

AMENDED AGENDA  
(Amended to Include Item 22a)

REGULAR MEETING  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
7:30 P.M.  
April 19, 1993

1. Roll Call: Administrative Assistant

~~2.~~ Adoption of Agenda.

Presentation: Library Director  
Recommendation: Adopt by Motion

*West/Evans.*

~~3.~~ Minutes of the March 15, 1993, Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

*West/Evans*

*Abstain - Stahl.*

~~4.~~ Oral Communications.

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

7. Friends of the Library Report.

Presentation: Library Director

*Prepare letter for hand to  
Caret Support, →*

**CLAIMS** (Items 8-10) *Wash/Evens*

Presentation: Library Director  
Recommendation: Approve by Motion

Items 8-10 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.

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

There were no Nonstandard Claims for this report period.

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

Claims forwarded by the Library Director for \$5,939.15.

10. Current Claims and Payroll. (Approve)

Current Claims of \$75,868.38. Payrolls 3013 and 3014 for a cumulative payroll total of \$54,440.00. Combined total of Current Claims and Payroll of \$130,308.38.

**FINANCIAL REPORT** (Items 11-14)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 11-14 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.

11. Financial Report for March, 1993. (Receive & File)

12. Office General Ledger & Check Registers for March, 1993. (Receive & File)

13. Overdue Collection Report for March, 1993. (Receive & File)

14. Vending Machine Report for March, 1993. (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 15-~~21~~) <sup>22</sup> *ent |*

Presentation: Library Director  
Recommendation: Approve by Motion *encl 19*

<sup>22</sup> Items 15-~~21~~ 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.

15. Circulation Report for March, 1993. (Receive & File)
16. Volunteer Report for March, 1993. (Receive & File)
17. Building Maintenance Report for March, 1993. (Receive & File)
18. Personnel Report for March, 1993. (Receive, File, and Ratify Appointments)
- ~~19.~~ Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
20. Transmittal of Placentia History Collection Policy as adopted by the Library Board of Trustees, March 15, 1993. (Receive & File)
21. Waiver of security for funds on deposit with Landmark Bank and approval of Contract of Deposit of Moneys effective January 20, 1993. (Approve and Authorize Signature by the Library Director and One Other Bank Signator.)
22. Submission of application for Fiscal Year 1993-1994 Families for Literacy Grant to the State Library of California. (Approve Submission, Receive & File)
- 22a. Approval of awards for the "Libraries Change Lives" Contest. (Approve)

**CONTINUING BUSINESS**

23. FY1992-1993 Budget

Presentation: Library Director  
Recommendation: Review Status of Lawsuits Concerning 1992-1993 State Budget; Review Legislative Alerts for 1993-1994 State Budget; Adopt Resolution 93-1 in Support of SB566; Discuss Meeting with Orange County Supervisor John Steiner; and Determine Direction for April/May Activities.

~~24.~~ 1993 Staff Appreciation Dinner

Presentation: Library Director  
Recommendation: Select date of June 18, 1993.

~~25.~~ Special District Augmentation Fund Application for 1993-1994.

Presentation: Library Director  
Recommendation: Give staff direction on level of participation in application process.

~~26.~~ Longing for Community: Dream or Nightmare, California Council for the Humanities Grant Report.

Presentation: Principal Librarian  
Recommendation: Report on findings of the project.

~~27.~~ Submission of Application to the State Library of California for a Library Services and Construction Act Title II Grant for the Placentia Library District Main Library Disabled Access Remodeling Project.

Presentation: Assistant Library Director  
Recommendation: Review scope of the project, determine level of application, and approve submission of application.

~~28.~~ Selection of Auditor for Annual General Audits for Fiscal Years 1992-1993 and 1993-1994.

Presentation: Library Director  
Recommendation: Select Auditing Firm of Anderson, Lynn, Bezich, Munson & Cronick

**NEW BUSINESS**

29. Determination of District Policy on Staff Disclosure of Political Affiliation to the Public.

Presentation: Library Director  
Recommendation: Adopt policy.

30. Travel Authorizations

Presentation: Library Director  
Recommendation: Determine level of participation and approve funding.



**CLOSED SESSION**

- 31. Pursuant to California Government Code Section 54957 a closed session will be held to discuss a personnel matter.

**STAFF REPORTS**

- Wing / Staff*
- 32. Program Report for the Month of March, 1993. (Program Committee)
  - 33. Placentia Library Literacy Services Report. (Daniels)
  - 34. Family Literacy Project Report. (Joseph)
  - 35. Publicity Materials produced for the month of March, 1993. (Cushing)
  - 36. Americans With Disabilities Act Compliance Report. (Addotta and Ammar)
  - 37. Tax Forms Distribution Service, 1993 Final Report. (Ammar)
  - 38. Placentia Local History Study Committee Report. (Addotta)

**ADJOURNMENT**

- 39. Agenda Preparation for May 17, 1993, Regular Meeting.
- 40. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the April 19, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 14, 1993.

Charlene Dumitru

### CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Apr 20 (Tues)	How the Library Changed My Life, National Library Week Awards Presentation, 7:00 P.M.. ALA Legislative Day, Washington D.C.
April 21 (Wed)	Chamber of Commerce Mixer at Library, 5:00 P.M.
<b>Apr 22 (Thur)</b>	<b>Independent Special Districts of Orange County</b>
May 4 (Tues)	CLA Legislative Day, Sacramento (Dinsmore & Minter) Friends Board Meeting, 7:00 P.M. (Evans)
May 14-16	Friends Book Sale
May 17 (Mon)	Board of Trustees Meeting, 7:30 P.M.
May 24-25	CSDA Legislative Days, Sacramento
May 25 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 1 (Tues)	Friends Board Meeting, 7:00 P.M. (Stark)
Jun 17 (Thur)	Blood Drive
Jun 21 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Jun 22 (Tues)	LVA Placentia Board Meeting (Dinsmore)
Jun 24-30	American Library Association Annual Conference, New Orleans
Jul 19 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Aug 16 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 7 (Tues)	Friends Board Meeting, 7:00 P.M. (Shkoler)
Sep 9 (Thur)	LVA Annual Meeting and Recognition Ceremony
Sep 20 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Sep 22-24	CSDA Annual Conference, Lake Tahoe
Oct 5 (Tues)	Friends Board Meeting, 7:00 P.M. (Dinsmore)
Oct 18 (Mon)	Board of Trustees Meeting, 7:30 P.M.
Nov 2 (Tues)	Friends Board Meeting, 7:00 P.M. (West)
Nov 5-7	Friends Book Sale
Nov 13-16	CLA Annual Conference, Oakland

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|--------------|--|
| Nov 15 (Mon) | Board of Trustees Meeting, 7:30 P.M.         |
| Nov 12 (Fri) | Camp Library                                 |
| Dec 7 (Tues) | Friends Board Meeting, 7:00 P.M. (Evans)     |
| Dec 13 (Mon) | Literacy Services Christmas Party, 6:00 P.M. |
| Dec 20 (Mon) | Board of Trustees Meeting, 7:30 P.M.         |



**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**March 15, 1993**

**CALL TO ORDER**      The Regular Meeting of the Placentia Library District Board of Trustees was called to order on March 15, 1993, at 7:38 P.M. by President Peggy Dinsmore.

**ROLL CALL**            **Members Present:** President Peggy Dinsmore; Trustees Ray Evans, Al Shkoler, and Fred West; and Library Director Elizabeth Minter.

**Members Absent:** Secretary Sandra Stark  
(excused)

**Others Present:** Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru, Friends of the Library President Pat Irot and Chairperson of the Placentia Historical Committee Marie Schmidt.

**ADOPTION OF AGENDA**            It was requested by Library Director Minter to delete Items 34 and 35 from the Agenda.

It was moved by Trustee West, seconded by Trustee Evans to delete Items 34 and 35 and adopt the Agenda as amended.

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

**MINUTES**              It was moved by Trustee Shkoler, seconded by Trustee Evans to approve the Minutes of the Regular Meeting of the Board of Trustees of February 16, 1993 as presented.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the board at this time.

The Board agreed to consider Agenda Item 23, California Room, out of sequence.

**CALIFORNIA  
ROOM**

It was moved by Trustee West, seconded by Trustee Shkoler that the California Room be renamed the Placentia History Room.

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

It was moved by Trustee Shkoler, seconded by Trustee West to approve the Placentia History Collection Policy with the word "local" deleted wherever appropriate.

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

Direction was given by the Board to develop the collection of the Placentia History Room and to publicize it through activities, displays and participation in the Heritage Day Parade.

**BOARD  
PRESIDENT'S  
REPORT**

President Dinsmore suggested that in the interest of time she would omit the President's Report at this meeting.

**FRIENDS OF THE  
LIBRARY REPORT**

Friends of the Library President Pat Irot reported that the new shelving in the Friend's book sale room was now installed and that she planned to have the donation books arranged on the shelves in a rough Dewey order soon.

Assistant Library Director Addotta reported that safety regulations did not require that the center island shelving be bolted to the floor due to its lower height.

**FINANCIAL  
CLAIMS**

It was moved by Trustee Evans, seconded by Trustee West to approve Agenda Items 8 through 10: Nonstandard Claims; Claims forwarded by the Library Director in the amount of \$6,619.93; and Current Claims and Payroll in the amount of \$80,672.06, as presented.

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

**FINANCIAL  
REPORT**

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 11 through 15: Financial Report for February, 1993; Office Ledger and Check Registers for February, 1993; Overdue Collections Report for February, 1993; Vending Machine Report for February, 1993; and Gift Fund Report for February, 1993, as presented.

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

**GENERAL  
CONSENT  
CALENDAR**

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve, receive and file Agenda Items 16-21: Circulation Report for February, 1993; Volunteer Report for February, 1993; Building Maintenance Report for February, 1993; Personnel Report for February, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority for February, 1993; and Health and Life Insurance costs for 1993-1994.

**BUDGET  
FY1992-93**

Library Director Minter reported that Altadena, Buena Park and Palos Verdes Library Districts have agreed to join with Placentia Library District to hire a lobbyist to represent us in the 1993 legislative session for budget related issues. The districts have agreed to hire California Advocates. On March 15 a meeting was held with Mike Belote of California Advocates. He will be submitting a written report in approximately two weeks. Mr. Belote understood the Board's concern for maintaining historical property tax revenue.

President Dinsmore, Trustee Shkoler, and Library Director Minter met with Senator John Lewis at his office on March 5, 1993. The meeting went well and Senator Lewis was well informed on the issues.

It was moved by Trustee West, seconded by Trustee Evans to approve the contract with California Advocates, Inc. and to authorize the Library director to sign on behalf of the district; to stipulate that all costs will be paid from and deposited to the County exempt Account; and to approve payment of \$2,218.61 for the month of March, 1993.



**PROPERTY AND  
PROFESSIONAL  
LIABILITY  
INSURANCE  
RENEWALS FOR  
1993-1994**

Tom Shipkey, President of Shipkey Insurance Agency, Inc. arrived at 8:35 P.M.

Mr. Shipkey reported that he had received competitive bids for the same coverage as last year and sees no need to increase coverage at this time.

It was moved by Trustee West, seconded by Trustee Evans to approve renewal of property and liability insurance coverage with Employers Mutual through Shipkey Insurance Agency at a rate of \$11,449.00 for April 1, 1993 through March 31, 1994; and renewal of association professional liability insurance with Albert H. Wohlers & Co. at a rate of \$3,200.00 for April 1, 1993 through March 31, 1994 and to approve payment of Warrant number 3000 in the amount of \$14,649.00.

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

**CHAMBER OF  
COMMERCE MIXER**

It was moved by Trustee West, seconded by Trustee Evans to approve a budget not to exceed \$200.00 to be paid from the County Exempt Fund for the Chamber of Commerce Mixer to be held on April 21, 1993.

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

**BLOOD DRIVE**

It was moved by Trustee Shkoler, seconded by Trustee West to approve co-sponsorship of the blood drive with the City of Placentia and Rotary Club of Placentia for June 17, 1993.

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

**1993 STAFF  
APPRECIATION  
DINNER**

Library Director Minter reported that Trustee Stark had again offered the use of her home to host the Staff Appreciation Dinner.

It was moved by Trustee West, seconded by Trustee Evans to approve a budget to not exceed \$600.00 for the Staff Appreciation Dinner, to ask the Friends of the Library to pay half the amount and to hold the dinner at the home of Sandra Stark with the date tentatively set for June 4, 1993.

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

**SPECIAL  
DISTRICTS  
AUGMENTATION  
FUND (SDAF)  
APPLICATION  
FOR 1993-1994**

It was moved by Trustee West, seconded by Trustee Evans to complete the application process for augmentation funds and to request the full amount.

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

**STAFF REPORTS**

It was moved by Trustee Shkoler, seconded by Trustee Evans to receive and file Agenda Items 29 through 33: Program Report for the Month of February, 1993; Placentia Library Literacy Services Report; Family Literacy Project Report; Publicity Materials produced for the Month of February, 1993; and Americans with Disabilities Act Compliance Report.

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

**ADJOURNMENT**

The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:20 P.M.

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Margaret V. Dinsmore, President



Keynote Address to the  
California Association of Trustees and Commissioners  
Annual Training Meeting  
February 28 and March 6, 1993  
Yorba Linda and Los Altos

Gary E. Strong  
State Librarian of California

The average Californian seeking public library service in 192/93 will discover, first, that there is no library service outlet anywhere in his vicinity. If he perseveres far enough to find one, an average of six miles distant, he is likely to find the outlet closed. If the outlet does happen to be open, he won't be able to find staff to fulfill any specialized information needs he has. And if he is lucky enough to be able to get to a staff member, the chances are that person will not have the librarianship training needed to help him fulfill anything but his simplest information or materials request. And this situation is getting worse each year.

Based on the results of a recent survey of state and local budget reductions,<sup>1</sup> California's 168 public libraries in 1992/93 responded to a loss of more than 5 % of their income from the prior year by reducing hours more than 6% and materials budgets by 16%, reducing staff by an additional 3% and facilities by 1%, and by increasing fines and fees by 15%. County libraries took the largest reductions.

The budget reductions of 1992/93, coupled with increases in the price of books, are resulting in a severe decrease in the number of materials public libraries can acquire for Californians: a reduction of at least 826,094 items over 1991/92 alone.

Although the average reductions among all reporting libraries are serious, they do not reflect the most desperate group of libraries: the 22 county libraries that lack a dedicated property tax income, but instead compete with the sheriff, roads and other county departments for allocations from the county general fund. Those libraries, with 151 (or 15%) of the state's 1037 service outlets, are in rural areas, serving 8% of the state's population and over 40% of the area of the state. Their overall income is 8% less than last year's, hours 15% less, staff 10% less, and worst of all, materials budgets 29% less--- without adjusting for further loss in buying power from inflation.

The other 25 county libraries, which have dedicated property tax income, serve 37% of the state's people, and cover more than 50% of the state's territory, approach

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<sup>1</sup>Gibson, Liz. *The Impact of 1992/93 Budget Cuts on California Public Library Services. A report of the California State Library.* Gary E. Strong, State Librarian. Sacramento, California State Library, 1993.

the plight of general fund counties. They have 8% fewer hours and 26% less for materials.

Even the least affected libraries, the 105 city libraries serving 45% of Californians over 4% of the state's geography, are affected. Their budgets are 3% less than last year, their hours 3% less and materials 8% less. At the same time, the few bright spots are concentrated among a few city libraries.

It must be noted that the 1% loss of staff masks a significantly greater loss in ability to serve because the survey reported budgeted positions not actual staff at work. Many library directors report that in anticipation of further cuts, large numbers of budgeted-but-vacant positions are not being filled, resulting in a larger but unknown additional reduction in library workers actually on the job.

Counties differ from cities in two important ways. One is that counties are required to provide certain caseload-driven services, such as health, welfare, and justice. From a state mandate perspective, libraries are optional services. When overall county income is reduced by lower sales taxes and by lower state subventions flowing from the state budget crisis, it is the optional programs that get hit first. The other difference is that, until now, under state law cities have had much more flexibility in raising taxes than have counties. Cities can increase overall revenues by ways that are not permitted to the counties.

We find that Californians are currently spending a significantly smaller proportion of their personal income and wealth on public libraries than they did a generation ago: 83% less of the assessed value of property statewide and 7 % less of their personal income. Taking into consideration that Proposition 13, in 1978, decreased assessed valuation statewide, meaning that static public library budgets would slow an increase in proportion to overall assessed value, this dramatic decrease is even more striking and is certainly an indicator of one cause of the fiscal crisis faced by publicly-funded library services.

