLS Student Support Group, *Monday, October 19, 6-8pm*, Library meeting room.

PLLS Tutor Support Group, *Monday, October 26, 6:30-8pm*, Library meeting room.

Continuing Education for Tutors: (topic to be announced), *Monday, November 2, 7-8:30pm*, Library meeting room.

LVA National Conference, *Thursday-Saturday, November 5-7*, Denver.

## PLLS People



Welcome back! Principal Librarian *Suad Ammar* returned to work in July after recovering from an automobile accident in April. We are glad to see her smiling face in the library again. *Jonathan Matthew* is at the giggling stage now so his mom, *Lusi Garcia* could safely start back to work on July 14th. She resumed her regular schedule in the literacy office of Tuesday through Thursday afternoons and 9am to 6pm on Fridays.

...and Thanks to Library staff members *Dottie Cummings*, *Liz Tranchida*, and *Cheryl Hyman* for filling in during Lusi's absence.

Enjoying the summer: *Diane Hagstrand*, LVA-Placentia Board member, experienced her first white water rafting trip this July, on the American River, near Placerville. *Linda Plenert*, PLLS Newsletter Staff, traveled to British Columbia for a family reunion and then recuperated on the Olympic Peninsula in Washington.

Stop the presses! LVA-Placentia Board member *Valarie Harris* and her husband *Mike* announced the birth of their daughter, *Victoria Leigh*, just under our newsletter deadline. Victoria, "Tori" for short, joined us on August 21 at 3:59pm, weighing in at 6 lbs. 10 oz. and measuring 20-1/2 inches.

## Bowling Anyone?



LVA-Placentia will join literacy programs throughout Orange County in "Strike for Literacy", Bowl-a-thon in February, 1993. Tutors, students, friends and family can raise money to support our literacy program while they enjoy a day of bowling and prizes. Watch for more information in our next newsletter, or call the literacy office.

## Helpful Phone Numbers



For a free hearing test by telephone, call (714) 630-2133. The test is a recorded message which plays several tones and it tells you how to determine if you need further testing.

Students can find out where to get study help for the GED test of where to take the test by calling a new hotline: 1-800-62 MY GED (1-800-626-9433). The hotline is staffed 6am to midnight on weekdays, and noon to midnight weekends, Central Standard Time. Callers may speak with English or Spanish speaking operators.

## Congratulations!!!

The following people completed tester's training in August and are now helping PLLS assess new students:

- Grace Alt
- Lusi Garcia
- April Goff
- George Hanna
- Carolyn McDaniel
- George Neal
- Bob Osborn

*An optomist is one who takes cold water thrown upon their idea, heats it with enthusiasm, and uses the steam to push ahead.*

## ...And the Winners Are...

After much deliberation, our Reach For the Stars essay contest judges named the following students as finalists. They are listed in alphabetical order. The first, second, and third place winners in both the basic reading and ESL categories will be announced at our annual recognition ceremony on Tuesday, September 8th. Those in attendance will have the pleasure of hearing the essays read aloud by local "stars" such as Police Chief Manuel Ortega and Chamber of Commerce President Janet Ramsey.

### Reach For the Stars Essay Contest Finalists:

Esther Guzman  
Carolyn Hatton  
Thuy Trang Nguyen

Maria Perez Pantoja  
Jess Ramirez  
Amy Yang

We plan to share these wonderful essays with you in the pages of *Placentia Reads*. We begin in this issue with Esther's entry:

## Reading Helps Me Reach for the Stars

- by *Esther Guzman*

My fears do not control me any more. I have conquered my fears, by trusting in people that love me and rally about me, and are there to teach me to learn to read.

Now I'm reaching for the stars. The stars, are my goals, and my dreams. My dreams have come true.

I'm happy for the first time in my life. I'm going to Fullerton College twice a week, and working for the Placentia Library five days a week.

Not knowing what to expect or if I was even going to be able to make it through college, or my new job. It wasn't easy for me at first, I struggled, and cried with frustration there were times I even wanted to quit.

But I have learned, by studying, and working hard, and by reaching out with confidence. And holding on tight, and not letting go of my positive dreams.

Learning and knowing that dreams do come true. That reading is an open door to my success in all I do in my life.

I feel like a child again. Excited, happy and joyful. It seems like Christmas. Just waiting, and expecting, to open that special gift, that I always wanted to possess in my heart, "Reading".

My mind has been opened to new adventures in reading different kinds of children's books. I'm exploring new avenues in learning how to read these wonderful and amazing children books. I laugh, giggle, and cry all at the same time. I never knew how exciting it was to read children's books, til now.

Reading is like a fruit to me, the more I eat the more I enjoy the sweet tast, the smell, and the variety of words feeding that hunger that is within me.

Reading has become an inspiration in my life. Reading has opened my mind to understanding the wisdom of God and men.



## Spark Up Your Tutoring Sessions

Summer vacations are fading into memories, so why not turn your next tutoring session into a mini getaway with your tutor or student?

- Use the yellow pages to select a restaurant. Look at a map and decide together how you will get there. Reading and choosing items from the menu is a great tutor-student activity. For some arithmetic practice, compute the tip and check the bill.
- Use a calendar and choose a date to see a movie together. Check the newspaper movie listings and decide on the movie and time you will go. Discussing the movie at your next session can provide a great language experience story, as well as practice in critical thinking.
- Take a trip to a local bank. Find out about the services offered by asking a service representative (conversation practice) or reading the brochures available (reading practice). Learning to use the bank's automatic teller machine can be fun.
- Hold your session at one of Orange County's museums. Using the yellow pages, library reference material, and maps can all be part of your pre-trip planning session.
- Shopping trips provide an excellent real life lesson. Write a shopping list and check the newspaper for sales and coupons at the session before your trip. Compare prices in the ads for comprehension practice.

Be creative! Think of your own getaway session. Write down what you did and we'll publish your story in *Placentia Reads*.

### Express Yourself - Vote!



We urge PLLS students and tutors to vote on November 3. If you are not registered to vote, remember that the registration deadline for this election is October 5, 1992. Voter registration forms are available at the Reference Desk in the Placentia Library, as well as many other public locations. Low level reading skills are no excuse to not vote: any voter may have a friend accompany him or her in the voting booth to read the ballot, and the contents of the ballot pamphlet may also be available on audio cassette. Reading and discussing the pamphlet ahead of time provides excellent practice in critical thinking skills. Now, go vote!



### Yours for the Asking

Free comic books are available in the literacy office, courtesy of Diamond Comics of Los Angeles. We also have free binders, paper, word cards, and copies of Readers Digest available on a first come, first served basis.

*A smile is as contagious as a yawn, and is remembered more fondly when gone.*



## PLLS Student Picnic a Hit!



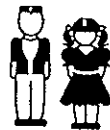
The PLLS Student Support Group held its first potluck picnic on Saturday, July 18 at Tri-City Park. Forty students, tutors, friends, and family members turned out for a day of eating hot dogs, salads, chicken, and delicious desserts. It was a time of relaxed conversation and getting to know each other. Everyone agreed that we should do it again, especially when the weather cools off. Tutor Flo Stenger's frozen pea salad was a favorite dish among the picnickers, and she graciously shared her recipe:

### *Frozen Pea Salad*

- 1 ten ounce package frozen petite peas
- 2 cups chopped celery
- 1/2 cup chopped green onions
- 1 cup Spanish peanuts
- 1/2 cup salad dressing

Combine above ingredients just before serving.

## Change a Life - Read to a Child



In a speech at the June, 1992 American Library Association Convention in San Francisco, Congresswoman Pat Schroeder spoke of the important role libraries play in the education that changes children's lives. She highlighted the significance of this role by saying, "I believe in an America where, if you want to change the world, you change the life of a child."

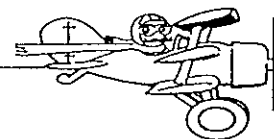
You can change the world by getting involved in Families for Literacy or Grandparents and Books, two programs at the Placentia Library that directly affect children's love of books and reading. For more information, call the literacy office at (714) 524-8408.

## Demystifying Dyslexia

On September 1, PLLS students, tutors, and the public enjoyed an informative presentation by the Orton Dyslexia Society of Orange County. A panel defined and explained dyslexia, discussed the resources available to dyslexics, and answered questions from the audience. Information kits for parents, adult dyslexics, high school/college aged dyslexics, and teachers were made available. PLLS students and tutors can borrow them through the literacy office.