The budgetary reductions and their impacts on local public library service have been drastic, and they are distributed inequitably across the state: some libraries reported dramatic cuts while others showed increases. For example, two libraries reported 30% decreases from 1991/92 to 1992/93 in overall library funding support from their local government, while two other libraries reported greater than 20% increases; and while nine libraries reported greater than 50% reductions to their materials budgets, one library reported an increase of 59% in its materials budget.

California children, who have suffered a massive decrease in their school libraries, from the top quartile in the United States prior to the 1970s to dead last in the nation currently, are now facing the same decline in their public library services. Accessibility to services has declined by 21% in just the last two years. In just

past year, an effective decrease of more than 10% in buying power in one year alone. With school and public library services to children plummeting, resulting in a critical shortage of after-school hours information and intellectual support, it is no wonder that California CAP scores are also way below par. Indeed, a researcher at the University of California, Santa Barbara, Department of Education is now formally studying the link between access to public libraries and increases in CAP scores. In addition, recent studies by the Colorado State Library have documented a direct correlation between the availability of libraries and educational achievement.

At the same time we expect our children to overcome the expanding number of hurdles they face in our increasingly-complex democratic society, we are taking from them this universal support institution, that was created specifically to ensure an informed and productive electorate.

When we compare California public libraries with those across the nation (based on 1989/90 data), California ranks:

- 30th out of the 50 states in circulation per capita.
- 47th out of the 50 states in public service hours per capita.
- 34th out of the 50 states in # of paid staff per capita.
- 38th out of the 50 states in the # of librarians per capita.
- 26th out of the 50 states in state support per capita.
- 15th out of the 50 states in local support per capita.

The mission of California's public libraries is simply expressed in the state Education code:

The Legislature finds and declares that is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state.

The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.<sup>2</sup>

Despite the California Legislature's declaration, California public library service is eroding dangerously if governments are to provide the necessary information, education, and skills support required to maintain a democratic society of productive and committed people.

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<sup>2</sup>Education Code Section 19300.

There is certainly great pressure to "reinvent government." We are all faced with the challenge to transform the public sector with the entrepreneurial spirit. We all know that government is in deep trouble. As public servants we are held in low esteem. But I respond that California's public libraries have changed and are changing. And we are generally ahead of most of the rest of the government family. The funding reductions of the late 1970s and early 1980s provided ample opportunity for libraries to change. The State Library undertook programs like the California Literacy Campaign, the Families for Literacy Program, and Partnerships for Change because we believe deeply that libraries must change to meet the challenge of the 21st century.

Carefully restating some of the thoughts embodied in *Reinventing Government* by David Osborne and Ted Gaebler, let me suggest that:

- We change because we believe deeply in the mission of the public library as a fundamental public good within our democracy. It is how we provide access to information and knowledge. It is how we record for future generations the record of our time and space. It is how we understand the past and plan for the future.
- We believe that civilized society cannot function effectively without excellent public library services. We are a knowledge-based society and our knowledge institutions must be strengthened and encouraged.
- We believe that the people who work in libraries are not the problem; the society in which they work is the problem. I find very few people working in libraries who are causing the problems that we face in society. In reality, I find many who are working hard to help society and its people.
- We believe that which party or political view is in power has little relevance to the problems facing our public libraries today. We must work to make public libraries relevant to the communities that they serve and to the governments that fund them..
- Finally, we believe deeply in equity and that public libraries are fundamental in empowering people to take charge of their lives and their communities.

I want to stress also that I am not suggesting we concentrate on what libraries should do, but on what we as librarians, library supporters, and library staff can do-- on how we operate.

I believe we must reinvent or recreate California public libraries for the 21st century. What are our appropriate roles? Who should we be serving and how? How do we



value diversity and embrace all who live in our communities? How can we improve the investment in the infrastructure of library and information services?

We must select the roles that public libraries will play very carefully. I recall a particular passage from a book that so well describes what I mean:

*I would awake tired, with a few unremarkable traces that never seemed to do justice to the dull fear I had felt while still asleep: the memory of the low hum of an electric clock, of an aimless albino hound, of a voice incessantly announcing departure times over a public address system; and that summer, my job was a dream of this sort. I'd wanted to work in a true, old-fashioned bookshop, crammed with the mingled smells of literature and Pittsburgh flowing in through the open door. Instead I'd got myself hired by Boardwalk books.*

*Boardwalk, a chain, sold books at low prices, in huge, fluorescent, supermarket style, a style pervaded by glumness and by an uncomprehending distaste for its low-profit merchandise. The store, with its long white aisle and megalithic piles of discount thrillers and exercise guides, was organized as though the management had hoped to sell luncheon meat or lawn care products but had somehow been tricked by an unscrupulous wholesaler--I imagined the disappointed owner, who had started in postcards and seaside souvenirs on the Jersey shore. As far as they were concerned, a good book was still a plump little paperback that knew how to sit in a beach bag and keep its dirty mouth shut.*

*Literature was squeezed into a miniature and otherwise useless alcove between War and Home Improvement, and of all the employees, several of whom were fat and wanted to be paramedics, I was the only one who found irregularity in the fact that Boardwalk sold the Monarch notes to works, such as Tristram Shandy, that it did not actually stock. I was to spend the daytime summer stunned by air-conditioning, almost without a thought in my head, waiting for the engagement of evening. Summer would happen after dinner. The job had no claim upon me.<sup>3</sup>*

Public Libraries must stand for something. Breadth and depth in collections and library staff expertise are important as well as meeting popular demand. Be careful of the choices and make sure that we do not give up on the mission of public

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<sup>3</sup>from Michael Chabon's *The Mysteries of Pittsburgh*. "The Cloud Factory." (Morrow, 1988. p.42

libraries. If public libraries disappear, we will just have to create them all over again in the future.

We must separate the proper roles of libraries of all types against other services and we must carefully define what we will do for our communities. There seems to be an increased pressure to merge school and public libraries. Be very cautious of taking on this full task of fulfilling the curriculum support role of schools. Don't become the excuse for local school districts to not provide the library services required to meet student needs at the expense of providing a full range of public library services. Look very carefully at the shift of funds from local government to school districts. Advocate that funds shifted from public libraries, if that is to be the fact, are shifted to support school libraries and meet student demands for school library service.

We must remember that the attention span of government policy makers and constituents is very limited. We expect each crisis to be solved in 30 minutes at most in the length of a 3 night running mini-series. The people we work for and serve want quick solutions. They do not really care much about tradition, the past, the basics, values, and mission. They want to know what can be solved quickly and let someone else worry about tomorrow. As we build libraries we must be concerned about the collections we build, the access we provide, and that we stand fast against censorship and the commercialization of information.

We must become involved in networks and collaboration with other libraries and with other agencies in each community we serve. As the nation embraces an expansion of the electronic highway, we must ensure that every public library is positioned as the on-ramp to that highway on behalf of the people it serves. We must provide the necessary linkages and equipment that ensure we will not create a society of information rich and information poor. We must provide the access not just for librarians, but for the people who do not have access in their homes or offices, for students who do not have the capacity at home or in the school, and for small business entrepreneurs who will create the jobs of the future in California.

Citizens want greater participation in the decision-making that affects their communities and their lives, whether it is in government or on the job. We will see a shift from institutions to structures and the decisions that are made will often not be economic. That is why the State Library has been working with Partnerships for Change. Many of these factors are critical components of what libraries embrace in the rest of the decade.

I am reminded of an understanding I gained from a passage in Walter Mosely's *White Butterfly*. Easy Rawlins, Mosley's black detective, speaks of a Los Angeles in the 1950s in the language of the times. I mean no offense in the references here, but only to reflect his words. The passage reads:

There was a small public library on Ninety-third and Hooper. Mrs. Stella Keaton was the librarian. We'd known each other for years. She was a white lady from Wisconsin. Her husband had a fatal heart attack in '34 and her two children died in a fire the year after that. Her only living relative had been an older brother who was stationed in San Diego with the navy for ten years. After his discharge he moved to L.A. When Mrs. Keaton had her tragedies he invited her to live with him. One year after that her brother, Horton, took ill, and after three months he died spitting up blood, in her arms.

All Mrs. Keaton had was the Ninety-third Street branch. She treated the people who came in there like her siblings and she treated the children like her own. If you were a regular at the library she'd bake you a cake on your birthday and save the books you loved under the front desk.

We were on a first-name basis, Stella and I, but I was unhappy that she held that job. I was unhappy because even though Stella was nice, she was still a white woman. A white woman from a place where there were only white Christians. To her Shakespeare was a god. I didn't mind that, but what did she know about the folk tales and riddles and stories colored folks had been telling for centuries? What did she know about the language we spoke?

I always heard her correcting children's speech. "Not 'I is,' she'd say, "It's 'I am.'"

And, of course, she was right. It's just that little colored children listening to that proper white woman would never hear their own cadence in her words. They'd come to believe that they would have to abandon their own language and stories to become a part of her educated world. They would have to forfeit Waller for Mozart and Remus for Puck. They would enter a world where only white people spoke. And no matter how articulate Dickens and Voltaire were, those children wouldn't have their own examples in the house of learning--the library.

I had argued with Stella about these things before. She was sensitive about them but when you told her that some man standing on a street corner telling bawdy tales was something like Chaucer she'd crinkle her nose and shake her head. She was always respectful, though. They often take the kindest white people to colonize the

*colored community. But as kind as Mrs. Keaton was, she reflected an alien view of our people.*<sup>4</sup>

Well what of solutions? I believe it will take a combination of factors to improve matters. The first is, the economy has to improve, both to increase revenues under existing law, and to reduce taxpayer reluctance to vote for additional revenues. The second is a different perception by the electorate regarding the value and funding priorities of the public services they request of government. The third is, to increase available ways for local and state government to support library service.

As we explore ways to move aggressively into the future we must look at new ways of doing business. Boy, do I get tired of hearing that phrase, "new ways of doing business." But in the spirit of the trust we are given, let me suggest several options to consider:

- Perhaps we should investigate the possibility of more equitable funding of public libraries, across all types of libraries, something that would even out the extremes of high and low funding (an equalization concept).
- Perhaps we should ensure that voters and local officials know that Californians are spending a significantly smaller share of their wealth, in terms of personal income and assessed valuation on libraries in the 1990s than they did in the 1970s.
- Perhaps an investigation should be undertaken into the differences between those libraries, of all funding types, which are increasing support versus those that are reducing support to see if the latter can learn anything from the former.
- Perhaps there should be an investigation of those libraries with greatest reductions to compare a variety of local funding and service factors, across all different kinds of public services to see if any useful pattern is apparent for specific help to those heavily impacted jurisdictions.
- Perhaps the focus of all state support should be on libraries in those jurisdictions most in need, based on some generalized indicator of "jurisdictional need."
- Perhaps the focus of all state support should be on libraries in those jurisdictions suffering a disproportionate impact from state mandated services, based on some set of indicators of "jurisdictional impact."

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<sup>4</sup>from Walter Mosley's *White Butterfly*. (Norton, 1992.) p. 55-6.

- Perhaps a funding package should be developed specifically for public library services for children and youth.<sup>5</sup>

A comment on fees and fines is also appropriate, I believe. The purpose of the free public library is to help all people, regardless of their circumstances, gain access to information and materials. It is not to be a profit center. Considering that fees, in particular, represent barriers to freedom of information and the public education roles of public libraries and they generate so little support, their continued collection should certainly be questioned.

Several alternatives will be up for discussion during this legislative year. You should plan now to attend CLA legislative day in Sacramento on May 4. This effort is very important. If you can not come to Sacramento on that day, be sure to arrange a visit to your legislator's district office during that same week. Speak frankly about the impact of the shift of funds from local government to schools. Let your legislator know just how important public library funding is to your city, county, or special district. What will be cut if funds are shifted and lost? Be specific and be direct. Be careful in responding to the typical responses, such as "Why don't you just charge fees?" "Why don't you let people buy their books?" "Why not merge school and public libraries."

It is important that you support the budget for the California State Library. We are particularly concerned about further erosion of the Public Library Fund and funding for the California Library Services Act. The amount for transaction based reimbursements is of particular concern in that these funds support the free access by all Californians to the resources of our public libraries. We are required to "hold back" 25% of the eligible reimbursements from local jurisdictions this year by legislative budget language. My greatest fear is that we will see local libraries begin to close the doors to non-resident access cutting off the free-flow of information regardless of place of residence or ability to pay for such services. This access is by no means a small issue for almost twenty percent of the books borrowed last year were borrowed by individuals who did not live in the jurisdictions of the libraries they used. Likewise our systems are under great strain to continue to provide the infrastructure necessary to support the interchange of information, books and ideas among member libraries. Further the California State Library will be seriously damaged if required to take further cuts, by eliminating the patent and trademark depository, reduction of hours of access among other drastic measures.

A major piece of legislation being prepared for consideration would provide for "Library Services Assessment." The bill has been introduced as SB566 by Senator

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<sup>5</sup>Gibson, p. 9-10.

Roberti who is currently seeking cosponsors. In draft form at this stage, the legislative declares:

The Legislature finds and declares that it is in the interest of the public that there be public libraries; that public libraries are necessary to reduce illiteracy, supplement the formal system of public education and provide after-school opportunities for children and adolescents, provide a resource for lifelong learning, foster cultural diversity, promote economic growth and improve the conduct of business and the development of research.

The Legislature also finds and declares that it is in the public interest to allow local agencies to finance public library services through the imposition of an assessment upon the property which benefits from those services.

The Legislature further finds and declares that assessments imposed for the purpose of providing library services benefit individual properties and are not taxes for the general benefit of the governmental entity, but are assessments for services which confer special benefits upon the properties to which the services are provided.

The legislation would allow any local agency which provides public library services, to establish an assessment district and determine and levy an annual assessment for library services and facilities. Library services are defined to include acquisition, construction, equipping, furnishing, staffing, operating and maintaining of library facilities for the conduct of public library programs; acquisition of books, magazines, newspapers, audio-visual, electronic media, and other informational materials; provision of access to all available lending materials through direct loan, interlibrary loan, literacy programs, electronic access and other special service programs; provision of information, recreation and lifelong learning for all persons; and administrative and indirect costs of providing such services.

The act also provides for the establishment and creation of the district, provisions for protest and details of administration. I hope that other alternatives may surface during the course of the year for we are getting terribly close to seeing our libraries disappear.

What of the future and your role?

- **First don't give up.** When we ask that you write letters and talk with legislators, approach local politicians, encourage library staff, and keep spirits up, we really mean it. You are our strength and inspiration. You keep libraries alive.
- **Embrace change.** We always say we believe in change, but often it is others we want to change not ourselves. We must learn how to change. We must

learn how to share the decision making power with new people and with those who may not think as we do.

- **Listen to your community.** Keep in mind that people really want their library to succeed. But they have particular concerns and beliefs about how their library should work and how it should respond. You cannot listen one day and not the next. Communities change and libraries must be ready to keep pace with the changes of their communities.
- **Remember the principles and mission of the public library.** Even as we embrace change and listen to our communities, we must keep in mind the principles and practice of public library service. We must stand for something in a changing environment that demands quick solutions and low-cost alternatives. The principles of free access to information and knowledge in a democracy are very important. We must stand fast to ensure that they are protected and valued. Few others will be advocating these positions. We must remain advocates or there is no reason for the public library versus some other business enterprise that can provide the same services for those who are willing to pay.
- **Keep reading, learning, and growing.** You must demonstrate regularly that you believe in the fundamentals of the library through your practice of reading and learning. Being informed is just fine. Bookish is not that bad. Being knowledgeable is even better.
- **Learn how to use new technology and don't let it take over your lives.** There is nothing wrong with technology. Learn to embrace it. But it is just a tool. Learn its utility, just as one did with electricity, air travel, and television. It does not have to govern our lives or limit our intellect. It can, though, greatly enhance our understanding and capability of coping with the tremendous world around us--this global village that is truly available at our doorstep.

I would like to close by reminding you Maya Angelou's words at the Inaugural:

I, the Rock, I, the River, I, the Tree, I am yours. Your passages have been paid. Lift up your faces. You have a piercing need for this bright morning dawning for you. History, despite its wrenching pain, cannot be unlived, but if faced, with courage, need not be lived again. Lift up your eyes upon this day breaking for you. Give birth again to the dream. Women, children, men, take it into the palms of your hands, mold it into the shape of your most private need, sculpt it into the image of your most public self. Lift up your hearts. Each new hour holds new chances for new beginnings. Do not be wedded forever to fear, yoked eternally to brutishness. The horizon leans forward, offering you space to place new steps of change.

Here, on the pulse of this fine day, you may have the courage to look up and out upon me, the Rock, the River, the Tree, your country, no less to Midas than the mendicant, no less to you now than the mastodon then. Here, on the pulse of this new day, you may have the grace to look up and out and into your sister's eyes and into your brother's face, your country, and simply, very simply, with hope, 'Good morning!'

Keep faith, together we can overcome the challenge.



TO: Library Board of Trustees

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

DATE: April 19, 1993

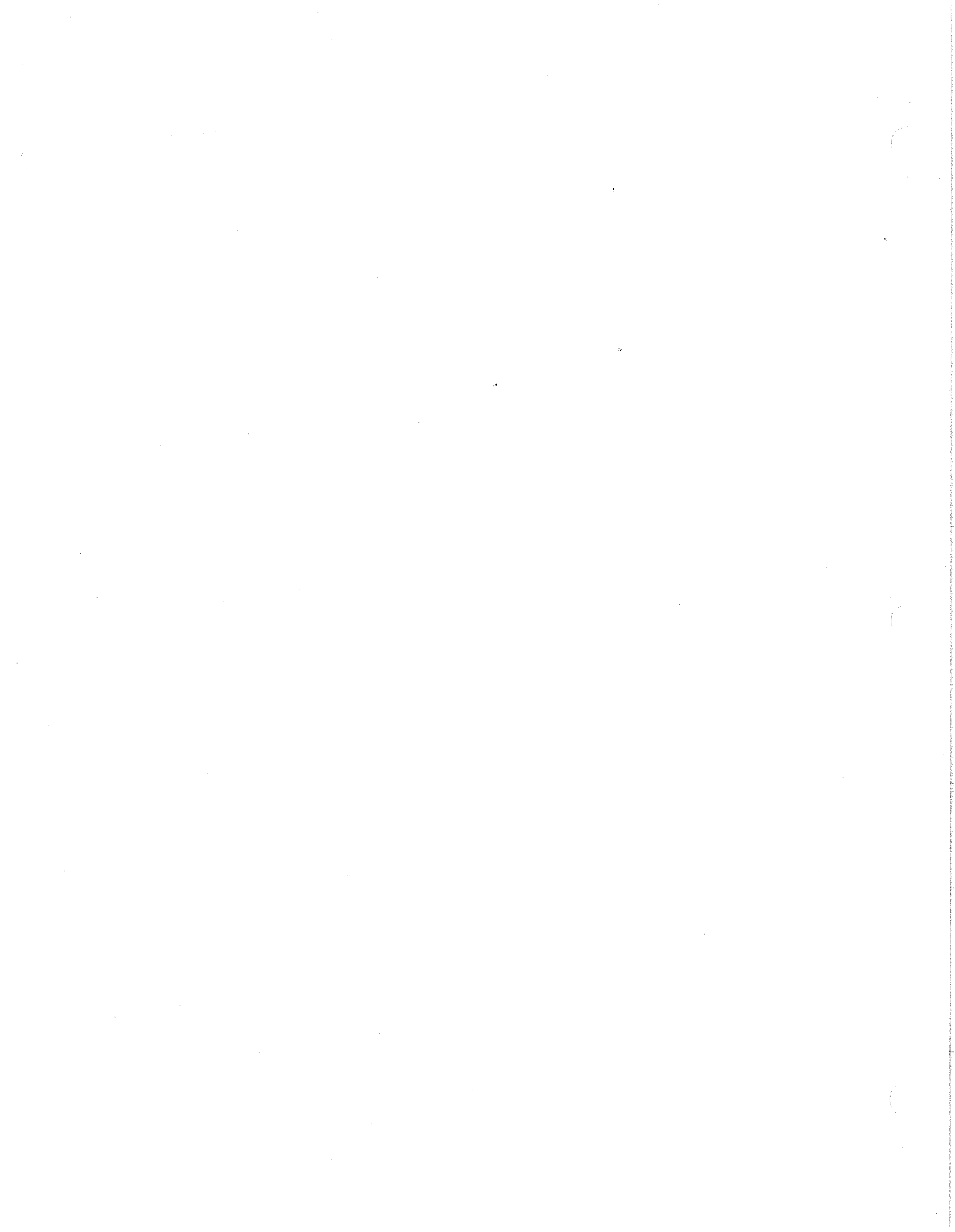
**SUBJECT: Friends of the Library Report**

The Board of Directors of the Friends of the Placentia Library met on April 6, 1993. I attended the first half hour of the meeting.

The Friends presented me with a check for \$1,000 for the Director's Fund for Fiscal Year 1992-1993. They agreed to co-sponsor with the Library Board the annual staff recognition dinner at a cost not to exceed \$300; and also to provide \$80 for the purchase of books to be used as door prizes for the Chamber of Commerce Library events in April.

I distributed a copy of the legislative letter from the Library Board to Friends members and we discussed the need for members to contact their legislators about supporting SB566 and the maintenance of property tax funding for the independent special library districts.

*Sand*



AGENDA ITEM 9

PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
April 19, 1993

DATE		AMOUNT
Mar 17, 1993	1	\$278.62
Apr 01, 1993	2	\$4,343.82
Apr 08, 1993	3	<u>\$1,316.71</u>
	TOTAL	<u>\$5,939.15</u>

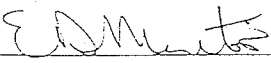
CLAIMS TRANSMITTED FOR PAYMENT  
 Placentia Library District  
 411 East Chapman Avenue  
 Placentia, CA 92670

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.
PACIFIC BELL	Mar 07, 1993	251-5377	87.81			
Payment Center	Mar 07, 1993	251-5376	87.81	175.62	070-005	
Van Nuys, CA 91388	Mar 04, 1993	524-8408	95.57	95.57	070-008	
				271.19	Total	
KINKO'S	Mar 17, 1993	400261022		7.43	180-009	
P.O. Box 8033						
Ventura, CA 93002-8033						

The claims listed above (totaling \$278.62 ) 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

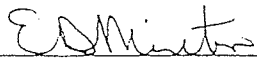
CLAIMS TRANSMITTED FOR PAYMENT  
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APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Mar 20, 1993	April		3,155.50	030-000	
PRINCIPAL MUTUAL P.O. Box 10328 Des Moines, IA 50306	Mar 22, 1993	April		454.12	030-000	
PACIFIC BELL Payment Center Van Nuys, CA 91388	Mar 17, 1993 Mar 17, 1993 Mar 19, 1993	528-8236 528-1906 996-2865	28.66 185.01 19.47	233.14	070-000	
STAPLES INC. Dept 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Mar 24, 1993 Mar 31, 1993 Mar 31, 1993	24872 31428 31538	25.43 93.81	119.24 9.69 128.93	180-000 180-008 Total	
Southern California Gas Co. P.O. Box C Monterey Park, CA 91756	Mar 19, 1993	Feb 16, 1993- Mar 17, 1993		372.13	280-000	

The claims listed above (totaling \$4,343.82 ) 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

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APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
California Vision Service Plan Attn: Accounting P.O. Box 45210 San Francisco, CA 94145-5210	Mar 26, 1993	April		163.20	030-000	
S M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	Mar 31, 1993	7056		1,091.52	140-000	
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Apr 05, 1993	400261202		4.74	180-000	
	Mar 30, 1993	401560209		3.64	180-009	
				8.38	Total	
Southern California Water P.O. Box 9016 San Dimas, CA 91773-9016	Mar 30, 1993	Feb 23, 1993- Mar 24, 1993		53.61	280-000	

The claims listed above (totaling \$1,316.71 ) 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

PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll Dated April 19, 1993  
 April 19, 1993

TYPE	REPORT NUMBER	AMOUNT
Immediately	1	<u>\$117.22</u>
Subtotal for Immediately		<u>\$117.22</u>
Regular	1	\$45,725.06
	2	\$9,866.88
	3	\$9,314.33
	4	\$3,602.22
	5	\$106.73
	6	\$1,597.28
Fund 5021	1	<u>\$5,538.66</u>
Subtotal for Payments		\$75,868.38
Payroll	3013	\$27,220.00
	3014	<u>\$27,220.00</u>
Subtotal for Payroll		\$54,440.00
	TOTAL	<u>\$130,308.38</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  
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APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
PACIFIC BELL Payment Center Van Nuys, CA 91388	Apr 04, 1993	524-8408		92.27	070-008	
CASCADE DRINKING WATER 1080 So. Cypress, Unit D La Habra, CA 90631	Mar 23, 1993	April		24.95	180-000	

**PLEASE PAY IMMEDIATELY!**

The claims listed above (totaling \$117.22 ) 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  
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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	Apr 01, 1993	A14066		423.82	070-005	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Mar 18, 1993	LI000000005		37,645.12	070-005	
ADVANCED OFFICE SERVICES 1342 E. Edinger Ave. Santa Ana, CA 92705	Mar 19, 1993	7296		99.08	130-000	
BEAR STATE 13321 Alondra Blvd. #N Santa Fe Springs, CA 90670	Mar 30, 1993	33178	117.42			
	Apr 06, 1993	23269	5,650.00			
	Apr 06, 1993	23268	998.00	6,765.42	140-000	
MANWILL PLUMBING 3940 Prospect Ave. Unit D Yorba Linda, CA 92686	Apr 10, 1993	17981		79.67	140-000	
A.R. KAPPE 23784 Peach Blossom Ct. Murrieta, CA 92562	Apr 01, 1993	6209		170.10	140-000	
REGENCY LIGHTING 16665 Arminta St. Van Nuys, CA 91406	Apr 08, 1993	141433		236.36	140-000	
AMSTERDAM PRINTING P.O. Box 701 Amsterdam, NY 12010	Apr 01, 1993	148205		32.68	180-000	
THE LIBRARY STORE P.O. Box 964 Tremont, IL 61568	Apr 03, 1993	173095		112.73	180-000	
CHAPS 1664 Sierra Madre Circle Placentia, CA 92670	Apr 01, 1993	6347		160.08	180-000	

The claims listed above (totaling \$45,725.06 ) 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  
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APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
J C PAPER P.O. Box 848 San Jose, CA 95106-0848	Mar 31, 1993	81238483		39.85	180-000	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Apr 05, 1993	353758		34.79	180-000	
BORLAND 1700 Green Hills Rd. Scotts Valley, CA 95066	Mar 25, 1993	400040590		160.75	180-000	
LA SALLE PAPER Dept. 61389 El Monte, CA 91735	Mar 25, 1993	30083	24.95			
	Mar 24, 1993	30084	18.54			
	Apr 07, 1993	30857	31.18			
	Apr 14, 1993	31241	20.66	95.33	180-000	
E Z COPY 275 N. El Cielo Rd. Ste. C-3 Palm Springs, CA 92262	Mar 11, 1993	330011		9.66	180-000	
C.L.A.S.S. 1415 Koll Circle, Ste. 101 San Jose, CA 95112-4698	Mar 10, 1993	41835		177.40	180-000	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Mar 31, 1993	March		30.71	190-000	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	Jun 30, 1992	LI045639	4,359.98			
	Jul 21, 1992	LI045782	10.00	4369.98	190-000	
	Jul 21, 1992	LI045781		4103.16	240-001	
				8,473.14	Total	
MATTHEW BENDER P.O. Box 22030 Albany, NY 12201-2030	Feb 28, 1993	44107158		430.25	240-001	
ALBM&C 1661 E. Chapman Ave. Fullerton, CA 92631-4097	Nov 30, 1992	Rea Nov 05	135.00			
	Jan 31, 1993	payroll through Jan 31, 1993	250.00			
	Feb 28, 1993	payroll 2/92	30.00	415.00	190-000	

The claims listed above (totaling \$9,866.88 ) 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.
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Mar 08, 1993	2cm35640	(63.25)			
	Apr 09, 1993	25206922	9.46			
	Apr 09, 1993	25209744	100.00	46.21	240-001	
BAKER & TAYLOR Continuation Service Somerville, NJ 08876	Feb 23, 1993	B237888	444.41			
	Mar 02, 1993	C02894033R	486.46			
	Mar 02, 1993	C027268	120.07			
	Mar 09, 1993	C097826	42.10			
	Mar 16, 1993	C168024	111.36			
	Mar 18, 1993	C18918326R	532.27			
	Mar 23, 1993	C238169	468.43			
	Mar 25, 1993	C25928299R	387.30			
	Mar 30, 1993	C307730	236.12			
	Mar 31, 1993	C31936189R	419.77			
Mar 31, 1993	C31936799R	327.79				
Apr 06, 1993	D06945681R	221.14	3,797.22	240-001		
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Feb 26, 1993	1769001		37.28	240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	Mar 10, 1993	R223707		531.76	240-001	
ROURKE PUBLISHING P.O. Box 3328 Vero Beach, FL 32964	Mar 20, 1993	39788		590.50	240-001	
GROLIER EDUCATIONAL P.O. Box 1716 Danbury, Conn 06816	Mar 19, 1993	900712		501.03	240-001	
DUN & BRADSTREET Business Reference Services P.O. Box 71711 Chicago, IL 60694-1711	Mar 01, 1993	5067819-93	670.91			
	Mar 01, 1993	77925-93	522.81			
	Mar 01, 1993	66593-93	1,444.18			
	Mar 01, 1993	5723-93	379.98			
	Mar 01, 1993	77698-93	735.56	3,753.44	240-001	
BOUND TO STAY BOUND 1880 W. Morton Jacksonville, IL 62650-2697	Feb 22, 1993	589315		56.89	240-001	

The claims listed above (totaling \$9,314.33 ) 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.
National Geographic Society P.O. Box 1100 Washington, DC 20036	Mar 10, 1993	1119		94.32	240-001	
COMMERCE CLEARING HOUSE P.O. Box 5490 Chicago, IL 5490	Mar 19, 1993	40-0615-001		297.20	240-001	
MERRYANT PUBLISHERS 7615 S.W. 257th St. Vashon, WA 98070	Mar 18, 1993	1465		196.50	240-001	
CHILDRENS PRESS P.O. Box 71049 Chicago, IL 60694-1049	Mar 19, 1993	451689		343.04	240-001	
	Mar 22, 1993	452490		80.95	240-009	
				423.99	Total	
RESOURCE DIRECTORY 1038 N. Tustin, #241 Orange, CA 92667	Mar 20, 1993	7238		42.17	240-001	
HAINES & CO. P.O. Box 2117 North Canton, OH 44720	Apr 05, 1993	86119		375.17	240-001	
SIRS P.O. Box 2348 Boca Raton, FL 33427-2348	Mar 04, 1993	245703		566.28	240-001	
HOTHO & CO. P.O. Box 9738 Frot Worth, TX 76147-2738	Mar 16, 1993	140919		747.59	240-002	
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Mar 17, 1993	82325	23.80			
	Mar 18, 1993	73154	532.20	556.00	240-005	
SCHOLASTIC BOOK FAIRS 5235 E. Hunter Ave., Ste. A Anaheim, CA 92807	Mar 17, 1993	9040		303.00	240-009	

The claims listed above (totaling \$3,602.22 ) 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.
SUAD AMMAR c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 30, 1993	Brea Republican Women's Group		6.50	270-000	
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 31, 1993	travel reimb.		20.00	270-000	
JEANNINE WALTERS c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Mar 25, 1993	Jan travel	17.80			
	Mar 17, 1993	Feb travel	21.00			
	Apr 07, 1993	Mar 24, 1993- Apr 07, 1993 travel	21.18	59.98	270-000	
GWEN JOSEPH c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Apr 10, 1993	Feb 11, 1993- Apr 01, 1993 travel		20.25	270-009	

The claims listed above (totaling \$106.73 ) 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: Apr 19, 1993  
Report No. 3011a

APPROVED CLAIMS

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

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	Apr 19, 1993	petty cash	319.00		180-000	
			122.65		180-008	
			265.70		183-000	
			70.28		183-008	
			29.00		183-009	
			701.65		240-001	
			89.00		270-009	
				1,597.28	Total	

The claims listed above (totaling \$1,597.28 ) 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 # 5021.

APPROVED CLAIMS

Payee Name & Address	Date	Invoice #	Detail Amount	Total Amount	Acct. Code	Auditor's No.
DAN L. ROWLAND AND ASSOC. 1290 N. Hancock St., Ste. 204 Anaheim, CA 92807	Apr 15, 1993	project	5,500.00			
	Apr 15, 1993	reimb expenses	38.66	5,538.66	190-000	

The claims listed above (totaling \$5,538.66 ) 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	Apr 19, 1993	Pay # 22 Apr 16, 1993- Apr 29, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

PLEASE WIRE ON THURSDAY, April 29, 1993!!