Similar presentations are held at 7pm on the first Tuesday of each month at various locations in Orange County. For the location of the next meeting, call the Orton Dyslexia Society at (714) 261-8661.

**Help Wanted!**



Volunteers are needed as we participate in Placentia's annual Heritage Day Parade and Festival on Saturday, October 10. If you would like to march in the parade, staff a booth, or help in any way, please call the literacy office. It is a great chance to meet people, have fun, and support the literacy program.

# PLACENTIA LIBRARY DISTRICT

## Board Members

Margaret V. Dinsmore - President  
Robert E. Osborn  
Saundra M. Stark  
Fred West - Secretary  
Ray Evans

## Library Director

Elizabeth Minter

## Assistant Library Director

Salvatore Addotta

## Principal Librarian

Suad Ammar

## Literacy Coordinator

Melanie Daniels

## Family Literacy Coordinator

Gwen Joseph

## Literacy Clerk

Lusi Garcia

## Literacy Newsletter Staff

Linda Plenert

Debbie Cetin

Stacy Lee

## LVA-Placentia Board Members

Peggy Dinsmore

Maria Moreno

Lotte Gopalakrishnan

Valarie Harris

Diane Hagstrand

Stephen McLean

Leslie Moreau

*This publication was supported in whole or in part by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board. The opinions expressed herein do not necessarily reflect the position or policy of the CLSB or the California State Library and no official endorsement by those agencies should be inferred.*

## Literacy Center

Placentia Library District

411 E. Chapman Avenue

Placentia, CA 92670

(714) 524-8408

PLACENTIA LIBRARY DISTRICT  
INTER-OFFICE MEMO

TO: Elizabeth D. Minter

FROM: Kay Schneider *KS*

DATE: September 9, 1992

SUBJECT: **Incredible Journeys: Take a Book! Summer Reading Program.**

The Summer Reading Program in the Children's Department has been a great success. Many of the parents of our school age children have been very complimentary about the programs the Children's department has presented this summer. The SRP was open to all children - those who could read and to those non-readers who were read to by a parent or sibling. It was our goal to make the SRP attractive to children of all ages. The age limit reached up through the eighth grade and we made a special effort to have new materials for our older readers. Some time before the reading program started, Julie Shook, Young Adult Specialist, and I selected, at your request, multiple copies of paperback books that we felt would be especially popular. This was a great idea and as soon as these books reached the shelves, they were in immediate use by their intended audience.

We publicized our program in several ways this year. The first step was to reach the children in schools. This was accomplished by individual classroom visits by several members of our very cooperative staff. Mary Byrne, Gwen Joseph, Sal Addotta, Liz Tranchida and myself visited classrooms in 8 of our local elementary schools to tell the children about our summer programs, get them "fired up", and to pass out flyers to take home to their parents. There were two schools that did not want classroom visits, but did let us pass out flyers for each of their students. Most of the children who came in to enroll said that they learned about the programs through our school visits, so I felt this was time and effort well spent. The *Placentia News* printed a very nice article about the SRP and followed up with a picture taken at one of our special events. Flyers were displayed around the library and Liz Tranchida designed and prepared a wonderful, colorful and inviting bulletin board promoting the program. It would have been hard to miss! She also created some eye catching mobiles. It was announced on the local cable channel.

As each child enrolled in SRP, they received a bookmark and a Book Log in which to record the books they read. The children received a special "ticket" each week they read five books and made a visit to the library. They could spend these "tickets" at the Incredible Journeys Reading Station for small prizes. If they saved until they had three of the tickets they could get a free book. These good quality paperback books were purchased at a special price of 50 cents each. We continually reinforced with them that they were reading for fun and for prizes this summer and they loved it.

Each week that they read their five books, they also chose a special shape on which to write

their names and their favorite book for that week. They taped these shapes around the library for others to read. The young readers enjoyed seeing their names up around the room and it also encouraged them to begin to think about the content of their reading materials and to form opinions about what they had read.

There were 303 children who each read 25 books over the summer to receive an Incredible Reader certificate from our library and a certificate for a free meal from the Sizzler. Apparently, food is a great motivator because all of the children were most anxious to read enough to get their free meal. After the children finished their first 25 books, they were able to enter drawings for special prizes each week that they read 5 books.

**1,118 children enrolled in our Summer Reading Program this year. This is an increase of 11.5% over last year's enrollment.**

We had a busy schedule all summer with programs and special events for children of all ages. In addition to the reading program, there were two Preschool Story Hours for children ages 3-6 each Monday. Tuesdays there were five half hour sessions of Grandparents and Books storytellers, and on each Wednesday there was a very Special Event. All of our programs were well attended and well received.

#### **PreSchool Story Hours**

24 Story Hours were attended by 571 children.

#### **Grandparents and Books**

This summer our Grandparents and Books older volunteers read for a total of 27 hours to 239 children. Great Job!

#### **Way Out Wednesday Specials**

9 Specials were attended by 991 children. We began distributing the free passes on the Friday before each performance and they were always gone very quickly (people were waiting outside for the library to open on Friday mornings) and because of the size of our meeting room, there were never enough passes to give one to everyone who wished to attend.

June 24-David Zacarte, a magician and ventriloquist, presented two shows of *Abbra Cadabra: Disappear in a Book!* This particular show was our opening for the summer.

Cost \$250.00

July 1- Oak Canyon Nature Center gave two shows called, *The Incredible World of Animals.* As always, they were wonderful and the children were totally involved. Some of us were able to touch and greet the live snake - some of us did not.

Cost \$90.00

July 8-IMAX Theatre. We took a bus load of children to the IMAX theatre in LA to see the movie, *The Blue Planet.* Three staff people and two volunteer parents

supervised the children as they visited the museum and watched the fascinating and educational movie. The bus was quickly filled.  
Cost \$275.00

July 15-The Marine Institute at Dana Point brought a show called, *A Whale of a Journey*. We all watched, listened and learned as we made a whale with bones, measured their great length, and met some live sea creatures.  
Cost \$115.00

July 22-*Around the World in Funny Ways* was presented by local puppeteers, Judy Sofer and Ruben Gerard. They are always a favorite with the children.  
Cost \$100.00

July 29-The Walt Disney Movie, *The Incredible Journey*. Movies are always a favorite and this one about animals on a journey was an especially nice tie-in to the summer's theme.  
Cost \$90.00

August 5-*Incredible Crafts*. I held three craft sessions that day and we made balloon people. The children were very creative and they and I had a great time. Each session was limited to about 30 each.  
Cost \$30.00

August 15-A Park Ranger from the Orange County Park System presented, "*An Incredible Journey in Your Own Backyard*." His very interesting program included live animals.  
Cost: Free