The claims listed above (totaling \$27,220.00 ) 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	Apr 19, 1993	Pay # 23 Apr 30, 1993- May 13, 1993	25,500.00		010-000	
Account # 07605-80156 Route # 121000358		FICA	1,720.00		020-000	
				27,220.00	TOTAL	

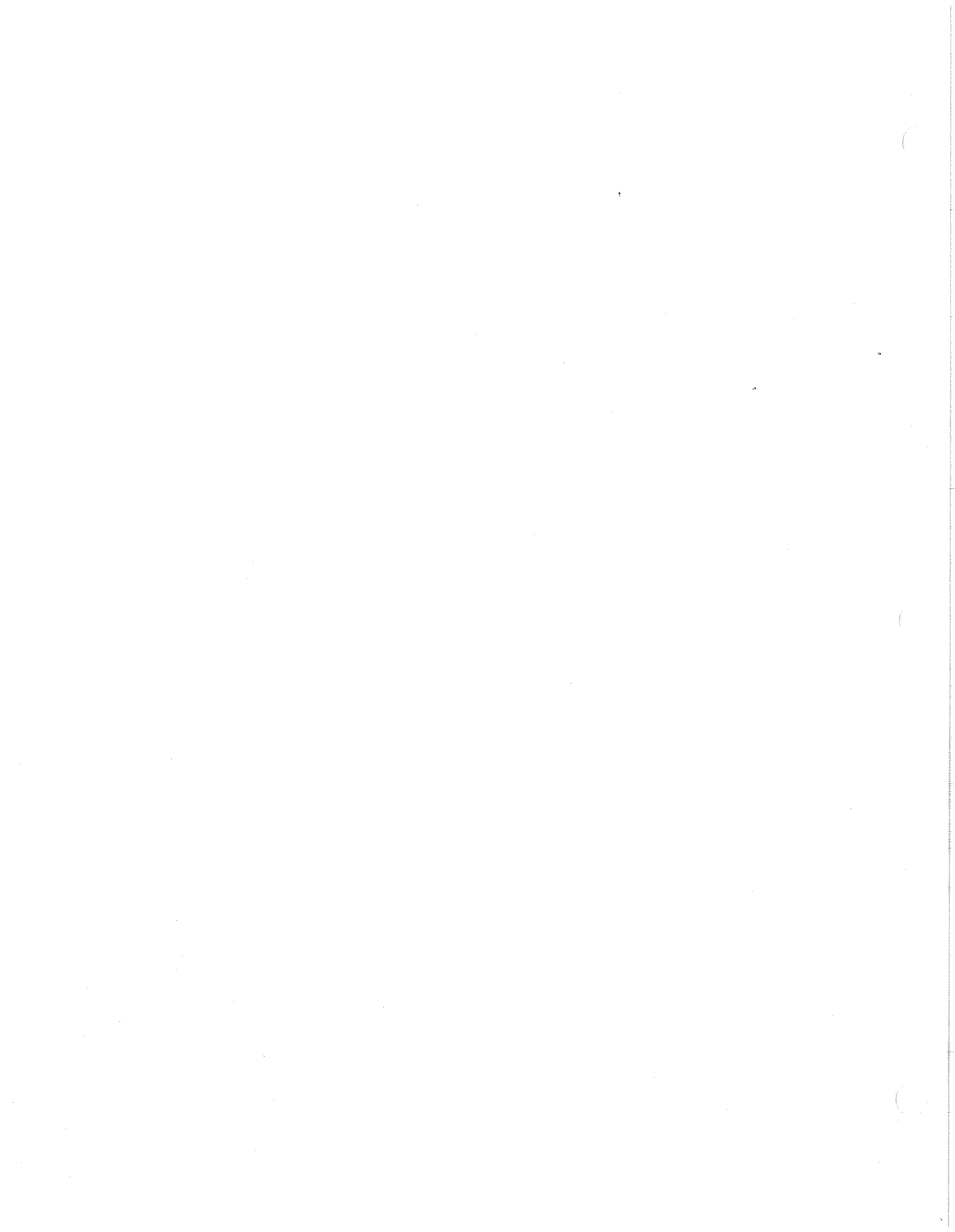
PLEASE WIRE ON THURSDAY, May 13, 1993!!

The claims listed above (totaling \$27,220.00 ) 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.

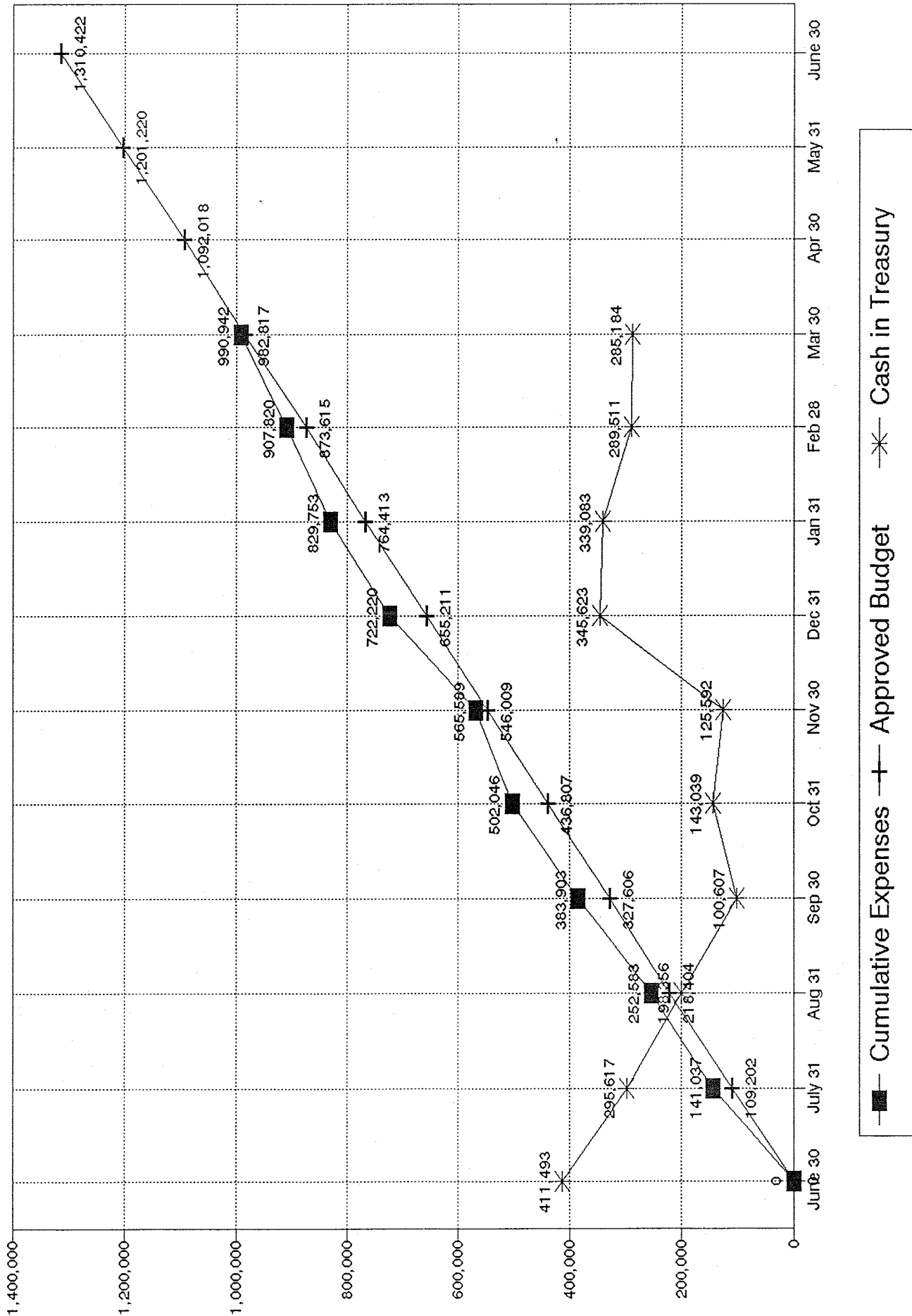
Approved By \_\_\_\_\_

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)  
April 19, 1993

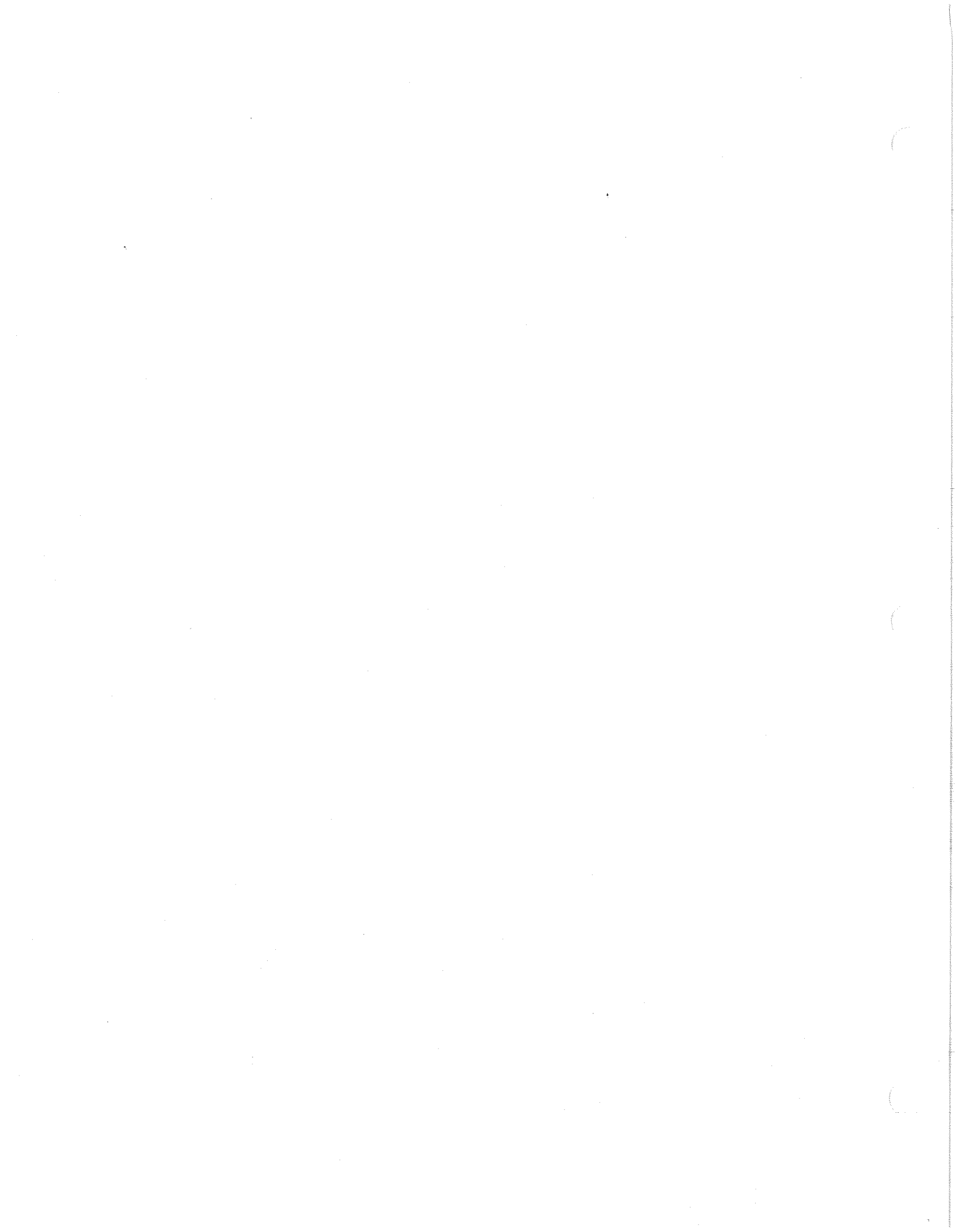
OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
621-000	Prop. Taxes - current secured	963,800.00	515,652.27	554,890.34	48,781.03	48,379.37	53.50%
621-001	TOTAL PROP. TAXES - CURRENT SECURED	29,000.00	14,049.42	13,804.65	0.00	13,804.65	48.45%
622-000	PROP. TAXES - CURRENT UNSECURED	992,800.00	529,701.69	568,694.99	48,781.03	62,184.02	53.35%
623-000	Prop. Taxes - Prior Secured	78,000.00	55,909.30	71,179.72	0.00	0.00	71.68%
623-001	Secured final apportionment	0.00	0.00	0.00	0.00	0.00	
623-002	Secured prior years	11,000.00	13,108.09	10,269.97	0.00	0.00	119.16%
623-010	TOTAL PROP. TAXES - PRIOR SECURED	27,000.00	4,711.96	3,233.10	0.00	0.00	17.45%
623-011	TOTAL PROP. TAXES - PRIOR UNSECURED	500.00	2,396.50	484.67	2,396.50	0.00	479.30%
		1,500.00	0.00	1,462.70	0.00	0.00	0.00%
		40,000.00	20,216.55	15,450.44	2,396.50	0.00	50.54%
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%
		6,500.00	1,556.79	1,151.35	0.00	0.00	23.95%
628-000	PROP. TAXES SUPPLEMENTAL - CURRENT	50,000.00	29,458.49	38,757.72	0.00	0.00	58.92%
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	21,493.50	23,077.31	4,190.59	4,547.97	71.65%
661-623	TOTAL INTEREST	250.00	0.00	0.00	0.00	0.00	0.00%
		30,250.00	21,493.50	23,077.31	4,190.59	4,547.97	71.05%
669-000	STATE - HOMEOWNER PROP TAX RELIEF	21,400.00	9,050.48	10,187.28	0.00	0.00	42.29%
697-000	State - ILL & Direct Loan Reimbursement	20,000.00	23,997.90	16,679.81	0.00	0.00	119.99%
697-001	State - CA Foundation Funds	16,217.00	14,636.00	16,217.00	0.00	0.00	90.25%
697-002	State - CA Literacy Campaign	10,000.00	12,500.00	51,348.00	0.00	0.00	125.00%
697-003	State - Family Literacy	9,255.00	12,500.00	9,255.00	12,500.00	0.00	135.06%
697-004	State - Grandparents & Books	0.00	0.00	5,000.00	0.00	0.00	
697-007	State-Timber Yield Apport	0.00	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER	55,472.00	63,633.90	98,499.81	12,500.00	0.00	114.71%
781-503	Transfer from Other Library Funds	0.00	100,000.00	0.00	0.00	0.00	
787-000	Other Revenue	30,000.00	20,192.07	(412.10)	2,453.17	0.00	67.31%
787-001	Outlawed warrant - 6 months	0.00	8,481.14	182.25	8,473.14	0.00	
787-003	TOTAL OTHER REVENUE	30,000.00	28,673.21	10,025.83	10,926.31	0.00	95.58%
	5071 FUND TOTAL	1,310,422.00	864,632.90	840,728.10	78,794.43	66,731.99	65.98%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
April 19, 1993

OBJECT CCODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
010-000	Salaries & Wages	735,250.00	581,223.79	517,583.65	50,219.91	53,600.00	79.05%
020-000	Retirement	107,075.00	89,063.84	73,863.99	3,440.00	4,000.00	83.18%
	Health Insurance/Care America	36,200.00	31,253.19	20,157.36	2,992.43	2,714.17	86.33%
	Long Term Disability	0.00	1,699.11	0.00	566.58	0.00	
	Vision Service Plan	2,250.00	1,531.60	1,579.92	178.72	172.96	88.07%
	Dental	6,600.00	4,427.32	4,167.94	497.96	924.08	67.08%
030-000	Total Employee Insurance	45,050.00	38,911.22	25,905.22	4,235.69	3,811.21	86.37%
031-000	Unemployment Insurance	1,750.00	2,579.76	1,405.00	413.95	0.00	0.00%
032-000	Workers Compensation - General	7,750.00	3,298.85	4,746.16	1,334.00	211.27	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	896,875.00	715,077.46	623,504.02	59,643.55	61,622.48	79.73%
070-000	Communications	6,200.00	2,835.80	4,084.26	265.14	440.53	45.74%
070-005	Communications - Computer	0.00	4,289.13	0.00	846.93	0.00	
070-008	Communications - Literacy	1,200.00	664.38	905.69	95.57	103.02	55.37%
	Total Communications	7,400.00	7,789.31	4,989.95	1,207.64	543.55	105.26%
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	
	Total Food	200.00	32.26	0.00	0.00	0.00	16.13%
100-000	Household Expense	4,500.00	2,847.39	3,925.49	0.00	590.95	63.28%
110-000	Insurance	16,500.00	0.00	(25.13)	0.00	0.00	0.00%
130-000	Maintenance of Equipment	7,500.00	4,125.68	7,378.16	217.94	460.09	55.01%
	HVAC	8,000.00	6,623.57	9,025.38	649.37	0.00	82.79%
	Carpet Cleaning	5,950.00	2,894.55	1,873.50	0.00	0.00	48.65%
	Groundskeeping, City of Placentia	23,000.00	17,525.90	23,353.61	3,690.56	9,359.76	76.20%
	Plumbing	750.00	444.04	0.00	0.00	0.00	59.21%
	Electrical	2,250.00	503.47	1,921.83	0.00	0.00	22.38%
	Cleaning Service	14,000.00	10,748.16	8,777.64	1,130.52	2,183.04	76.77%
	Locksmith	500.00	87.45	452.43	0.00	105.46	17.49%
	Other	500.00	690.00	897.31	0.00	428.48	138.00%
140-000	Total Maintenance of Building & Grounds	54,950.00	39,517.14	46,301.70	5,470.45	12,076.74	71.91%
160-000	Memberships	3,500.00	3,359.00	3,068.19	805.00	1,139.00	95.97%
170-000	Miscellaneous Expense	0.00	0.00	71.75	0.00	0.00	

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY1993 YTD % OF BUD
180-000	Library Supplies	4,000.00	8,588.54	4,070.75	334.60	350.73	214.71%
	Printing	11,000.00	3,299.56	1,754.34	129.14	67.81	30.00%
	EZ Copy - copy cards for sale to patrons	1,750.00	947.00	1,698.50	0.00	0.00	54.11%
	Publications	650.00	1,985.00	0.00	0.00	0.00	305.38%
	Paper	300.00	874.05	80.00	79.17	22.81	291.35%
	Drinking Water Service	350.00	224.55	149.70	24.95	0.00	64.16%
	Other Office Supplies	8,000.00	7,044.48	4,313.88	718.75	368.69	88.06%
	Total Office Supply Expense	26,050.00	22,963.18	12,067.17	1,286.61	810.04	88.15%
180-007	Grandparents & Books Supply Expense	0.00	0.00	457.21	0.00	0.00	
	Printing	2,000.00	603.09	1,408.95	0.00	0.00	30.15%
	Publications	200.00	0.00	94.54	0.00	0.00	0.00%
	Paper	100.00	20.89	0.00	0.00	0.00	20.89%
	Other Office Supplies	500.00	1,499.36	253.70	1,073.91	70.03	299.87%
	Total Literacy Office supply expense	2,800.00	2,123.34	1,757.19	1,073.91	70.03	75.83%
180-009	Family Literacy Supply Expense	500.00	4,181.87	455.87	608.64	0.00	836.37%
	Total Office Expense	29,350.00	29,268.39	14,737.44	2,969.16	880.07	99.72%
183-000	Postage Expense	1,500.00	1,287.71	993.71	206.70	0.00	85.85%
183-008	Postage Expense - Literacy	500.00	657.89	203.00	87.00	0.00	131.58%
	Total Postage Expense	2,000.00	1,945.60	1,196.71	293.70	0.00	97.28%
	Care Resources (Employee Assistance)	650.00	507.50	558.25	101.50	50.75	78.08%
	Pension Contribution & Operating Expenses	4,000.00	4,323.90	3,091.33	0.00	0.00	108.10%
	Anaheim Library	30,000.00	4,985.98	23,608.67	0.00	15,900.67	16.62%
	Clipping Service	400.00	307.10	307.10	30.71	30.71	76.78%
	Tax Collection Services & Fees by Orange County	600.00	242.95	454.46	31.37	59.26	40.49%
	Advertising	750.00	347.50	0.00	0.00	0.00	46.33%
	Medical Exams	750.00	324.00	445.50	40.50	0.00	43.20%
	Collection Services	1,750.00	0.00	1,575.00	0.00	0.00	0.00%
	Audit	3,000.00	2,950.00	2,800.00	0.00	0.00	98.33%
	Payroll Preparation	4,000.00	2,367.28	2,336.39	0.00	0.00	59.18%
	Election Expenses	13,000.00	0.00	0.00	0.00	0.00	0.00%
	Staff Training in Library	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
	Other	500.00	3,712.15	2,205.01	340.71	1,000.00	0.00%
	Total Specialized Services	60,400.00	20,068.36	38,381.71	544.79	17,066.34	742.43%
190-000	Specialized Services - City of Anaheim	0.00	0.00	0.00	0.00	0.00	33.23%
190-001	Specialized Services - Literacy	2,250.00	968.50	2,069.14	120.00	0.00	43.04%
190-008	Specialized Services - Family Literacy	1,500.00	812.00	1,522.26	0.00	315.00	54.13%
190-018	Tax Collection Services & Fees by Orange County	15,000.00	1,363.73	1,315.84	5.99	34.51	9.09%
	Total Specialized Services	79,150.00	23,212.59	43,288.95	670.78	17,415.85	29.33%

OBJECT CODE	DESCRIPTION	FY1992-93 BUDGETED	FY1992-93 YTD	FY1991-92 YTD	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY93 YTD % OF BUD
200-000	Legal Notices	500.00	521.08	600.27	0.00	0.00	104.22%
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	71,800.00	0.00	35,900.00	
230-000	Small Tools/Instruments		497.32	0.00	0.00	0.00	
240-000	Special Department Expense - Miscellaneous	300.00	14.95	136.82	0.00	75.46	4.98%
240-001	Special Department Expense - Books	85,747.00	77,052.46	89,958.92	2,790.06	5,012.52	89.86%
240-002	Special Department Expense - Video	10,000.00	209.74	4,609.18	0.00	848.68	2.10%
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	26,269.91	2,482.54	941.20	464.73	95.53%
240-005	Special Department Expense - Audio	5,000.00	3,442.48	5,084.69	822.50	637.13	68.85%
240-007	Special Department Expense - Grandparents & Bks	0.00	0.00	4,461.67	0.00	0.00	
240-008	Special Department Expense - Literacy	0.00	118.80	0.00	0.00	0.00	
240-009	Special Department Expense - Family Literacy	350.00	682.55	287.91	0.00	0.00	195.01%
	Total Special Department Expense	128,897.00	107,790.89	110,798.56	4,553.76	7,038.52	83.63%
260-000	Transportation/Travel - General	0.00	0.00	60.00	0.00	0.00	
270-000	Transportation/Travel - Meetings	5,000.00	4,498.73	8,803.67	141.65	244.15	89.97%
270-008	Transportation/Travel - Meetings - Literacy	500.00	714.00	236.00	360.00	0.00	142.80%
270-009	Transportation/Travel - Meetings - Family Literacy	100.00	534.25	9.95	114.25	0.00	534.25%
	Total Transportation/Travel - Meetings	5,600.00	5,746.98	9,049.62	615.90	244.15	102.62%
280-000	Electricity	63,000.00	45,172.07	46,330.83	5,919.79	16,935.39	71.70%
	Gas	6,250.00	1,869.92	4,032.51	573.69	981.50	29.92%
	Water	1,750.00	1,568.40	1,050.40	180.10	8.07	89.05%
	Total Utilities	71,000.00	48,600.39	51,413.74	6,673.58	17,924.96	68.45%
	TOTAL SUPPLIES & SERVICES	411,047.00	275,254.02	368,655.40	23,477.91	94,213.88	66.96%
370-000	Taxes, Assessments (Sales Tax)	1,500.00	610.04	1,173.00	0.00	0.00	40.67%
400-000	Equipment	0.00	0.00	19,583.43	0.00	0.00	
400-008	Equipment - Literacy	0.00	0.00	472.96	0.00	0.00	
400-111	Equipment	1,000.00	0.00	1,653.86	0.00	823.36	0.00%
	Total Equipment	1,000.00	0.00	21,710.25	0.00	823.36	0.00%
420-000	Structures/Improvements	0.00	0.00	107.73	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	1,000.00	0.00	21,817.98	0.00	823.36	0.00%
	TOTAL EXPENSES	1,310,422.00	990,941.52	1,015,150.40	83,121.46	156,659.72	75.62%
Total 007 - Grandparents & Books		0.00	0.00	4,918.88	0.00	0.00	
Total 008 - Literacy		7,250.00	5,246.91	5,643.98	1,736.48	173.05	72.37%
Total 009 - Family Literacy		2,450.00	6,242.93	2,275.99	722.89	315.00	254.81%





Placentia Library District  
Balance Sheet

March 31, 1993

<b>Assets</b>		
General Fund	14,795.67	
Literacy Fund	7,723.93	
County Exempt	12,392.80	
Payroll Account	16,384.03	
Savings (P/R Support)	6,338.60	
Savings (P/R Fees)	(259.34)	
Certificates of Deposit	20,004.57	
Petty Cash/Change	0.00	
	-----	
Total Assets		77,380.26
		=====
<b>Liabilities</b>		
Manual Payroll Checks	1,984.93	
Payroll Taxes Payable	(191.92)	
Deferred Comp Payable	483.54	
Insurance Payable	(937.08)	
Credit Union Payable	(785.35)	
Union Dues Payable	472.14	
Other Employee Deductions	523.91	
	-----	
Total Liabilities		1,550.17
<b>Capital</b>		
Fund Balance	75,830.09	
	-----	
Total Capital		75,830.09
		-----
Total Liabilities and Capital		77,380.26
		=====



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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				14,846.99
Checks Out				
	3496	4.50		
	3584	46.82		
TOTALS		51.32	0.00	

CHECKBOOK BAL

14,795.67

*Edmund*  
*4/12/93*

03/31/93

Page 1  
 Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 01  
 Period Spread Sheet  
 1 Period(s) Ending March 31, 1993

	Total	03/31/93
<b>Income</b>		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Misc.	35.75	35.75
Cash Register-Fines	3,337.27	3,337.27
Cash Register-Damaged Items	23.41	23.41
Cash Register-Lost Items	49.95	49.95
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	158.75	158.75
Cash Register-Computer Rental	169.50	169.50
Typewriter Income	3.00	3.00
Telephone Income	55.67	55.67
Copy Machine Income	63.04	63.04
State Library Reimbursements	10,223.81	10,223.81
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	1,141.35	1,141.35
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	15,261.50	15,261.50
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	15,261.50	15,261.50
<b>Expenses</b>		
Transfers to County	15,761.76	15,761.76
Employee Insurance (030)	0.00	0.00
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	326.89	326.89
Postage (183)	146.00	146.00
Prof. & Spec. Services (190)	40.00	40.00
Special Departmental Expense (240)	102.00	102.00
Transportation & Travel (270)	32.00	32.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	0.00	0.00
	-----	-----
Total Expenses	16,408.65	16,408.65
	-----	-----
Operating Income (Loss)	(1,147.15)	(1,147.15)

03/31/93

Page 2  
Part 1 of 1 Parts

Placentia Library District  
Income Statement For Department 01  
Period Spread Sheet  
1 Period(s) Ending March 31, 1993

	Total	03/31/93
Other Income		
Other Expenses		
Net Income (Loss)	<u>(1,147.15)</u>	<u>(1,147.15)</u>

03/31/93

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1993

Page 1  
Part 1 of 1 Parts

	03/31/93
Income	
Cash Register-Audio Visual	0.00
Cash Register-Misc.	86.15
Cash Register-Fines	20,458.33
Cash Register-Damaged Items	82.81
Cash Register-Lost Items	32.68
Cash Register-Copy Cards	177.75
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,297.26
Cash Register-Computer Rental	1,075.00
Typewriter Income	165.51
Telephone Income	589.86
Copy Machine Income	762.86
State Library Reimbursements	34,221.71
State Library Grants	25,000.00
State of California Foundation Funds	14,636.00
Other Grants	0.00
County Reimbursements	11,422.30
Interest Income	10.35
Miscellaneous Income	0.00
	-----
Total Income	110,018.57
Cost of Sales	-----
Gross Profit (Loss)	110,018.57
Expenses	
Transfers to County	87,574.60
Employee Insurance (030)	447.92
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	190.24
Office Expense (180)	1,837.99
Postage (183)	2,175.04
Prof. & Spec. Services (190)	506.80
Special Departmental Expense (240)	657.39
Transportation & Travel (270)	2,043.40
Equipment (400)	0.00
Taxes and Fees (370)	598.00
	-----
Total Expenses	96,031.38
	-----
Operating Income (Loss)	13,987.19

03/31/93

Placentia Library District  
Income Statement For Department 01  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1993

Page 2  
Part 1 of 1 Parts

03/31/93

Other Income

Other Expenses

Net Income (Loss)

-----  
13,987.19  
=====

03/31/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 1 Fiscal Year 93 Period 9  
 General Fund

Page 1

Check	Date	Payee	Amount
3571	03/02/93	Cesar O. Alba 0-5118-01 Prof. & Spec. Services (190)	40.00
3572	03/04/93	Preservation Press 0-5120-01 Special Departmental Expense (24)	102.00
3573	03/10/93	Smart & Final 0-5114-01 Office Expense (180)	66.76
3574	03/10/93	Smart & Final 0-5114-01 Office Expense (180)	51.59
3575	03/10/93	VOID VOID	0.00
3576	03/10/93	Toys R Us 0-5114-01 Office Expense (180)	17.67
3577	03/19/93	O.C. Auditor 0-5102-01 Transfers to County	15,761.76
3578	03/19/93	E.D. Minter 0-5114-01 Office Expense (180)	33.96
3579	03/24/93	U.S. Postmaster 0-5116-01 Postage (183)	146.00
3580	03/24/93	VOID VOID	0.00
3581	03/24/93	Office Depot 0-5114-01 Office Expense (180)	87.51
3582	03/24/93	CM School Supply 0-5114-01 Office Expense (180)	19.33
3583	03/24/93	Elisabeth Culver 0-5122-01 Transportation & Travel (270)	32.00
3584	03/24/93	Newport Stationers 0-5114-01 Office Expense (180)	46.82
Checkbook 1 Total			16,405.40



03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5102-01 Transfers to County	15,761.76
0-5114-01 Office Expense (180)	323.64
0-5116-01 Postage (183)	146.00
0-5118-01 Prof. & Spec. Services (190)	40.00
0-5120-01 Special Departmental Expense (240)	102.00
0-5122-01 Transportation & Travel (270)	32.00
	-----
	16,405.40
	=====



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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				8,124.93
Checks Out				
	1123	371.00		
	1129	30.00		
TOTALS		401.00	0.00	
CHECKBOOK BAL				7,723.93

*Ed M...  
4/12/93*

03/31/93

Placentia Library District  
Income Statement For Department 02  
Period Spread Sheet  
1 Period(s) Ending March 31, 1993

Page 1  
Part 1 of 1 Parts

	Total	03/31/93
Income		
Gifts Income	0.00	0.00
Tutor Training Income	30.00	30.00
Workshops Income	0.00	0.00
Books/Materials Income	0.00	0.00
Interest Income	10.31	10.31
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	40.31	40.31
Cost of Sales		
	-----	-----
Gross Profit (Loss)	40.31	40.31
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expenses	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
Miscellaneous	60.00	60.00
	-----	-----
Total Expenses	60.00	60.00
	-----	-----
Operating Income (Loss)	(19.69)	(19.69)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(19.69)	(19.69)
	=====	=====

03/31/93

Page 1

Placentia Library District      Part 1 of 1 Parts  
Income Statement For Department 02  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1993

	03/31/93
Income	
Gifts Income	852.00
Tutor Training Income	790.00
Workshops Income	40.00
Books/Materials Income	35.40
Interest Income	109.09
Miscellaneous Income	0.00
	-----
Total Income	1,826.49
Cost of Sales	
	-----
Gross Profit (Loss)	1,826.49
Expenses	
Refunds (not in use)	0.00
Travel Expenses	371.00
Refreshments	48.00
Printing	0.00
Miscellaneous	214.14
	-----
Total Expenses	633.14
	-----
Operating Income (Loss)	1,193.35
Other Income	
Other Expenses	
	-----
Net Income (Loss)	1,193.35
	=====

03/31/93

Placentia Library District  
Cash Disbursements  
Checkbook 2 Fiscal Year 93 Period 9  
Literacy Fund

Page 1

Check	Date	Payee	Amount
1127	02/03/93	LVA - Dinsmore Contr 0-5210-02 Miscellaneous	30.00
1128	03/24/93	Friends of Washoe Co 0-5210-02 Miscellaneous	30.00
Checkbook 2 Total			60.00

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5210-02 Miscellaneous	60.00
	60.00





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

March, 1993

Prepared 4/12/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				12,392.80
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				12,392.80

*correct  
4/12/93*

03/31/93

Placentia Library District  
 Income Statement For Department 03  
 Period Spread Sheet  
 1 Period(s) Ending March 31, 1993

Page 1  
 Part 1 of 1 Parts

	Total	03/31/93
<b>Income</b>		
Cash Register-Copy Cards-Exempt Fun	37.50	37.50
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	220.00	220.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	746.72	746.72
Friends Contributions	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income	17.73	17.73
Miscellaneous Income	0.00	0.00
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	1,500.00	1,500.00
	-----	-----
Total Income	2,521.95	2,521.95
<b>Cost of Sales</b>		
	-----	-----
Gross Profit (Loss)	2,521.95	2,521.95
<b>Expenses</b>		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	200.00	200.00
Vending Machine Supplies	319.21	319.21
Vending Machine Repairs	241.75	241.75
Bank Fees & Service Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Friend's-Director's Fund	27.58	27.58
Friend's-Other Activities	0.00	0.00
Library Board Expenses	48.49	48.49
Gulf Arab Grant	0.00	0.00
Community Grant Expense	8.71	8.71
Miscellaneous	0.00	0.00
Lobbyist Expense	2,218.61	2,218.61
	-----	-----
Total Expenses	3,064.35	3,064.35
	-----	-----
Operating Income (Loss)	(542.40)	(542.40)
<b>Other Income</b>		
<b>Other Expenses</b>		
	-----	-----