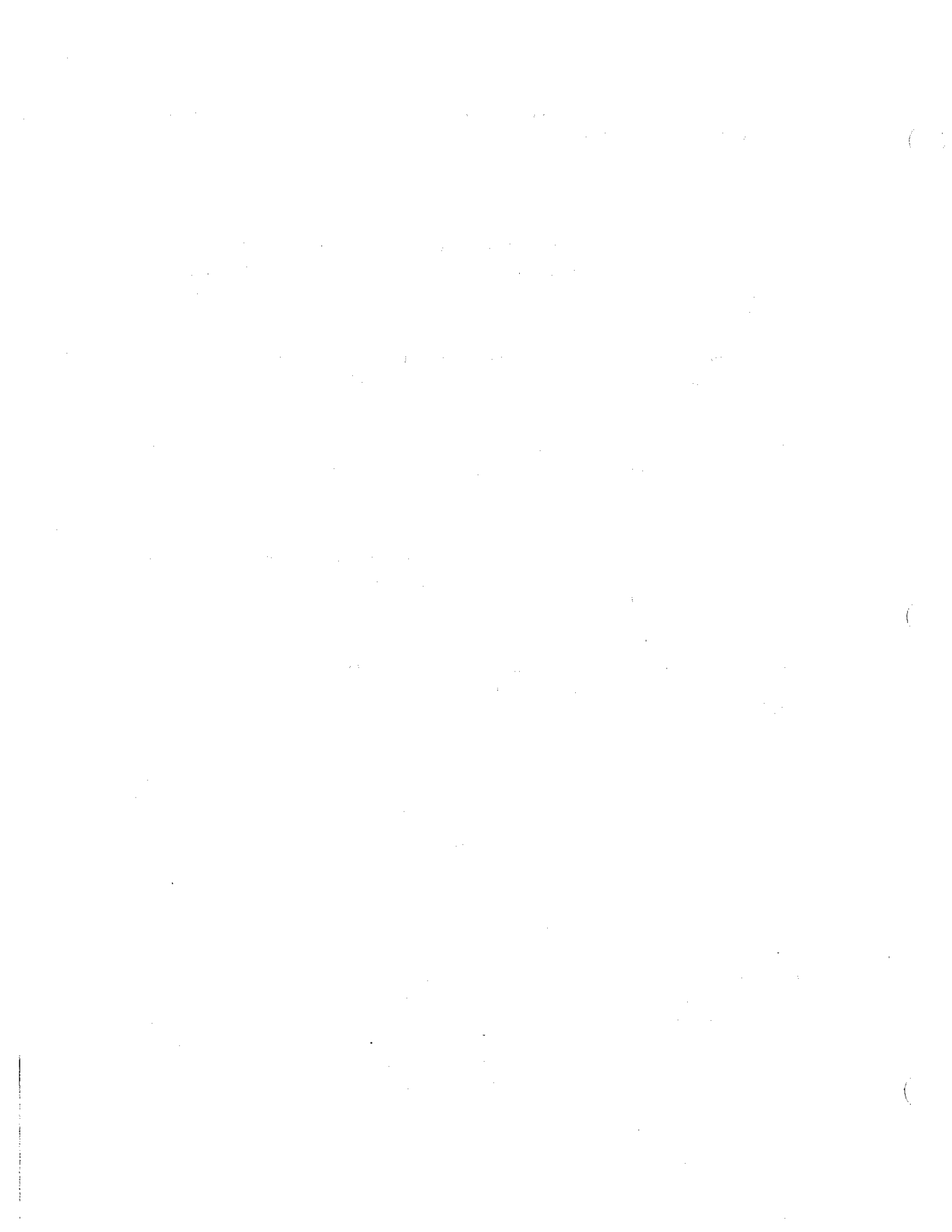
Total cost for the Way Out Wednesday Programs - \$844.00

### **Classroom Visits**

In addition to the planned activities there were several school classrooms who visited the children's department for a tour and/or stories during summer school.

**20 classrooms with 511 students came to the library this summer** and many of them were able to get new cards.

We were able to do so many programs and to provide prizes to the children because of the hard work and generosity of the **Friends of the Library**. There were also some members of the Business community who provided prizes for our drawings. Barbara Pomykata contacted many local businesses by phone and by letter to explain the goals of our program and to ask for any assistance they might be able to offer. The Sizzler, Taco Bell, McDonalds, IHOP, Dillingers, In & Out Burger, Little Professor Book Store, The Whole Enchilada, and Heidi's all contributed coupons for free prizes.



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian  
DATE: September 18, 1992  
SUBJECT: Information For Teachers

The Library has published the first issues of two newsletters directed to the area school teachers. Kay Schneider edited the Preschool-Primary-Intermediate edition, which is directed to teachers of grades K-6 informing them of the special and on-going programs and services offered by the Children's Department. Julie Shook edited the Junior and Senior High School edition. The newsletters invite teachers and encourage them to visit the Library, to schedule class visits, and to use the "Assignment Alert" forms to ensure availability of materials needed by the students.

The newsletters are scheduled to be published in September, December, March and May. They are yet another tool the Library is using in its continuous efforts to maintain a strong working relationship with the teachers in the District to insure the quality service that the Library strives to offer.

Copies of the Newsletters and the "Assignment Alert" will be distributed to the teachers, and copies of the "Reading Room Policy" will be posted in all the classrooms.





# Placentia Library District



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

## ASSIGNMENT ALERT

Please complete this form, and send it with a copy of your assignment to the Placentia Library at least one week before the assignment is given to your students. This allows the Library staff enough time to gather available materials and hold them on reserve for the duration of the assignment.

I. If you are placing any restrictions on the types of materials that may be used in this assignment please check the items students may not use:

BOOKS                       ENCYCLOPEDIAS                       MAGAZINES

PAMPHLETS                       VIDEOS                       OTHER: \_\_\_\_\_  
(please specify)

II. Special instructions or additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Date assignment due:     \_\_\_ / \_\_\_ / \_\_\_

IV. Name of teacher: \_\_\_\_\_

V. School: \_\_\_\_\_

VI. Grade: \_\_\_\_\_

*If you have any questions please call 714-528-1925:*

For K-6 grades:     Please ask for Kay Schneider  
For 6-12 grades:    Please ask for Julie Shook or Suad Ammar



# 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.

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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!

## 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.

## 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

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.



## PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue

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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.

Adopted by the Library Board of Trustees, August 17, 1992

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TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: September 18, 1992  
SUBJECT: California Special Districts Association Conference  
September 9-11, 1992

I attended the Special Districts Workers Compensation Authority board meeting Wednesday, September 9th in the morning. I am the Library Board's official representative and the secretary of the SDWCA board.

The annual Legislative Update provided by CSDA's lobbyist Ralph Heim is always one of the most worthwhile parts of the conference.

This year was no exception. We were given an overview of the recent state budget battle and CSDA's part in protecting special districts' interests. The Chief Consultant, Local Government Unit of the Department of Finance (part of the governor's office) spoke, as well as the consultant to the Assembly Committee on Local Government.

More than ever before, special districts had a voice that was heard and paid attention to. The intensive grass roots effort at communicating during the budget negotiating paid off! The cuts to our funding would have been much more drastic had we not made our point of view heard.

Many thanks go to Ralph Heim and the CSDA staff for their up-to-the-minute faxes keeping us informed along the way.

Assemblymen Sam Farr (D-Santa Cruz) and Dan Hauser (D-Santa Rosa) were honored for their efforts on behalf of special districts during the budget battle.

Other meetings attended included Fair Political Practices Commission issues, Legal issues including ADA concerns, and Conflict Resolution dealing with administration/board issues.



TO: Library Board of Trustees  
FROM: Karen Cushing <sup>KC</sup>  
DATE: September 16, 1992  
SUBJECT: Publicity Materials produced for the month of August

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The Program Committee has been extremely busy this last month developing flyers, materials and press releases to advertise Fall library events.

To insure maximum press coverage, all library press releases are now sent to the following publications:

Anaheim Bulletin  
Fullerton Observer  
Los Angeles Times - Orange County Edition  
North County News (Formally Placentia-News Times)  
Orange County Register  
Orange County News Channel

The attached materials show the various programs and events that the Program Committee has been planning, developing and coordinating during the month of August.

Not included in this report is the "Every Child A Library Card" and the "Assignment Alert" projects, which are included in a separate report.



# *Help Change a Life -*

## *Become a volunteer literacy tutor*

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

Register now for our fall tutor training workshop. Upon completion of the 18 hour training, you will be certified by Literacy Volunteers of America as a basic reading tutor.

**Dates:** Mondays and Thursdays, Sept. 21, 24, 28, Oct. 1, 5, 8

**Time:** 6 - 9pm

**Place:** Placentia Library, 411 E. Chapman Avenue

**Cost:** \$20.00 includes your tutor manual and all materials; scholarships available.

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

*Sponsored by Placentia Library Literacy Services*

Dyslexia

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reading

delq

Learn

book

# Dyslexia: Facts and Resources

Adult and teenaged dyslexics, parents of dyslexic children, educators, tutors, and others wanting more information about dyslexia and community resources for dyslexics are invited to this presentation.

*Speakers:* A panel from the Orton Dyslexia Society, featuring an educational therapist

*When:* Tuesday, September 1  
7 to 8:30pm

*Where:* Placentia Library  
Meeting Room  
411 E. Chapman Avenue  
corner of Kraemer & Chapman in Placentia

For more information, call (714) 524-8408.

*Sponsored by Placentia Library Literacy Services*

In honor of National Literacy Month, Placentia Library Literacy Services  
invites you to attend

# *"In formally Yours"*



*A Musical Performance*



*Featuring Cellist Semyon Fridman*

Mr. Fridman will play the cello, accompanied by a pianist.

Between each musical selection he will talk with the audience and answer questions. Adults and children alike are invited to enjoy this delightful, informal concert.

*When:* Friday, September 25  
4 to 5:30pm

*Where:* Placentia Library Meeting Room  
411 E. Chapman Avenue  
(corner of Kraemer & Chapman in Placentia)

For more information, call (714) 528-1906.

*This program is made possible through Founders Plus of  
the Orange County Performing Arts Center.*

### About Our Speaker

Ellen Gruenbaum earned her Masters Degree in Anthropology from the University of Connecticut and Ph.D in Anthropology from the same university in 1982.

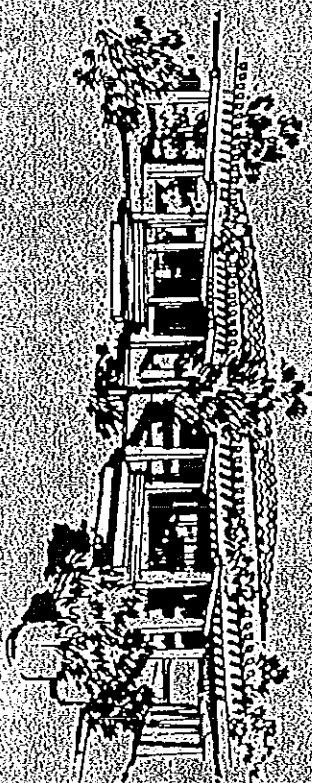
Dr. Gruenbaum was a Lecturer in the Department of Anthropology and Sociology at the University of Khartoum in Sudan between 1974 and 1978 and at the University of Wisconsin-Sheboygan in 1982. Between 1982 and 1986 she served as an Assistant Professor in the same university.

Dr. Gruenbaum has been Assistant to Associate Professor in the Department of Anthropology at California State University, San Bernardino, from 1986 to the present, and also the Director of Women's Studies there since 1987.

Among her many academic honors, Dr. Gruenbaum was awarded the Malone Faculty Fellowship in Arab and Islamic Studies which provided a travel grant to Saudi Arabia and Bahrain between December 28, 1989 and January 18, 1990.

Dr. Gruenbaum comes to us with a very high recommendation from the California Council on U.S. Arab Relations.

The Gulf Arab States Traveling Display and Opening Ceremonies have been organized and coordinated by the Placentia Library District and funded by a grant from the California Council for the Humanities and contributions from Greertron, U.S.A., Inc., The Royal Embassy of Saudi Arabia and the Embassy of the State of Kuwait. The Opening Ceremonies at the Placentia Library were funded by the Friends of the Placentia Library.



### PROGRAM

Welcome

Sal Addotta,  
Assistant Library Director

Introduction of Special Guests

Peggy Dinsmore

President,  
Placentia Library District  
Board of Trustees

Flag Presentation

Girl Scout Color Guard

Introduction of Speaker

Suad S. Ammar,  
Principal Librarian,  
Project Director

High Walls

Ellen Gruenbaum, Ph.D.

Question Period

Ellen Gruenbaum, Ph.D. &  
Suad Ammar

Refreshments

Agenda 11:00  
Attachment 11:00  
11:00  
11:00  
11:00





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santa ana, calif. 92719

PLACENTIA NEWS TIMES  
Weekly

AUG 13 1992

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## AROUND TOWN

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### Professor to speak about Saudi education

932  
Ellen Gruenbaum will speak at 7 p.m. Aug. 21 in the Placentia Library meeting room on the subject "Women's Education in Saudi Arabia and Bahrain."

Gruenbaum, associate professor of Anthropology at California State University, San Bernardino, will be the special guest lecturer in conjunction with the traveling display "The Gulf Arab States: Beyond Camels, Oil and Sand Dunes," hosted by the Placentia Library District.

The Gulf Arab States traveling display has been touring California for almost a year, and has been viewed by tens of thousands of people and received with great interest. After 11 months, it returns to the library for its "grand finale" during the month of August.

The public is welcome to both Gruenbaum's lecture and the ongoing display at the library. For more information, call Suad Ammar at 528-1906.

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670

FOR MORE INFORMATION CALL: Melanie Daniels  
(714) 524-8408

FOR IMMEDIATE RELEASE

Placentia Library Literacy Services (PLLS) will join with literacy programs throughout the nation on International Literacy Day, September 8 to celebrate the accomplishments of adult literacy students, volunteer tutors, and those who support literacy efforts. Placentia Library Literacy Services will host "Reach for the Stars," a special recognition event, at the Placentia Library from 7 to 9pm that evening. Local "stars" such as Placentia Police Chief Manuel Ortega will read the winning essays written by literacy students in the "Reach for the Stars" student essay contest, and members of the PLLS Student Support Group will present special awards to Rockwell International, the City of Placentia, Placentia Head Start, and the North Orange County Community College District to honor their support of literacy during the 1991-92 program year.

Placentia Library Literacy Services, in cooperation with Literacy Volunteers of America - Placentia, provides free, individualized instruction to adults seeking to improve their basic literacy skills in the English language. It is estimated that there are 275,000 to 455,000 adults in Orange County who need such instruction.

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# September 1992

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

6	7	8	9	10	11	12
LIBRARY CLOSED	Labor Day	7:00pm Literacy: "Reach For the Stars"	7:00pm Orion District Society Presentation	LIBRARY CARD SIGN-UP MONTH!	Gulf Arab Display (through 9/8)	
13	14	15	16	17	18	19
			NATIONAL LITERACY MONTH!			
20	21	22	23	24	25	26
	1:00pm PRESCHOOL STORY HOUR 6:00pm Literacy Tutor Training Workshop Begins	Autumn begins 1:30am TODDLER TIME	10:30am PRESCHOOL STORY HOUR	3:30pm AFTER-SCHOOL SPECIAL 6:00pm Literacy Tutor Workshop	4:00pm *Informally Yours' Cello Concert	
27	28	29	30			
	Rosh Hashanah 1:00pm PRESCHOOL STORY HOUR 6:00pm Literacy Workshop	1:30am TODDLER TIME	10:30am PRESCHOOL STORY HOUR			

BANNED BOOK WEEK

August						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

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

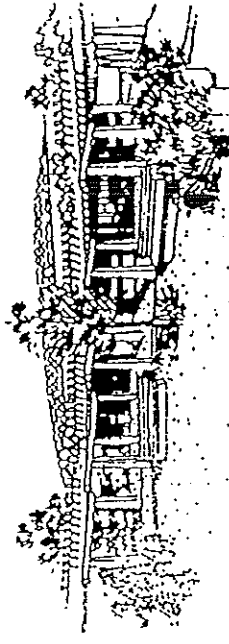
PLACENTIA LIBRARY DISTRICT  
411 East Chapman Ave.  
Placentia, CA 92670

# October 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5 1:00pm PRESCHOOL STORY HOUR 6:00pm Literacy Tutor Workshop	6 1:30am TODDLER TIME	7 Yom Kippur 10:30am PRESCHOOL STORY HOUR	1 3:30pm AFTER-SCHOOL SPECIAL 6:00pm Literacy Tutor Workshop	2	3
	12 Columbus Day (Observed) LIBRARY OPEN! 1:00pm PRESCHOOL STORY HOUR	13 1:30am TODDLER TIME	14 10:30am PRESCHOOL STORY HOUR	8 3:30pm AFTER- SCHOOL SPECIAL 6:00pm Literacy Tutor Workshop	BANNED BOOK WEEK	
11	19 1:00pm PRESCHOOL STORY HOUR	20 1:30am TODDLER TIME	21 10:30am PRESCHOOL STORY HOUR	15 3:30pm AFTER- SCHOOL SPECIAL 7:00pm & 8:00pm "Before Columbus" by EIDorado HS	16	17
18	26 1:00pm PRESCHOOL STORY HOUR	27 1:30am TODDLER TIME	28 10:30am PRESCHOOL STORY HOUR	22 3:30pm AFTER- SCHOOL SPECIAL	23	24
25 				29 3:30pm AFTER- SCHOOL SPECIAL	30	31 Halloween (Library is Open!) 