03/31/93

Placentia Library District  
Income Statement For Department 03  
Period Spread Sheet  
1 Period(s) Ending March 31, 1993

Page 2  
Part 1 of 1 Parts

Net Income (Loss)	Total (542.40) =====	03/31/93 (542.40) =====
-------------------	----------------------------	-------------------------------

03/31/93

Page 1

Placentia Library District  
 Income Statement For Department 03  
 YTD Actual Spread Sheet  
 1 Period(s) Ending March 31, 1993

Part 1 of 1 Parts

	03/31/93
<b>Income</b>	
Cash Register-Copy Cards-Exempt Fund	643.50
Microfilm/Microfich Income	202.50
Meeting Room Income	2,856.20
Test Proctoring Income	60.00
Vending Machine Income	5,691.60
Friends Contributions	2,000.00
Gifts Income	1,666.00
Special Gifts (Non Library)	0.00
Children's Dept Income	102.00
Lobbyist Income	0.00
Interest Income	74.84
Miscellaneous Income	50.60
Gulf Arab Grant Income	2,215.08
Community Grant Income	1,500.00
	-----
Total Income	17,062.32
<b>Cost of Sales</b>	
	-----
Gross Profit (Loss)	17,062.32
<b>Expenses</b>	
Copy Cards Purchase	97.50
Vend. Mach.-Repay Capital Equip.	2,800.00
Vending Machine Supplies	2,993.36
Vending Machine Repairs	368.84
Bank Fees & Service Charges	0.00
Children's Summer Reading Program	700.62
Children's Camp Library	172.18
Children's-Other	253.36
Friend's-Director's Fund	611.41
Friend's-Other Activities	280.20
Library Board Expenses	795.88
Gulf Arab Grant	483.36
Community Grant Expense	8.71
Miscellaneous	0.00
Lobbyist Expense	2,218.61
	-----
Total Expenses	11,784.03
	-----
Operating Income (Loss)	5,278.29
<b>Other Income</b>	
<b>Other Expenses</b>	
	-----

03/31/93

Placentia Library District  
Income Statement For Department 03  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1993

Page 2  
Part 1 of 1 Parts

Net Income (Loss)

03/31/93  
5,278.29  
=====

03/31/93

Placentia Library District  
 Cash Disbursements  
 Checkbook 3 Fiscal Year 93 Period 9  
 County Expempt

Page 1

Check	Date	Payee		Amount
757	03/04/93	Smart & Final 0-5321-03 Community Grant Expense	8.71	8.71
758	03/15/93	Accurate Vending 0-5306-03 Vending Machine Repairs	241.75	241.75
759	03/15/93	E.D. Minter 0-5314-03 Friend's-Director's Fund	27.58	27.58
760	03/15/93	Orange County Audito 0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00	200.00
761	03/15/93	A & R Wholesale 0-5304-03 Vending Machine Supplies	319.21	319.21
762	03/15/93	California Advocates 0-5323-03 Lobbyist Expense	2,218.61	2,218.61
763	03/17/93	Christopher's Flower 0-5318-03 Library Board Expenses	48.49	48.49
Checkbook 3 Total				3,064.35

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5302-03 Vend. Mach.-Repay Capital Equip.	200.00
0-5304-03 Vending Machine Supplies	319.21
0-5306-03 Vending Machine Repairs	241.75
0-5314-03 Friend's-Director's Fund	27.58
0-5318-03 Library Board Expenses	48.49
0-5321-03 Community Grant Expense	8.71
0-5323-03 Lobbyist Expense	2,218.61
	-----
	3,064.35
	=====





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

February, 1993

Prepared 3/10/93

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				19,347.06
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				19,347.06

*correct  
2/12/93*

03/31/93

Page 1  
 Part 1 of 1 Parts

Placentia Library District  
 Income Statement For Department 04  
 Period Spread Sheet  
 1 Period(s) Ending March 31, 1993

	Total	03/31/93
Income		
Transfers from County	54,440.00	54,440.00
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	54,440.00	54,440.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	54,440.00	54,440.00
Expenses		
Salaries	53,511.98	53,511.98
Employee Benefits	(531.32)	(531.32)
Employer Payroll Taxes	4,034.49	4,034.49
Payroll Processing Fees	317.54	317.54
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	57,332.69	57,332.69
	-----	-----
Operating Income (Loss)	(2,892.69)	(2,892.69)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(2,892.69)	(2,892.69)
	=====	=====

03/31/93

Page 1

Placentia Library District  
Income Statement For Department 04  
YTD Actual Spread Sheet  
1 Period(s) Ending March 31, 1993

Part 1 of 1 Parts

	03/31/93
Income	
Transfers from County	626,587.74
Interest Income-CD's	400.28
Interest Income-Savings	490.47
Miscellaneous Income	0.00
	-----
Total Income	627,478.49
Cost of Sales	-----
Gross Profit (Loss)	627,478.49
Expenses	
Salaries	570,861.32
Employee Benefits	(531.32)
Employer Payroll Taxes	41,777.25
Payroll Processing Fees	3,475.48
Bank Fees and Service Charges	38.98
Miscellaneous - Unknown	0.00
	-----
Total Expenses	615,621.71
	-----
Operating Income (Loss)	11,856.78
Other Income	
Other Expenses	-----
Net Income (Loss)	11,856.78
	=====

03/31/93

Placentia Library District  
Cash Disbursements  
Checkbook 4 Fiscal Year 93 Period 9  
Payroll Account

Page 1

Check	Date	Payee	Amount
557	03/16/93	Dan Garrett	164.29
	0-5402-04	Salaries	164.29
558	03/30/93	Cinde McClain	857.49
	0-5402-04	Salaries	857.49
559	03/30/93	Peggy Burkich	858.06
	0-5402-04	Salaries	858.06
Checkbook 4 Total			1,879.84

03/31/93

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

Page 2

For Fiscal Year 93, Period 9 through Fiscal Year 93, Period 9

Account Name	Total
0-5402-04 Salaries	1,879.84
	-----
	1,879.84
	=====



TO: Library Board of Trustees

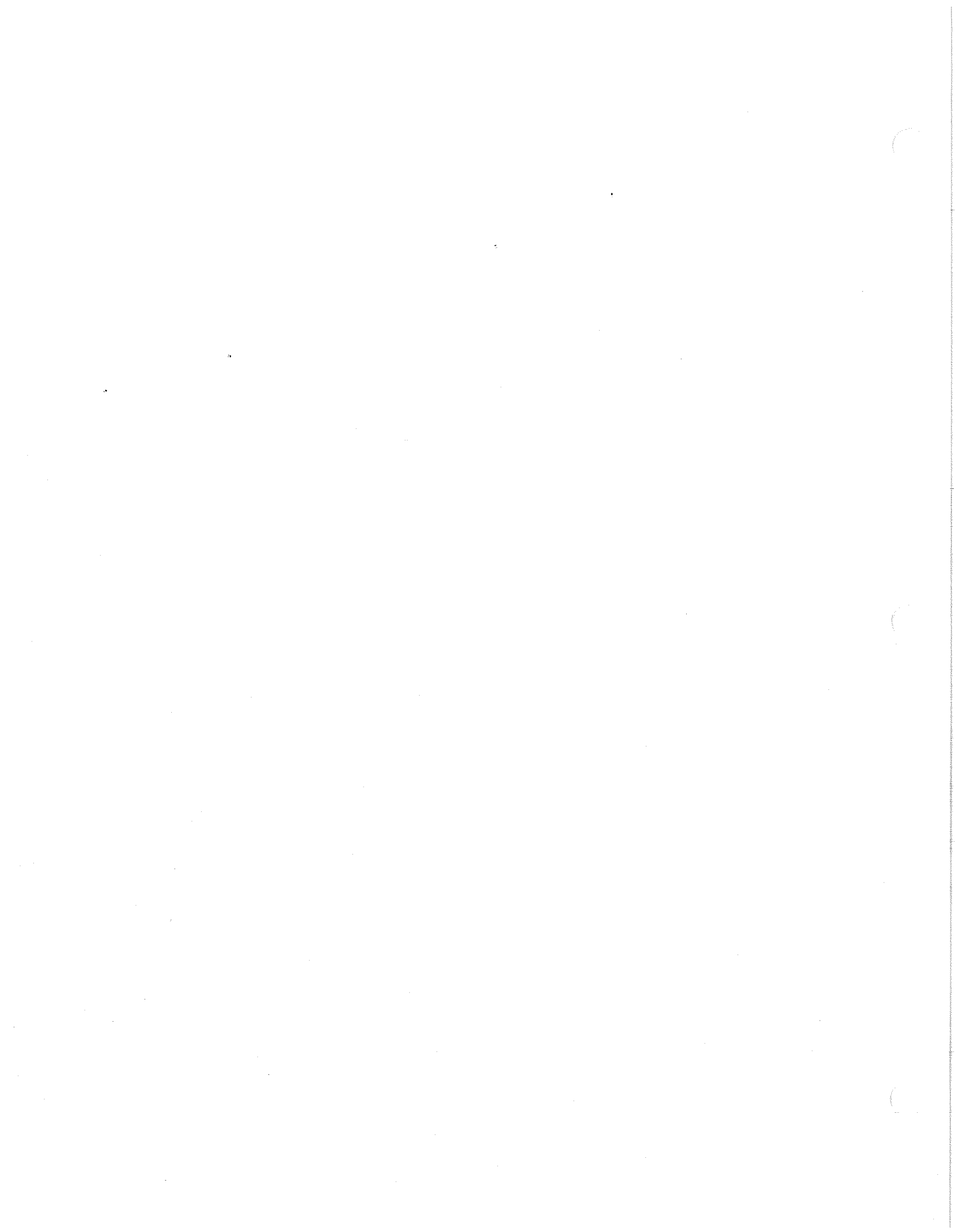
FROM: Karen Cushing, Library Assistant *kc*

DATE: April 15, 1993

SUBJECT: MARCH, 1993, OVERDUE COLLECTION REPORT  
as provided by Advanced Collection Systems, Inc. (ACS)

CLIENT PROGRESS REPORT FOR MARCH 1993\*\*

\*\*Since the installation of the new Dynix computer system in June 1992, 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: April 19, 1993  
 SUBJECT: **MARCH, 1993, VENDING MACHINE REPORT**

SUMMARY OF ACCOUNTS MARCH 1-31, 1993

Beginning Balance 03/01/93			\$ 652.41
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 731.72		
Total Materials & Supplies		\$ 319.21	
Total Repairs		241.75	
Vend Machine Loan Payback		<u>200.00</u>	
	<u>\$ 731.72</u>	<u>\$ 760.96</u>	
Ending Balance 03/31/93			<u>\$ 623.17</u>
Check to be issued 04/19/93			\$ 200.00

SUMMARY OF LOAN PAYBACK

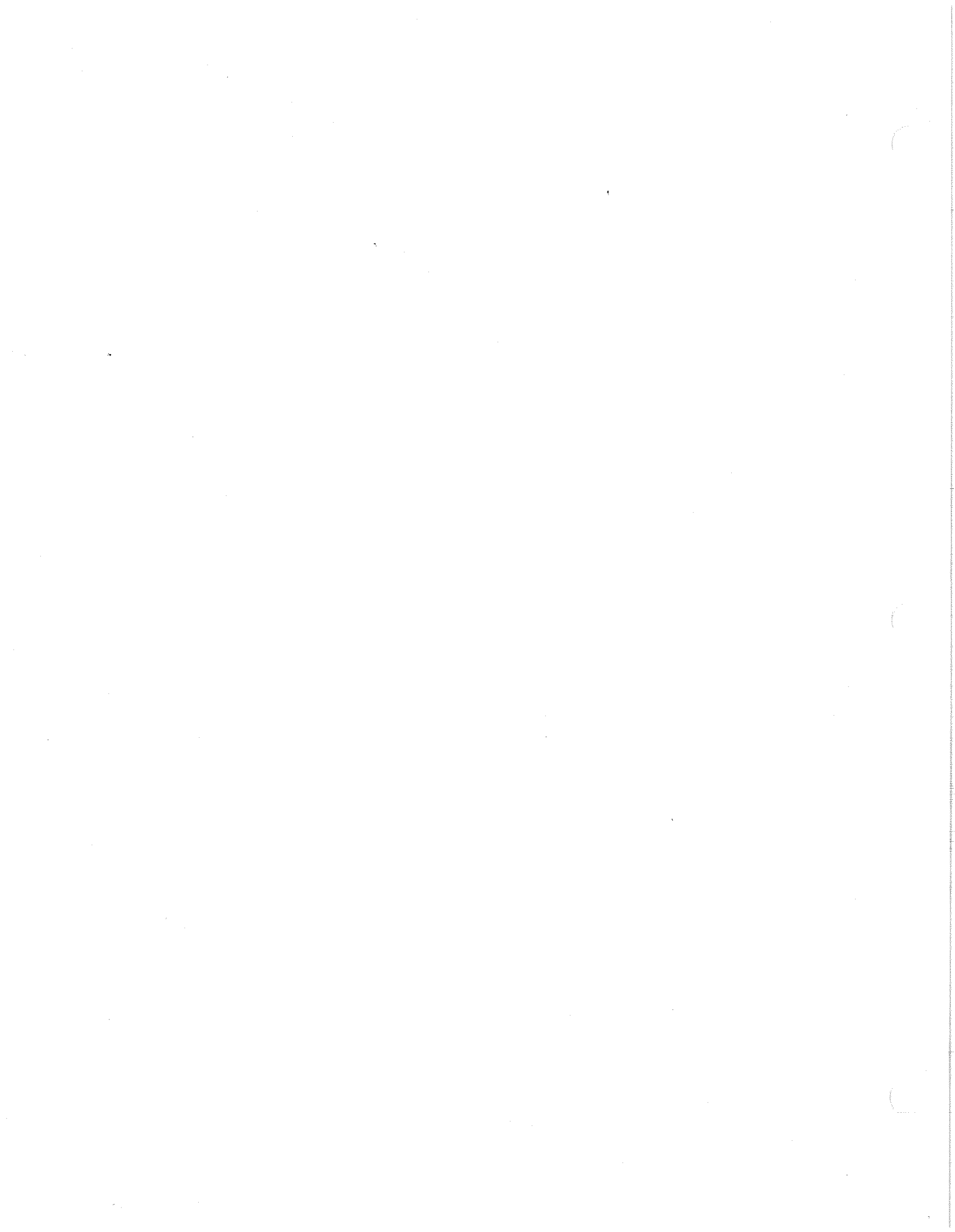
Original Loan Amount (11/9/90)	\$9,916.54
Payback Balance 02/28/93	2,500.00
March Payment	<u>200.00</u>
February Balance 02/28/93	<u>\$2,300.00</u>

Prepared by: Charlene Dumitru



PLACENTIA LIBRARY DISTRICT  
 CIRCULATION REPORT  
 (Prepared from the Anaheim Public Library Report)  
 April 19, 1993

CATEGORY	FY1992-93 MAR 1993	FY1991-92 MAR 1992	FY1992-93 YTD	FY1991-92 YTD	%CHANGE FY92-FY93
Adult Books	12,714	15,647	96,419	107,404	-10.23%
Adult Paperbacks	1,664	2,795	14,407	22,009	-34.54%
Juvenile Books	11,162	13,037	80,545	83,515	-3.56%
Juvenile Paperbacks	1,543	1,828	16,007	14,363	11.45%
TOTAL BOOKS	27,083	33,307	207,378	227,291	-8.76%
PERIODICALS	801	713	5,397	5,768	-6.43%
Pamphlets/Govt. Documents	106	230	777	969	-19.81%
Pictures	5	0	20	0	
TOTAL EPHEMERAL	111	230	797	969	-17.75%
Total Adult Print	15,290	19,385	117,020	136,150	-14.05%
Total Juvenile Print	12,705	14,865	96,552	97,878	-1.35%
TOTAL PRINT	27,995	34,250	213,572	234,028	-8.74%
Video	2,811	1,762	22,059	7,570	191.40%
Audio	1,505	1,802	10,914	14,874	-26.62%
TOTAL AUDIO-VISUAL	4,316	3,564	32,973	22,444	46.91%
EQUIPMENT	14	4	36	59	-38.98%
UNASSIGNED	0	0	155	0	
TOTAL CIRCULATION	32,325	37,818	246,736	256,531	-3.82%