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PLACENTIA LIBRARY DISTRICT



# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670

FOR MORE INFORMATION CALL:       Melanie Daniels  
  (714) 524-8408

FOR IMMEDIATE RELEASE

Cellist Semyon Fridman, accompanied by pianist Sandy McCune, will perform at the Placentia Library on Friday, September 25, at 4:00pm. In a program titled "Informally Yours," Mr. Fridman will play, chat with the audience, and answer any questions from them. Semyon Fridman is the First Prize Winner of the 1987 Concert Artists Guild New York Competition and has had solo engagements with the Baltimore Symphony and Kiev State Philharmonic orchestras.

The concert, which is open to the general public, is sponsored by Founders Plus of the Orange County Performing Arts Center in honor of National Literacy Month.

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411 East Chapman Ave.

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STUDENTS WELCOME

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## AROUND TOWN

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### Library to recognize literacy volunteers

Placentia Library Literacy Services will join with literacy programs throughout the nation on International Literacy Day to celebrate accomplishments in literacy at a program, "Reach for the Stars" 7 to 9 p.m. Tuesday at the Placentia Library, 411 E. Chapman Ave.

Adult literacy students, volunteer tutors and those who support literacy efforts will be recognized.

Placentia Police Chief Manuel Ortega will read the winning essays written by literacy students in the "Reach for the Stars" student essay contest.

Members of the student support group will present special awards to Rockwell International, Placentia, Placentia Head Start and the North Orange County Community College District to honor them for their support of literacy of during the 1991-1992 program year.

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411 East Chapman Avenue  
Placentia, California 92670

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

FOR IMMEDIATE RELEASE

## Banned In California

"Objectionable language", "it's a real downer", "Shocking contents", "offensive language", "it criminalizes the foresting industry." These have all been reasons to challenge or ban books from schools and libraries in California and the rest of the Nation.

Two California School Districts- Culver City and Empire- banned Little Red Riding Hood because an illustration showed Little Red Riding Hood's basket with a bottle of wine as well as fresh baked bread and butter.

The American Heritage Dictionary was removed in school libraries in Anchorage, Alaska; Cedar Lake, Indiana; Eldon, Missouri; and Folsom, California due to "objectionable language".

Books like these, challenged or banned, will be displayed at the Placentia Library during National Banned Books Week 1992, which celebrates the Freedom To Read. This takes place September 27th through October 3rd. Most of these books are well known but considered dangerous or objectionable by individuals or groups who would deny others access to them. The Placentia Library believes that Americans support our basic right to read as guaranteed by the First Amendment of the Constitution of the United States of America.

Dr. Sterling Steele will speak on the Freedom to Read at the Placentia Library on Tuesday, September 29th at 7:00 pm. Dr. Steele is the President of the Orange County Chapter of the American Civil Liberties Union, and has frequently spoken on this subject.

The Placentia Library encourages the public to view the display and attend the lecture.

# city services

## Library looks for ways to cut budget

By Pamela Krebs  
North County News

Placentia Library District officials face budget cuts of \$130,000 as the new state budget goes into effect.

The new state budget mandates that special districts pay the lesser of 10 percent of their total operating revenues from the previous fiscal year or 35 percent of their property tax revenue.

The \$130,000 loss is 10 percent of the district's \$1.3 million budget.

But library officials still aren't sure what will be required of them.

"We're waiting for some answers from the state and county," said Elizabeth Minter, Placentia library director.

"We don't even have the legislation yet."

Placentia Library Board members discussed future cuts to compensate for the shortfall during a special meeting Sept. 3.

Board members discussed cutting line items dedicated to structural repairs and automated replacements.

In addition, a children's librarian position may not be filled, saving \$24,000.

Closing the library on Sundays might occur under extreme circumstances, Minter said.

Placentia Library Trustee Sandra Stark suggested the library seek donations from the public in the form of a drop bucket as an alternative to cutting the budget.

The last resort would be to reduce library hours and the book budget, Minter said.

"We're not likely to see the impact for a month or two," she said.

Library trustees are scheduled to discuss the cuts again at their next regular board meeting Sept. 21.

The Placentia Library is located at 411 E. Chapman Ave. For information, call 528-1906.

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, California 92670

FOR MORE INFORMATION CALL: Kay Schneider  
(714) 528-1906

FOR IMMEDIATE RELEASE

## STORY HOURS

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FOR MORE INFORMATION CALL: Kay Schneider  
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FOR IMMEDIATE RELEASE

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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.

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**PLACENTIA NEWS TIMES**  
Weekly

SEP 3 1992

### Library to recognize literacy volunteers

332  
Placentia Library Literacy Services will join with literacy programs throughout the nation on International Literacy Day to celebrate accomplishments in literacy at a program, "Reach for the Stars" 7 to 9 p.m. Tuesday at the Placentia Library, 411 E. Chapman Ave.

Adult literacy students, volunteer tutors and those who support literacy efforts will be recognized.

Placentia Police Chief Manuel Ortega will read the winning essays written by literacy students in the "Reach for the Stars" student essay contest.

Members of the student support group will present special awards to Rockwell International, Placentia, Placentia Head Start and the North Orange County Community College District to honor them for their support of literacy of during the 1991-1992 program year.

The library's literacy program in cooperation with the Literacy Volunteers of America, provides free individualized instruction to adults seeking to improve their basic literacy skills in the English language. It is estimated that there are 275,000 to 455,000 adults in Orange County who need instruction.

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**THE ORANGE COUNTY REGISTER**  
Daily

SEP 5 1992

#### PLACENTIA LIBRARY DISTRICT:

The Placentia Library District, which operates one library, expects to lose about \$130,700 from its \$1.3 million budget, library director Elizabeth Minter said.

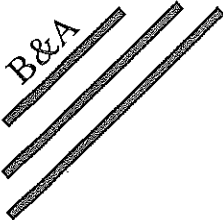
Officials are considering cuts in structural repairs. Also, the library budgeted \$24,000 for a children's librarian; chances are that position won't be filled. Closing the library on Sundays might also be considered, Minter said.

Maintaining library hours and the book budget are a priority, though, Minter said.

"We're not likely to see the impact for a month or two," she said.

Library trustees will meet to discuss the budget Sept. 21.





# BOARD AND ADMINISTRATOR

Government Edition

*Advising more than 100,000 administrators and board members  
throughout the US and Canada  
Board Issues Hotline (712)568-2418*

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## FOR ADMINISTRATORS ONLY

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April 1992  
Vol 3, No 7

Dear Government Administrator,

Like it or not, there are going to be times when you have to give board or council members confidential information about personnel, a real estate transaction or some legal point of interest. If a board member leaks any of that information, it could mean an expensive lawsuit for you!

Just last month, a California administrator called to tell me about her problem with board members who were breaching confidentiality left and right.

"I shared some things about my staff that were very confidential. Imagine my surprise when I overheard a total stranger in a restaurant talking about that same information. I was dumbfounded!

"Now I feel like I can't trust my board members. I'll think twice before I share any private information with them again. In the meantime, what can I do to corral this behavior?"

Fortunately, there are ways to get your board to respect the privacy of your staffers and other "executive session" information shared in confidence. Administrator Duane Lyons (Creswell, OR) tells me he works closely with his board to prevent confidential information from leaving the board room.

"As administrator, I make it my job to control the information board members get their hands on to begin with," says Lyons. "When I do share something confidential with my board, I take specific steps to emphasize the importance of keeping it strictly 'inside' information.

■ "First, I stamp 'confidential' on all the materials I hand out when discussing private matters." Lyons says he then makes it absolutely clear to his board members that the material they're about to discuss should not be shared with anyone outside the board room.

■ "I also collect all handout materials as soon as we're through discussing the issue. My point is that board members shouldn't be allowed to leave the room with printed confidential information. I had to learn this the hard way--after someone downtown found confidential board materials in a trash can!

■ "In addition, I don't hesitate to call on those board members who really know what confidentiality means," says Lyons. "I ask for their help to stop information leaks. Sometimes a little peer pressure is all it takes to keep board members from becoming second offenders.

■ "Finally, I use a third party to drive home the absolute importance of respecting confidential information. Since I became administrator, I haven't had trouble with my board members. That's due in part to my predecessor. He brought in an attorney who scared the pit-hooy out of the board! When board members understand the kind of legal trouble they can find themselves in, they take confidentiality seriously."

If your board members still don't get it, show them the consequences of giving out confidential information. Clip articles about boards or councils that have been charged with a

breach (they can often be found in national or trade publications). When board members see that courts have ruled against these organizations--to the tune of a million dollars or more--they'll keep their lips sealed!

## *Projects list keeps city council updated*

City Administrator John Butz (Sullivan, MO) tells me one of the big problems he faced in the past was keeping his council members updated on projects they had initiated.

"Council members would get the ball rolling and staff members would then complete the project--without the council knowing what was going on between initiation and completion," he says. "Council members were frustrated because they weren't up-to-date on a project's progress.

"To appease them, I began tracking the council's projects. If a council member called to

### ***Don't burden your board with details***

My conversations with **board and council members** often uncover hidden tips that I'm sure can help improve your board/administrator relations.

Just this month, for instance, Board Member Mary Ann Phoenix (Easthampton, MA) opened up to me about the things her administrator does that she and her fellow board members really appreciate.

***"Our administrator is concise with information," says Phoenix.*** "I don't need to be burdened with all the minor details that go on at this organization. She helps the board make good decisions by first analyzing each issue that we have to deal with. Because she's so thorough, we feel we can safely follow her recommendations."

Phoenix says her administrator is most helpful to board members when she takes all the threads of an issue and ties them together into a cohesive order. ***"She helps us see the 'big picture' without involving us in the details of an issue."***

check the status of a project, I could give an update. Now, twice a year, I give the council a 'pending-projects' list--a complete report on what's happened over the past six months."

Butz's project lists are broken down into four easy-to-understand sections (which I've turned into a form you can find on Side A of this month's **Special Insert**):

- 1) Date and summary of the initial council discussion.
- 2) Project name, current status, last action taken by the council and date completed.
- 3) Staff activity (actions taken by the staff to complete the project).
- 4) Council requests (questions to be answered about the project).

"The projects list satisfies my council members," Butz says. "They see real progress toward council goals. When I completed the first semiannual report, council members were thrilled to know how much they actually had accomplished.

"And they found the list useful throughout the year in making sure we reached our goals. Each report opens a goal-setting discussion and gets council members thinking about the progress of our current goals. If they don't like what they see, we just make the necessary changes."

## ***"Do's" and "Don'ts" eliminate board meddling***

Some board and council members love to stick their noses where they don't belong by meddling in the day-to-day business that you're hired to oversee. To overcome this, try limiting the information you give board members, using this approach from Administrator Bob King...

"During my interview for this position, I gave the board my description of what I felt the administrator's job entailed," he says. "I told the members that my actions will fall into three categories--and each category will determine how much information they'll receive from me."



Here's how King (Temecula, CA) categorizes his actions as administrator:

Category 1: Do, and Inform the board later. "A routine duty like receiving or disbursing funds according to an approved budget is something that could fall into this category," he says.

Category 2: Do, and Don't Inform the board. "These are the daily actions required as part of the administrator's job. Things like organizing and supervising staff activities go in this category."

Category 3: Inform the board, and then Do. "These are the things board members really need to know about before I can take action," says King. "For instance, disbursing funds that exceed our approved budget."

I like the method King uses to report to his board. As long as everyone agrees on the issues that fall into each category, it's a great way to keep board or council members from interfering!

## ***Who hires and supervises outside consultants?***

Several government administrators have called me on the Hotline recently to ask about the status of paid consultants. The two most common questions: "Who hires the consultant, the board or the administrator?" and "Who manages the consultant once he or she is hired?"

Professional consultants retained by your organization, such as auditors or architects, should be hired by the administrator with the board's blessing. As Administrator Joan Savoy (New Orleans, LA) sums it up, "I find the person best suited for the job, and with the board's approval I hire him or her!"

Once hired, your consultant is just like any other employee and should be managed and supervised by you--the administrator--not your board or council. You only need to give progress reports to the board on the work the consultant completes. You don't have to give a blow-by-blow account of what that person does every day!

### ***Board members find true love***

Love bloomed on a Chicago, Illinois, board not long ago.

***According to Administrator Jerry Dincin, two board members met while serving on his organization's executive committee. They fell in love and were married.***

"It took us all by surprise. We didn't know anything romantic was going on until ***they announced their wedding plans at one of our board meetings,***" says Dincin. "Their relationship truly blossomed because they both served as board members here."

***Can you share a humorous anecdote or something unusual that happened in council chambers or your board room? If so, jot down your story and mail it to: "Board & Administrator," Box 226, Akron, IA 51001. Be sure to include your phone number in case I need to follow up with you.***

## ***Help council members "fit in" with orientation***

Like most government administrators, Larry Paine (Jerome, ID) wants newly elected city council members to understand the roles and responsibilities that come with the territory. To help them, he developed four orientation sessions aimed to get new members involved quickly.

Paine's four-session orientation begins the week following November council elections. Veteran council members are also asked to attend the 90-minute sessions as a "refresher course" in what's expected of them.

1) The first orientation session highlights council members' duties, policy guidelines, staff responsibilities and the state of the city. "This session introduces new members to city government and reminds council veterans of the organization's chain of command," says Paine.

2) "The second session is the most productive. We discuss leadership, team building, community needs and goal setting. Council members like this session because they get to develop an objectives list. They write down what they feel are important issues to the city. From that, I'm able to understand everyone's stance on key issues, which helps me throughout the year.

"At this meeting council members develop a one-page description of how this community will grow under their leadership. We refer to this document when we need to refocus our direction."

3) Session number three is a regional meeting of all newly elected city officials held the first week of December each election year. "Council members attend this all-day workshop sponsored by our state association of cities," says Paine. "They get to rub shoulders with peers, and discuss the issues that city officials may face during their terms in office like planning and zoning changes. This session gives them a theoretical sense of how things should operate at the city level."

4) The last orientation meeting covers the city budget and financial health. "Discussing financial conditions before actually working on a new budget really helps the council. They come to understand how our budget works six months before they sit down to approve next year's operating budget. This session brings them in tune with the financial needs of our city."

Paine says his orientation sessions are a big success. "The four sessions helped introduce new members to the council process in short order. Following the sessions, new members felt comfortable jumping right in to participate.

"And it helps veteran council members, too," he adds. "Some of them were getting a little acrimonious at meetings. This process opened up a whole new dialogue with them. They toned down their stance on several issues and began talking to--instead of pontificating *at*--one another."

#### **When do government boards conduct meetings?**

Type of Gov't	Early am	Mid am	Lunch	Early pm	Late pm	Dinner	Evening
City	1%	--	1%	1%	1%	12%	81%
County	--	22%	22%	--	11%	--	44%
Park & Recreation	--	17%	--	--	17%	--	67%
Library	--	8%	4%	12%	16%	8%	52%
Utilities	--	--	33%	33%	--	--	33%
Hospital	--	--	--	--	50%	25%	25%
Township	--	--	--	--	--	--	100%
Other	20%	20%	--	20%	10%	--	30%

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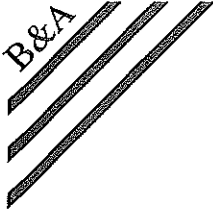
### ***Negotiate your contract on board members' turf***

Your periodic contract negotiation session with your board or council must be the roughest roller-coaster ride in the US or Canada. If there's a roller coaster out there with more dips and loop-the-loops, I don't even want to hear about it!

To make his annual contract negotiations a "smoother ride," Administrator Rocky M Hall (Ashland, KY) tells me he likes to move them to his board members' turf.

"At my most recent contract renewal, I met with key board members and my current board chairman in his office," says Hall. "We went back and forth and up and down, but because I was on his turf, he couldn't abandon the negotiations unless he left his own office. Because he couldn't just get up and leave, he listened to my side of the negotiation. I was able to get him and the other board members to focus on my personal accomplishments--and that means I'm more likely to get a new and improved contract!"

Sincerely, Chuck Elliot, The Board Doctor™



# BOARD AND ADMINISTRATOR

Government Edition

Advising more than 100,000 administrators and board members throughout the US and Canada

April 1992

Dear Government Board or Council Member,

Mention the words "public hearing" to most board or council members and you'll probably see daggers in their eyes. The thought of listening for hours on end to constituent complaints is unappealing to say the least.

But your board's next public forum doesn't mean you need to break out the earplugs. In fact, according to Mayor and Council Member Edith Evans, if you set the scene for the hearing when it starts, you're more likely to maintain control. "We insist that speakers follow two rules designed to let us stay in control of public hearings," says Evans (Sterling, CO).