PLACENTIA LIBRARY DISTRICT  
 INTER OFFICE MEMORANDUM

TO: Elizabeth D. Minter, Library Director

FROM: Dianne Jackson, Volunteer Coordinator *DJ*

DATE: April 6, 1993

SUBJECT: Monthly Volunteer Report

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	MARCH	TOTAL
Covell, Fredi	13.25	40.25
Deputy, Paul	34.00	4257.25
George Key School	0.00	724.25
Goldbaum, Mae	6.50	323.75
Grandparents & Books	7.00	104.75
Ismailjee, Salehah	0.00	96.50
JTPA Students	65.00	646.00
Kremling, Karen	10.25	10.25
ROP Students	84.75	2356.75
Vesely, Pat	3.5	277.75

TEMPORARY VOLUNTEERS

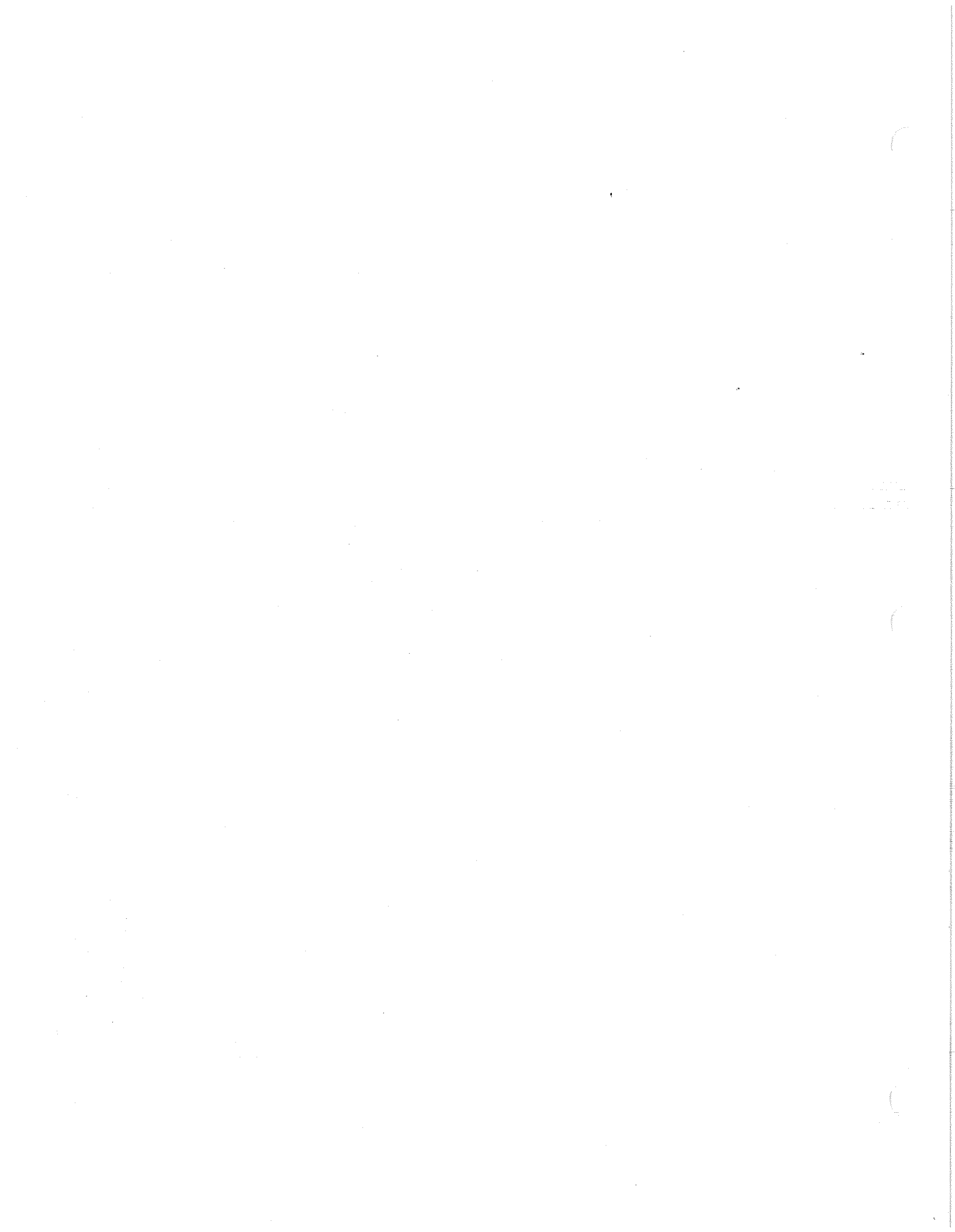
TOTAL 224.25

LVA VOLUNTEERS

Literacy Volunteers 620.50

COMBINED TOTAL 844.75

REGULAR VOLUNTEERS are committed to an on-going program each week.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts or court referral cases.  
 LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the literacy campaign.



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: April 19, 1993  
SUBJECT: Building Maintenance Report for March, 1993

1. FRIENDS ROOM

Installation of shelving was completed, with 6 foot high shelves along three sides of the room. Friends president Irot was present at the time and is pleased with the result. The Library donated an ergonomically correct chair for the Friends' use.

2. RETURNS DESK

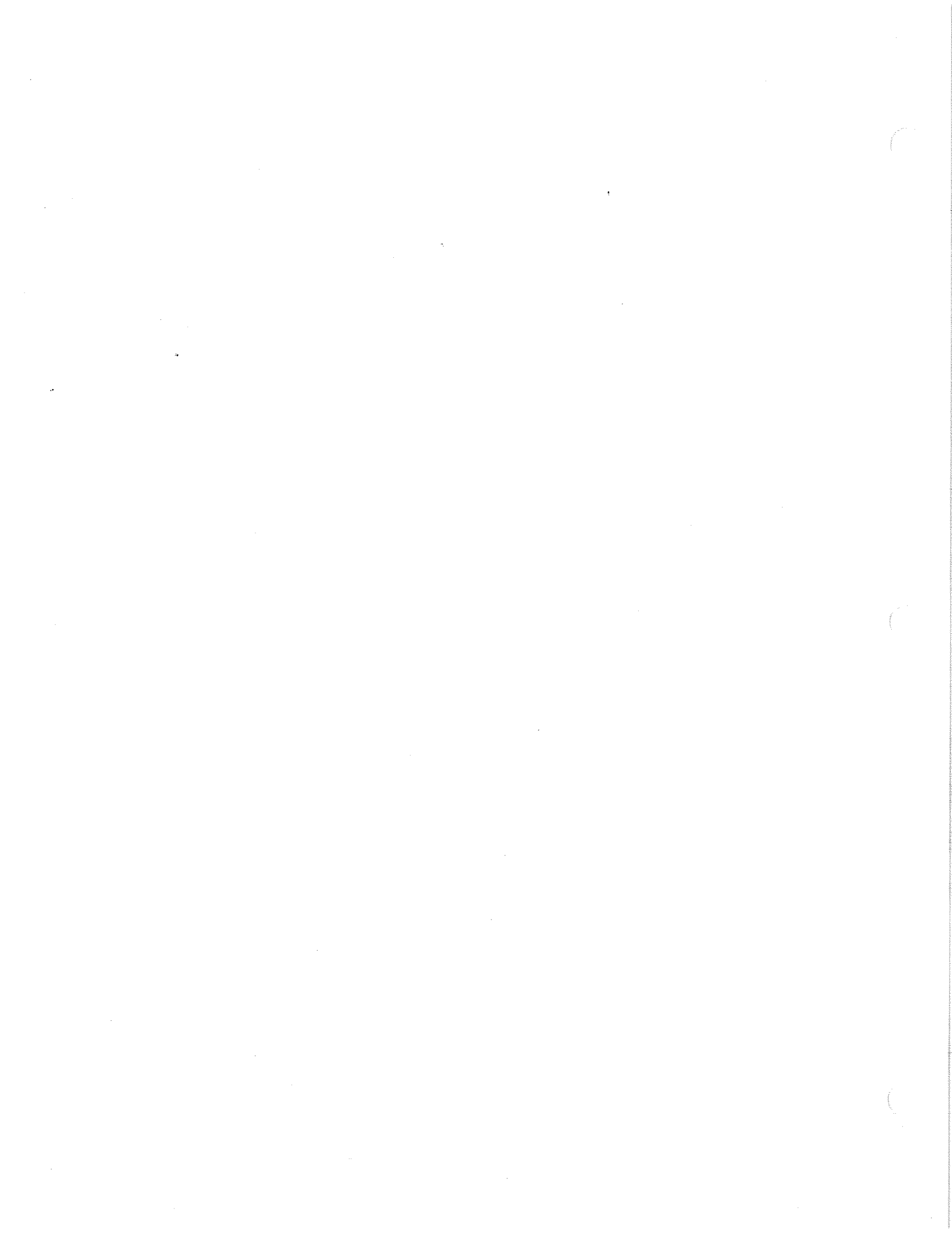
Two slots for returning library materials were cut into the top of the returns desk. One slot is for books, magazines, and audio books; the other is for videos, audio cassettes, and CDs.

3. FIRE EXTINGUISHERS

A routine tour of the building showed that one of the recently recharged extinguishers had become discharged. The unit had a faulty O-ring, which was replaced, and has been recharged and is back on-line.

4. MISCELLANEOUS

The south-east corner of the Periodicals Storage area was rearranged such that the space is more efficiently used. Safety committee Chair Byrne made the request, and participated in the task.





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director  
DATE: April 19, 1993  
SUBJECT: Personnel Report for March, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

Irene Adams, part-time page (Circulation) effective March 29, 1993

TERMINATIONS:

None

OPEN POSITIONS:

Permanent part-time Clerk I, Circulation

Prepared by: Charlene Dumitru



TO: Library Board of Trustees

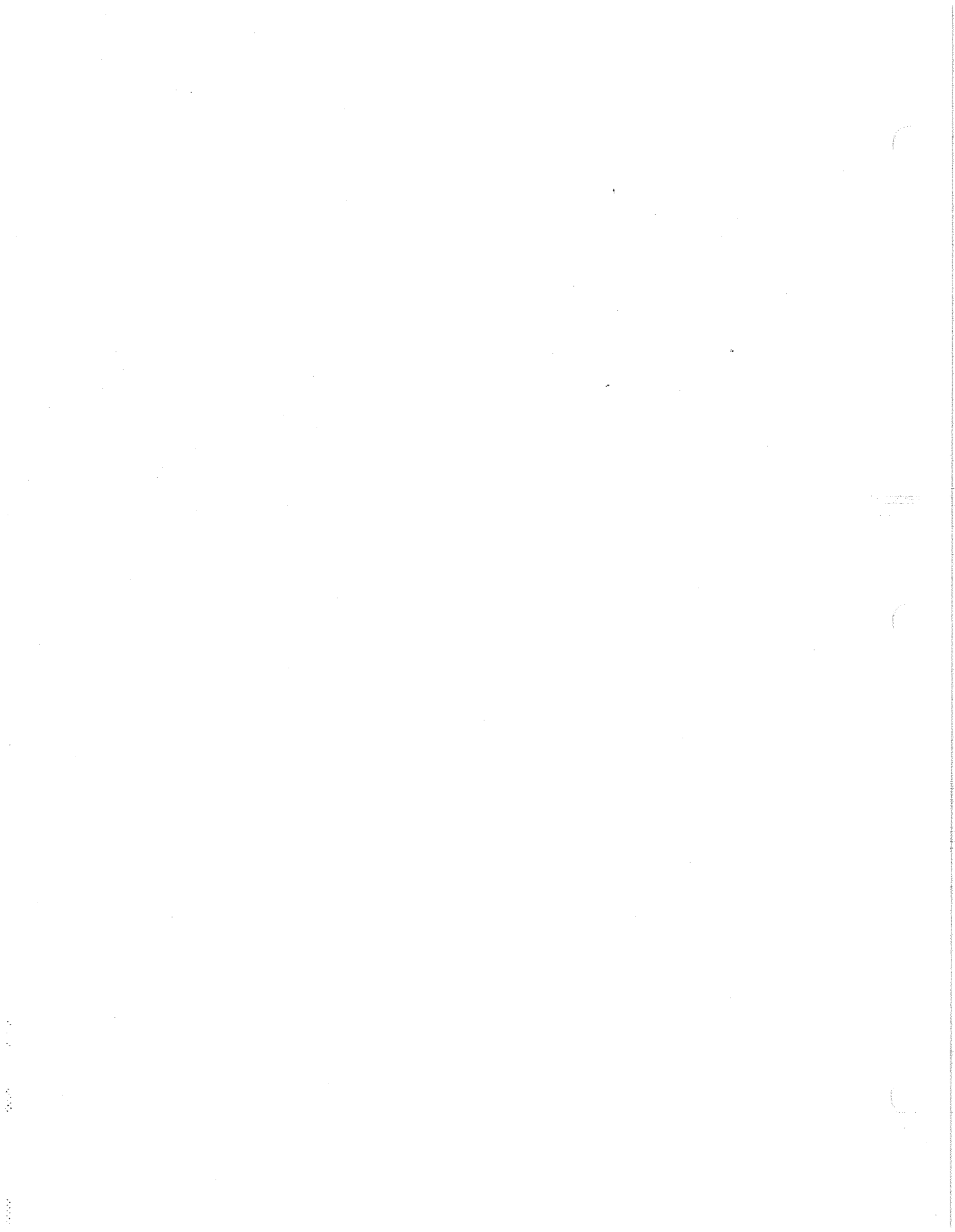
FROM: Elizabeth D. Minter, Library Director *adm*

DATE: April 19, 1993

**SUBJECT: Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority.**

As of the time of the distribution of the Agenda the invoice from the City had not been received.

If it arrives before the Board Meeting the analysis will be distributed at the Meeting.



TO: Library Board of Trustees  
FROM: Sal Addotta, Assistant Library Director *Sma*  
DATE: April 19, 1993  
SUBJECT: Transmittal of Placentia History Collection Policy  
as adopted by the Library Board of Trustees,  
March 15, 1993

**BACKGROUND:**

At the March 15, 1993 Library Board meeting, the Placentia Local History Study Committee presented a proposed Placentia Local History Collection Policy for adoption.

The committee also proposed renaming the California Room to the Placentia Local History Room.

The name change was adopted except for the word "local," thus the new name is the Placentia History Room.

The policy also was adopted, but because of the modified name of the room, the word "local" was directed to be removed, as appropriate.

Changes have been made; the modified policy is attached.

**RECOMMENDATION:**

Receive and file.

PLACENTIA HISTORY COLLECTION POLICY

STATEMENT OF PURPOSE

The Placentia History Collection of the Placentia Library District has as its primary purpose the acquisition, organization and preservation of both primary and secondary materials relevant to the history of Placentia and its vicinity. As a resource center for the people of Placentia, this collection will include both historical and current information concerning the cultural, geographic, agricultural, economic, social, and political development of the Placentia area.

GIFTS AND DONATIONS

Gifts and donations of historical materials, as well as the placing of materials on deposit with the Library, should be encouraged. Appropriate forms are prepared for such purpose. The publicizing of the Placentia History Collection and requests for gifts, donations and deposits is the responsibility of the Library administration, the Friends of the Placentia Library, and the Placentia Historical Committee. Concerted efforts may be made to locate historically relevant materials in the possession of private individuals, societies and civic organizations, as well as public agencies, with a view toward acquiring or copying such materials for the Placentia History Collection.

OWNERSHIP

There are two basic categories of ownership of materials in the Placentia History Collection:

1. Direct ownership by the Library, making the material the property of the Placentia Library. This category consists of material purchased by the Placentia Library or given to it without conditions attached or with such conditions as the Library shall accept at the time of donation.
2. Material on deposit from individuals, associations or organizations, including the Friends of the Placentia Library and the Placentia Historical Committee. In this category actual ownership of materials rests with the depositing party and the Library has use of the materials consistent with such conditions as are agreed upon at the time of the depositor modified subsequently by mutual consent.

Conditions of acceptance and disposition of acquired materials shall conform to the following guidelines as adapted from the Collections Policy for Placentia Historical Committee (City Policy No. 507).