1) "We ask that all members of the public address the only issue at hand. We don't need each and every speaker taking up 20 minutes or more of the meeting with comments that have nothing to do with the issue.

2) "We tell those who attend up front that they should address the council as a whole, not as individuals. We're here working as a team for the betterment of our community and derogatory remarks about individual council members won't be tolerated.

"Once we get started, we find that those who offer comments usually remain cordial and easy to get along with," says Evans. "And if a topic for discussion is going to be controversial, we add one more rule to our format..."

"We limit each speaker to three minutes of public input--and we hold them to that. This time limit keeps angry constituents from blasting the board for extended periods of time. And I don't hesitate to gavel people out of order if they're getting out of hand."

Here's another suggestion for better public hearings: Ask a board or council member to arrive early and serve as a "greeter" to welcome observers and sign up those who wish to speak at the hearing. The greeter can also pass out information prepared by the board that explains how the hearing will be run.

## **Table divisive issues until board cools off**

Board and council members may be agreeable today, but tomorrow an issue may lead to an acrimonious division.

How can you move past this stumbling block--and keep from unduly ruffling fellow board members' feathers? Board Chairperson Karen Mixon says ***It's best to table an issue your board is severely divided on.***



*Board Chairperson  
Karen Mixon*

"If we've laid out the pros and cons and a decision still can't be reached, we table the issue until next meeting," says Mixon (Afton, WY). "We've tabled an issue for up to four meetings, but we've always resolved it eventually.

"By setting the issue aside, we're able to move on to other business. Board members go home and have the time to rethink their opinions. When we consider the issue again, someone always brings up a totally new perspective on it! If it's agreeable to everyone, the issue is resolved. And, no board members have to be angry or upset because they didn't get their way. ***There are no hard feelings because we've all had plenty of time to substantiate our side of the issue.***"

Remember: When an issue is tabled, it's time to rethink it objectively. Don't jump immediately on the phone to lobby other board or council members for your position. This kind of pressure politics only further divides a board.

## ***Do you have what it takes to continue board service?***

Government boards and councils are no place for the weak-at-heart. Each time you meet you expose your thoughts and decisions to public scrutiny. Although some individuals thrive on community service, not all elected or appointed officials have what it takes to be effective.

Your board needs talented, dedicated individuals who can make things happen. Board President Gene Laurman (Lake Almanore, CA) tells me there are four "board member characteristics" that new and veteran board members need if they expect to be productive. Check to see how you measure up to Laurman's qualifications...

- 1) A sense of commitment. "Board members must understand that we're here to accomplish certain goals for our organization," he says. "I want to know what our tasks are and find ways to get those things done--and I want to make sure I do my part!"
- 2) The ability to make sound decisions. Laurman says board members must study each issue to make well-informed decisions on them. "To guide this organization we've got to know the facts, consider all the options and then make the decision that's in everyone's best interest."
- 3) Flexibility and team spirit. "Board members have to work together, so keep an open mind. If someone's idea is better than yours, acknowledge it and then get to work on it!"
- 4) Confidence in your own ability. "Assert yourself because no one's going to beg for your input! So when you feel it's necessary, speak up and tell it like it is. Board members should express their opinions freely and be willing to accept constructive criticism."

Other qualities, like leadership ability, are still important. But if board members already have these characteristics, they're much more likely to succeed. And if you've got effective skills, you'll have a long and productive relationship with any board you serve!

## ***Planning should look beyond your own tenure***

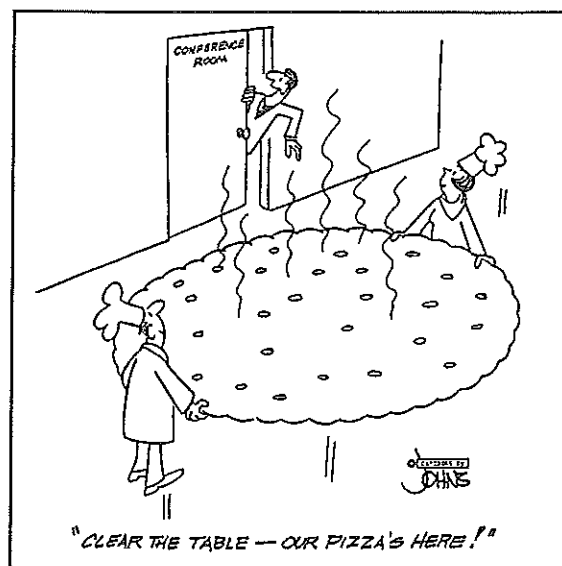
One task you'll face on a government board or council is long-range planning. The possibilities seem endless when you consider what the future holds for your organization!

Rosy scenarios often have a habit of taking a dark and uncertain turn. That's why it's vitally important for you and your peers to look beyond your own terms on the board when drafting your organization's long-range plan. (You're not going to be around forever!)

"Unlike board members, our organization has no 'term limitation,'" says Board Member Joseph Pettipas. "To ensure a promising future is to draft a plan that yet-to-be board members can work with as well. Your plan and the decisions you make on the board must be re-accessible to future board members long after you're gone."

Pettipas (Toronto, ON) is right about the special care that must go into the long-range plan. If your governmental organization's plan has to be constantly reworked by future boards, then your legacy as board members has just been reams of paper! So next time you sit down to plan, think ahead to how useable your plan will be when it's under the direction of a new board.

Sincerely, Chuck Elliot  
The Board Doctor™



# BOARD AND ADMINISTRATOR

## *Squelch troublemakers who make board meetings miserable*

SPECIAL  
REPORT

Dear Administrator,

If you've got a board member who loves to put you--and the rest of your board--on the firing line at meetings, I hope you've got an extra bottle of aspirin on hand. Argumentative board members can create major headaches!

Case in point: A Michigan administrator recently called the Board Issues Hotline (712/568-2418) to tell me he's having a hellish time with two board members who have all the diplomacy of AK47-wielding assault troops!

"It happened almost overnight," says the exasperated administrator. "One minute we were passing every motion. The next, these two pains-in-the-neck started acting up. They put down other members' suggestions and provoked arguments left and right! At our last meeting, they got hung up on a consent agenda item and carried on non-stop for 25 minutes!

"How can I deal with board members who are bent on making my life miserable and damaging the morale of the rest of the board?!"

Like any combat soldier, you don't want to face an enemy tank with only a squirt gun to defend yourself! This Special Report will help you beef up your arsenal of weapons to ward off attacks from rabble-rousing board members.

### ***Preventive strategies keep board members on their best behavior***

#### One-on-one attention builds trust.

A Pacific Northwest administrator tells me board members sometimes make trouble because they have a hard time trusting their administrator. "The solution to this," he says, "is to keep the lines of communication open so you can build confidence. I bring these board members around by having frequent one-on-one talks with them.

"For instance, right now I'm working with a board member who's taking up a lot of board time discussing trivial details about each issue we discuss--details I should be handling. It's clear he doesn't trust my ability. To gain his confidence, I've made a point to call him once a week and let him talk openly about the details over the phone.

"In time, he'll come to trust me and won't feel that he has to dot the i's and cross the t's at every meeting. Then, he'll start giving the rest of the board a break--and we can discuss only the pertinent information about issues."

This administrator's personal public relations campaign is bound to help defensive board members lighten up. By talking to them one-on-one, you can get them to lower their defensive shields so their skepticism about your competence doesn't tie up board discussion.

#### Head problems off at the pass.

Administrator Jill Tillinghast (Weed, CA) says her strategy for silencing bothersome board members is to get to know them personally. This allows her to determine in advance which issues may spell trouble!

"Because I know my board members well, I'll know if there's an issue on the agenda that may disturb one of them. If so, I'll call that individual before the meeting and talk things over. This way, the issue doesn't explode at the meeting, putting me in the awkward position of deciding how to respond. I know where everyone stands before anything happens, and I can have my support materials ready to answer their concerns.

"The advance knowledge I have about board members' sensitivities also allows me to diplomatically direct board discussion. I can make sure other board members don't step on the sensitive one's toes with derogatory remarks."

Enlist your board chairperson's help.

Your board's chairperson can be the key to handling problem board members. When a board member is causing the rest of your board grief, it's your chair's job to correct the situation--with your help and guidance.

"I have a private talk with my board chair, and nine times out of 10 he or she has already given serious thought on how to handle the problem," says Administrator Bob King (Temecula, CA). "All it takes is a little encouragement from me and my chairperson gets right to the source of the trouble. That's because the chair can discreetly find out what's causing the problem--and work on a solution without putting the offending board member on the spot at a meeting."

Get several board members to back you.

"I had a board member who undermined and sabotaged a lot of ideas because he had his own ax to grind," says Administrator Sharon McNeil (Omaha, NE). "I talked to several of my key board members--those whom I knew very well. I told them up front what was going on, and together we worked out a plan to handle this board member."

Their solution? To subtly bring up, at every opportunity, the problems ax grinding in the board room can cause. Without naming names, board members talked about the adverse effects one-issue board members have on their organization.

"My key board members worked on the ax-grinder before, during and after our meetings," says McNeil. "We were finally able to reinforce a long-standing rule: The board room is no place for members to grind their ax blades to a sharper edge. The member got the picture and stopped creating so many problems."

Neutralize troublemakers with ad hoc committees.

Committees can solve a lot of problems with troublesome board members. Here are two strategies you can use...

1) If you know there's a "hot" issue coming up--one a problem board member would love to sink his or her teeth into--arrange to have the issue directed to a special ad hoc committee. And make sure your board authorizes the committee to make the decision on the issue.

"This technique can eliminate a lot of flare-ups during board

***Disagreement isn't always bad***

I like to play devil's advocate sometimes and so do many board members. In fact, some feel it's their job to question decisions the board must make. That's OK, as long as they don't become overly argumentative and one-sided.

Administrator Barbara Parker says she never looks at a devil's advocate as a negative on her board.

***"There's a big difference between someone who's out to cause trouble, and someone who makes sure all sides of an issue are examined,"*** says Parker (Cutbank, MT).

"Many board members oppose listening to a devil's advocate's comments when a decision needs to be made, but they shouldn't. More often than not, that individual keeps the board from making a rash decision--one that isn't best for our organization. ***If someone thinks a decision we're about to make isn't a good one, I want him or her to speak up.***"

meetings," says a Florida administrator. "I work closely with my board chairman, who knows the score with trouble-making board members. We often 'stack' the ad hoc committee with members whom we know will make thoughtful decisions. Using a committee this way allows us to come up with the best decision possible--without having a bitter fight on our hands. If the decision comes from a committee, the problem board member has to support that action--like it or not."

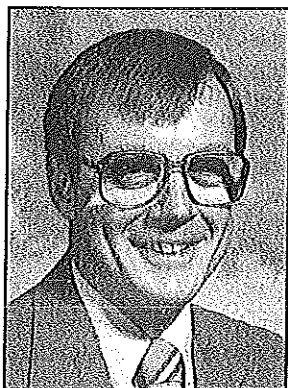
2) You can also defuse a rabble-rousing board member by putting him or her in charge of a special committee. Why? Because some of board members just want a chance to be heard.

One California administrator I know compares trouble-making board members to kids in school who need attention. "Psychologically, their reasons for being contrary are to be noticed and heard. They're not that much different from the kid who does something bad to get attention," he says. "So, we give them attention.

"I'll say something like, 'I notice you've got a lot of ideas about this issue. I think you'd be perfect to chair a committee on the subject.' They suddenly find themselves in charge of a problem that needs to be solved--and no longer feel the need to be disagreeable. Once they get the attention they crave, their performance in the board room improves!"

Set your meeting agenda with the problem board member in mind.

When is the best time, from your point of view, to discuss an issue that you know is going to cause an outburst from a certain board member? At the meeting's beginning, middle or end? Most administrators tell me postponing the discussion until late in the meeting is best--this way, a heated discussion doesn't set a negative tone for other discussion items.



Larry Ballwahn

"My board chair and I really pay close attention to how we organize the agenda," says Administrator Larry Ballwahn (Horicon, WI). "It can make the difference between a productive or unproductive meeting."

Besides deciding when a controversial issue can be discussed, Ballwahn says he and his chair also assign time limits to discussions. "We decide, in advance, how long we'll let our problem board member ramble on before we move forward. When a time limit is placed on each agenda item, we have the perfect reason for keeping the meeting moving along."

"Here's another agenda tip," adds Administrator King: "I make sure my board chairperson asks for the problem board member's input on a non-controversial issue early in the meeting. This way, the individual gets to discuss an issue cooperatively with the group and discovers that we're an easy board to get along with. After two or three meetings, he or she is much more cooperative."

Give your board several recommendations for action.

"I produce a report about every issue the board has to take action on," says a Southeast administrator. "In the report, I always give three or four specific recommendations. These are arranged in order of acceptability to me--from most to least acceptable. The board discusses first what I consider the best recommendation.

"Before the meeting, I send my reports to board members to build support for my recommendations. I may even call a few board members to get a feel for which they think is best.

"We discuss the first--and most acceptable--recommendation at the onset. If a majority of the board is in favor of it, we don't go any further. Should the process go right to the end, then we're dealing with my last recommendation. Although it's not the ideal option, it's the one I know everyone can agree on. Even problem-causing board members have trouble presenting sound arguments against my recommendations because there's always one they find acceptable."

❑ Teach the board how to deal with disagreements.

Administrator Duane Lyons (Creswell, OR) tells me he presents his board with two workshops each year on how to disagree. The sessions are aimed at preventing good board members from becoming fed up with troublemakers and resigning.

Lyons says the workshops concentrate on three main objectives:

- \* How to focus on what's best for our organization and the people we serve--not the trivial matters of each issue.
- \* How to disagree gracefully and still work together as a team.
- \* How to respect other points of view and trust one another's motives.

"If board members learn to be polite and trusting, disagreements and problems don't turn into major disasters," Lyons tells me. "The workshops keep that in the back of everyone's mind. If someone on the board suddenly launches into a tirade, we can all remember to stay calm."

### *Memo controls damage to your board*

Obviously, you and your board will be ahead of the game if you can keep board member problems to a minimum. But sometimes normally calm board members can surprise you by losing their cool over an issue. Here's a quick fix you can use to help repair any damage...

"If a board member unexpectedly goes off the wall in the board room, I don't wait for repercussions," says Administrator Arthur Reiff (Baker City, OR). "I'll draft a memo on the facts of the issue, refuting all the misinformation the board member has just fed the board.

"The memo helps the board understand what the issue is really all about, and enables board members to forget what was said in the meeting. In other words, it helps refocus the board on the real issue. If the board members get this information within a few hours, they'll typically dismiss everything the off-the-wall member said--because they've heard the facts of the case!"

### *And if nothing else works?*

Even though the members of a board are elected or appointed, there will always be a few bad apples who just refuse to "join" your board.

They have a chip on their shoulder because they aren't on the committee they hoped to serve on, or their ideas aren't embraced with open arms by other board members. Whatever the reason, they just refuse to become a player on your board team. Here's how one board reacts successfully to this distressing situation...

"My good board members became really frustrated with this kind of personality. Their solution is to isolate the troublemaker in a subtle way," says Administrator Barbara Parker (Cutbank, MT). "They'll politely listen to the problem board member--but then not respond. Instead of countering his or her arguments, they just quietly move on to the next issue without acknowledging the troublemaker.

"Once a problem board member finds himself or herself isolated by the rest of the board, he or she will either: 1) Come around and join the board with full support or 2) Discover that the best thing is to resign or leave at the end of their first term. Either way, the problem is solved!"

Sincerely, Chuck Elliot, The Board Doctor™



**Semiannual Pending-Projects List**

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

Project name: \_\_\_\_\_

Summary of initial council discussion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current status: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last action taken by council: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



Benefit provided is 1/2.

- ① Add section on pamphlets.
- ② Clarify use of sick leave or pregnancy leave.
- ③ Clarify <sup>or</sup> payment of family medical

<u>Medical</u>		<u>Dental</u>		<u>Vision</u>	
<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>
		27.68	64.94	9.76	17.52

$$\begin{array}{r}
 37.26 \\
 9.76 \\
 \hline
 47.02
 \end{array}$$

④ Ambly, he, Chy.

$$\begin{array}{r}
 17.52 \\
 9.76 \\
 \hline
 9.76 = \text{Family}
 \end{array}$$

Cost family coverage

<u>Medical</u>	<u>Dental</u>	<u>Vision</u>	<u>Other</u>
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