PLACENTIA HISTORY COLLECTION POLICY

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Acquisition of Resources

All materials acquired under the auspices of the Placentia Library District shall be in accordance with the following:

1. Each item (or in the case of whole collections, a majority of its contents) shall meet collection criteria.
2. Acquisition procedure shall follow standards set by a professional organization in the field, e.g., the Society of American Archivists (SAA), American Association of Museums (AAM), American Association for State and Local History (AASLH). Manuals and guidelines of these organizations will be collected and kept on file.
3. The Placentia Library District and the Placentia Historical Committee shall jointly keep a record of all acquisitions and of all donors. Assigned staff or other Library officials shall be responsible for insuring that all records of collected items, deeds of gift, and inventories of the collections are stored and accessible.
4. All items accepted for acquisition shall meet one of the following sets of conditions:
  - A. They will be legally transferred to the Placentia Library District as the unrestricted owner of those items and of any copyrights and associated rights attached to them; or
  - B. They will be loaned to the Library to reproduce copies of and return the original to the owner, in which case the Library shall have full ownership and use of such copies.
5. When acquiring items of significant monetary value, Library Board of Trustees' review is required. The Library may require that an appraisal prepared by an independent party be furnished by the donor.
6. Insofar as possible, the Library should avoid acquiring historical resources with conditions attached as to their acquisition, use, or limitation on the Library's deaccession if that should be deemed appropriate.
7. Items of significant monetary value shall not be acquired without a waiver of liability signed by the donor. The Library shall not be required to carry insurance against loss or destruction of, or damage to, acquired materials, or in other respects to exercise greater precautions on the care of acquired items than it exercises with respect to

PLACENTIA HISTORY COLLECTION POLICY

Page 3

its own property of a similar nature. The Library shall not be liable for destruction of or damage to acquired items caused by civil commotion, war, natural disasters, or other factors beyond its control.

Deaccession of Resources

While the acquisition of historical materials should be done with such care that in most cases these items will be permanently retained, occasions will arise when limitations of space, obsolescence of information, duplication or deterioration will make the retention of some items unnecessary or unfeasible. A deaccessioning policy shall be established, following the guidelines of professional organizations such as SAA, AAM, and AASLH.

SECURITY

1. Responsibility and Procedures The library staff has the primary responsibility for providing security for the materials housed in the Placentia History Collection. No materials classified as rare or irreplaceable shall be given to anyone except under supervision of staff. No material shall be given to anyone who will not surrender a driver's license or other form of official identification. The staff member shall count in the presence of the researcher the material requested when it is given and returned. The staff member will initial a deposit slip that shall include the following information: name of researcher, address, purpose of research, and files given and returned.
2. Protective Equipment Every effort will be made to preserve the Collection through the use of locking cabinets and acid-free protective containers.
3. Segregation of the Collection The Placentia History Collection, as defined below, will be segregated, physically, from the Library's general collection in order to ensure security and careful handling.

ACQUISITION

1. Definition of "Local" and "History" For the purposes of this collection, the term "local" refers to an emphasis on the city of Placentia and surrounding areas in Placentia's sphere of influence or areas that have direct impact on Placentia. This includes, but is not limited to: Fullerton, Anaheim, Yorba Linda, and Brea.



PLACENTIA HISTORY COLLECTION POLICY  
Page 4

The foregoing definition does not, however, preclude acquisition of rare or irreplaceable material related to Orange County communities outside this delineation or Orange County in general.

The term "history" is used in its broadest sense and covers all periods of time from the area's earliest beginnings through the present.

2. Scope of the Collection Without reference to priority, the following written, printed and graphic material relevant to the history of the Placentia area will be collected:
  - a. Books and Pamphlets This includes general histories, biographies, autobiographies, local annuals, books written by Placentia authors, fiction with Placentia as a setting, poetry about Placentia or by Placentia poets, and descriptive works.
  - b. Periodicals Included in this category are newspapers, magazines, journals and newsletters. Acquisition of local newspapers is desirable, but for the most part is limited to those on microfilm or those which can be transferred to this form in the immediate future.
  - c. Government Documents While the Placentia History Collection is not intended to serve as the archives for governmental documents, selected items of historical significance should be acquired. This would include documents pertaining to socio-economic statistics of the area such as the U.S. Census publications.
  - d. Directories and Telephone Books Placentia directories are appropriate, as well as early Orange County directories which precede the publication of directories in Placentia.
  - e. Manuscripts This refers to a wide variety of records produced by individuals including diaries, journals, memoirs, correspondence, and scrapbooks.
  - f. Oral Histories Valuable historical information may be provided through the of oral history presentations of Placentia area residents.
  - g. Photographs and Postcards These include prints,

PLACENTIA HISTORY COLLECTION POLICY

Page 5

- negatives and slides of the Placentia area and its residents.
- h. Maps Relevant local maps including not only road maps, but planning and topographical maps.
  - i. Posters Posters relevant to the Placentia area are appropriate.
  - j. Audiovisual Productions This refers to slide-tape productions, sound recordings, and video recordings with a direct relation to history of the area.
3. Exclusions In addition to any exclusions cited above, the Collection shall not include:
- a. Artifacts or any objects, the form, shape or size of which prevent convenient storage.
  - b. Ephemera which do not provide important historical information.
  - c. Duplicates, with rare exceptions.
4. Space and Financial Limitations The aforementioned collectible items represent optimum goals. However, it is understood that the development of this collection must be consistent with available space and financial resources.
5. Decision-making Responsibility Responsibility for deciding what materials fall within the guidelines of this acquisition policy belongs to the staff member assigned to the management of the Placentia History Collection, and, ultimately, to the Library Director.

COORDINATION WITH OTHER LOCAL HISTORY ORGANIZATIONS AND INSTITUTIONS

It is important that there be communication and coordination with the persons in charge of other local history collections in Orange County. This includes local history collections in other Orange County public libraries, UC Irvine's Special Collections Department, CSU Fullerton's Oral History Program and Special Collections, the George Key Ranch, the Placentia Founders Society, and the Placentia Historical Committee.

Finally, in order to maximize the function of the Placentia Library District as a local history resource, an active list of

PLACENTIA HISTORY COLLECTION POLICY

Page 6

other pertinent resources must be maintained. The Library shall work with other organizations, such as the Placentia Historical Committee, to design and maintain a list of historic resources.

Adopted March 10, 1993 by the  
Placentia Local History Study  
Committee.

Larry de Graaf,  
Placentia Historical  
Committee  
Pat Jertberg,  
Placentia Historical  
Committee  
Pat Irot,  
Friends of Placentia  
Library  
Sal Addotta,  
Placentia Library District

Accession No. \_\_\_\_\_

PLACENTIA LIBRARY DISTRICT  
PLACENTIA HISTORY ROOM COLLECTION

Deed of Gift

I (we), the undersigned, as donors, hereby vest all incidents of absolute ownership of the following described property to the Placentia Library District, including all rights to copyright, and including the absolute and unrestricted right to reproduce, make available for research, adapt, publish, perform, or exhibit the property.

It is understood that the Library will take reasonable measures to ensure the preservation of the above described property. I (we) also have read the conditions of Acceptance of Gift on the reverse of this form and agree to any an all conditions thereof. We thank you for your gift!

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

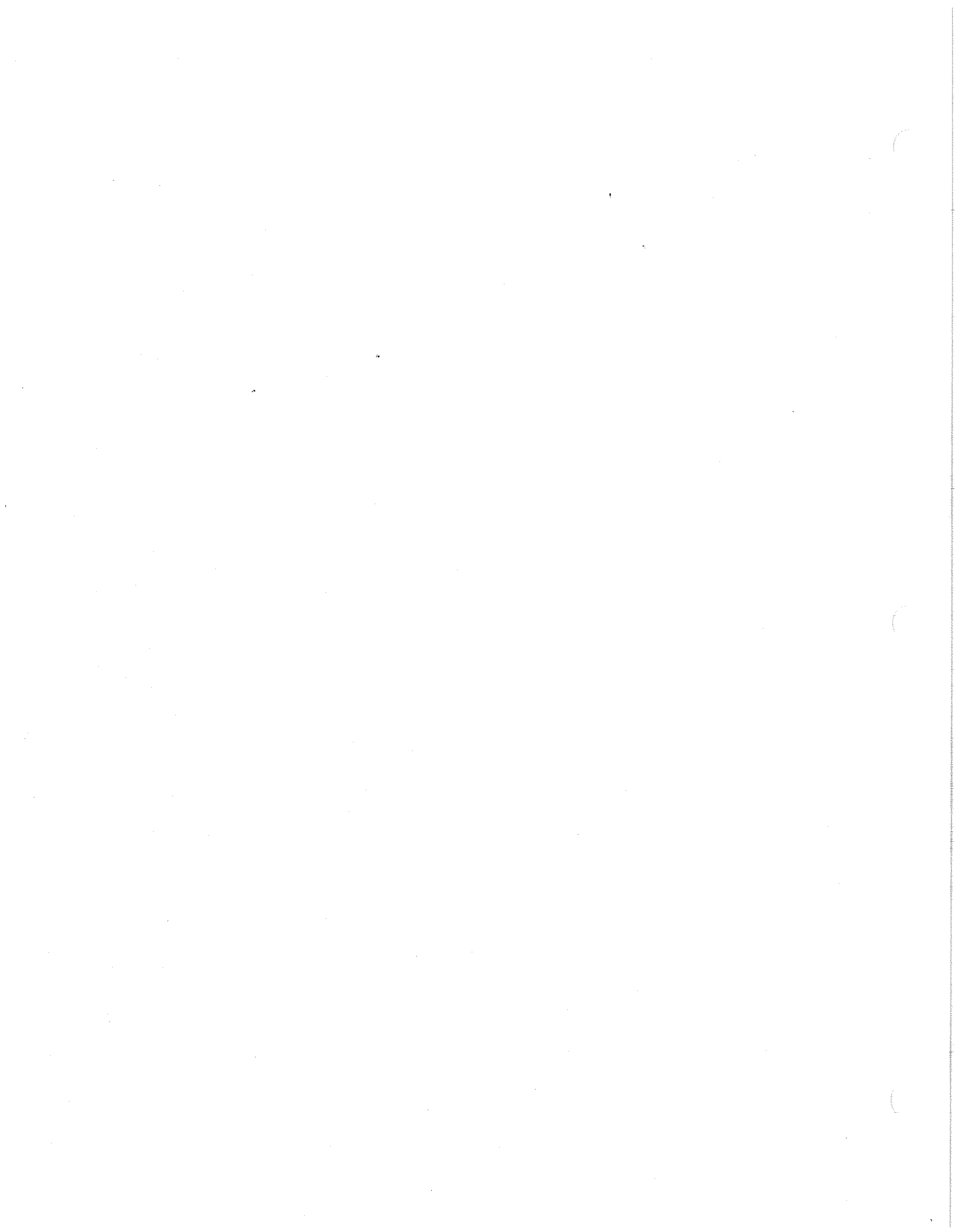
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_


Accepted by \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS OF ACCEPTANCE OF GIFT

1. The Placentia Library District will not be required to carry insurance against loss or destruction of, or damages to, said materials or in other respects to exercise greater precautions for the care and safety of said materials than it exercises with respect to its own property of the same or similar nature.
2. In no event shall the Library be liable for the destruction of, or damage or injury to, said materials caused by act of civil commotions, natural disasters, or other causes beyond its control.
3. The Library will consider the materials in this Deed of Gift as an unrestricted gift offer without limiting conditions, except as stated, to be used in any manner which is deemed to be in the best interest of the Library.



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: April 19, 1993

**SUBJECT: Transfer of certificates of deposit and savings account from Sanwa Bank to Landmark Bank.**

**BACKGROUND:**

At its meeting on January 18, 1993, the Placentia Library District Board of Trustees, authorized Library Board President Peggy Dinsmore, Library Trustee Al Shkoler, and Library Director Elizabeth Minter to investigate investment opportunities for the certificates of deposit and savings account funds held at Sanwa Bank. The certificates of deposit were scheduled to mature on January 21, 1993.

After researching the rates at several local banks it was decided to move the funds to Landmark Bank in Placentia in order to get the highest possible interest rate for the certificates of deposit, 4.00%.

The District purchased six one-year, automatically renewable, certificates of deposit for a total of \$25,000, and opening a savings account (number 7001118) with a beginning balance of \$1,743.52, at Landmark Bank in Placentia. The interest from the certificates of deposit will be reported out annually to the savings account. Signature cards are on file at Landmark Bank and all withdrawals or transfer authorizations require two signatures.

The certificates of deposit are being held in safekeeping at Landmark Bank.

Landmark Bank has requested that pursuant to California Government Code Section 53653 that Placentia Library District provide a "Waiver of Security" for deposits that may be insured by Federal law.

**RECOMMENDATION:**

Approve and authorize signature by the Library Director; and receive and file the copy of the "Contract for the Deposit of Monies" and the "Waiver of Security" memo.

To: Landmark Bank

Attention: Jeanne L. Scherr  
Vice Pres. and Mgr.

Re: Waiver of Security

Gentlemen,

California Government Code Section 53653 provides the following:

"When in his discretion local conditions so warrant, the treasurer may waiver security for such portion of any deposits as is insured pursuant to federal law, notwithstanding this article."

Acting in my official capacity as Library Director, I have determined that this waiver is warranted by local conditions. Therefore, I hereby waive security for such portion of any deposits in your bank as may be insured pursuant to federal law.

I reserve the right to terminate this waiver by written notice at any time.

Sincerely,

Placentia Library District

\_\_\_\_\_  
Elizabeth D. Minter  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Depository File # \_\_\_\_\_  
Treasurer File # \_\_\_\_\_  
Agent of Depository File # \_\_\_\_\_  
Auditor # \_\_\_\_\_

Agenda Item 21  
Page 3

## CONTRACT FOR DEPOSIT OF MONEYS

THIS CONTRACT, relating to the deposit of moneys, made as of the 20th day of January, 1993  
between Elizabeth D. Minter (hereinafter designated "Treasurer") acting in his official capac  
as Library Director of Placentia Library District  
("Treasurer," "Finance Director," etc.)  
(hereinafter designated "Depositor"), and Landmark Bank (hereinafter designated "Depository")  
having a paid-up capital and surplus of Seventeen million nine hundred twenty four Dollars (\$ 17,924,000.00  
thousand and 00/100 dollars

### WITNESSETH:

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on January 20th, 1993  
moneys in his custody in an aggregate amount on deposit at any one time not to exceed Ten Million Dollars  
Dollars (\$ 10,000,000.00), or the total of the paid-up capital and surplus of the Depository, whichever is the lesser amount, and said mon  
will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State  
California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the conditi  
upon which said moneys are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling  
collateralization of deposits of moneys.
2. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 d  
written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and reg  
tions. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinio  
the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so depos  
by the Treasurer.
3. Interest shall accrue on any moneys so deposited as permitted by any act of the Congress of the United States or by any rule or regulatio  
any department or agency of the Federal Government adopted pursuant thereto. If interest may legally be paid, all moneys deposited in accordance  
this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository, but not less than  $\frac{1}{2}$  of 1% per annum on the average c  
balance of such moneys kept on deposit with the Depository.
4. The Depository shall issue to the Treasurer at the time of each inactive deposit a receipt on a form agreed to by the Depository and  
Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of interest payments, and the terms of withdrawal. Each  
deposit receipt is by reference made a part of this contract.
5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forth  
eligible securities having a market value at least 10% in excess of the actual total amount of local agency moneys on deposit with the Depository. If  
eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Sec  
53651 to be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply  
the requirements of this Paragraph.

... in Government Code Section 53651.

7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract is The Bank of California

Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code. A copy of this agreement is attached hereto.

8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branches thereof, and the following banks, other than the Depository, local cities designated as reserve cities by the Board of Governors of the Federal Reserve System:

9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.

10. The Depository may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.

11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are sold to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.

12. The Depository shall bear and pay the expenses of transportation to and from the Treasurer's office of moneys so deposited and the expenses of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository. The Depository shall also handle, and pay all checks, drafts and other exchange without cost to Depositor.

13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

TREASURER:

DEPOSITORY:

Placentia Library District

Landmark Bank

By \_\_\_\_\_  
Elizabeth D. Minter, Library Director

By Jeanne L. Scherr  
Jeanne L. Scherr, V.P. & Manager

By \_\_\_\_\_

By \_\_\_\_\_

[CORPORATE SEAL]

TO: Library Board of Trustees

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

DATE: April 19, 1993

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

**BACKGROUND:**

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

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

A copy of the Application is Attachment A.

**RECOMMENDATION:**

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

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

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

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

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

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

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

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

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

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

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

Adult Literacy Program	30
HeadStart Program	64
Healthy Start	24

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

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

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

III. Required services:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

Qualitative measures of evaluation will include:

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

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

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

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

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

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

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

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

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

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

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

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

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

CLSA PROGRAM BUDGET REQUEST FOR FAMILIES FOR LITERACY PROGRAMS

Agenda Item 22

Fiscal Year 1993/94

Attachment A

Page 9

Placentia Library District

*Name of Library*

April 12, 1993

*Library Director Signature*

*Date*

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

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

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

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

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

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District  
Name of Authorized Library

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

Date April 12, 1993

Amount Claimed:

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

CERTIFICATION

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

By \_\_\_\_\_  
Official Representative of Fiscal Agent Library Director  
Title

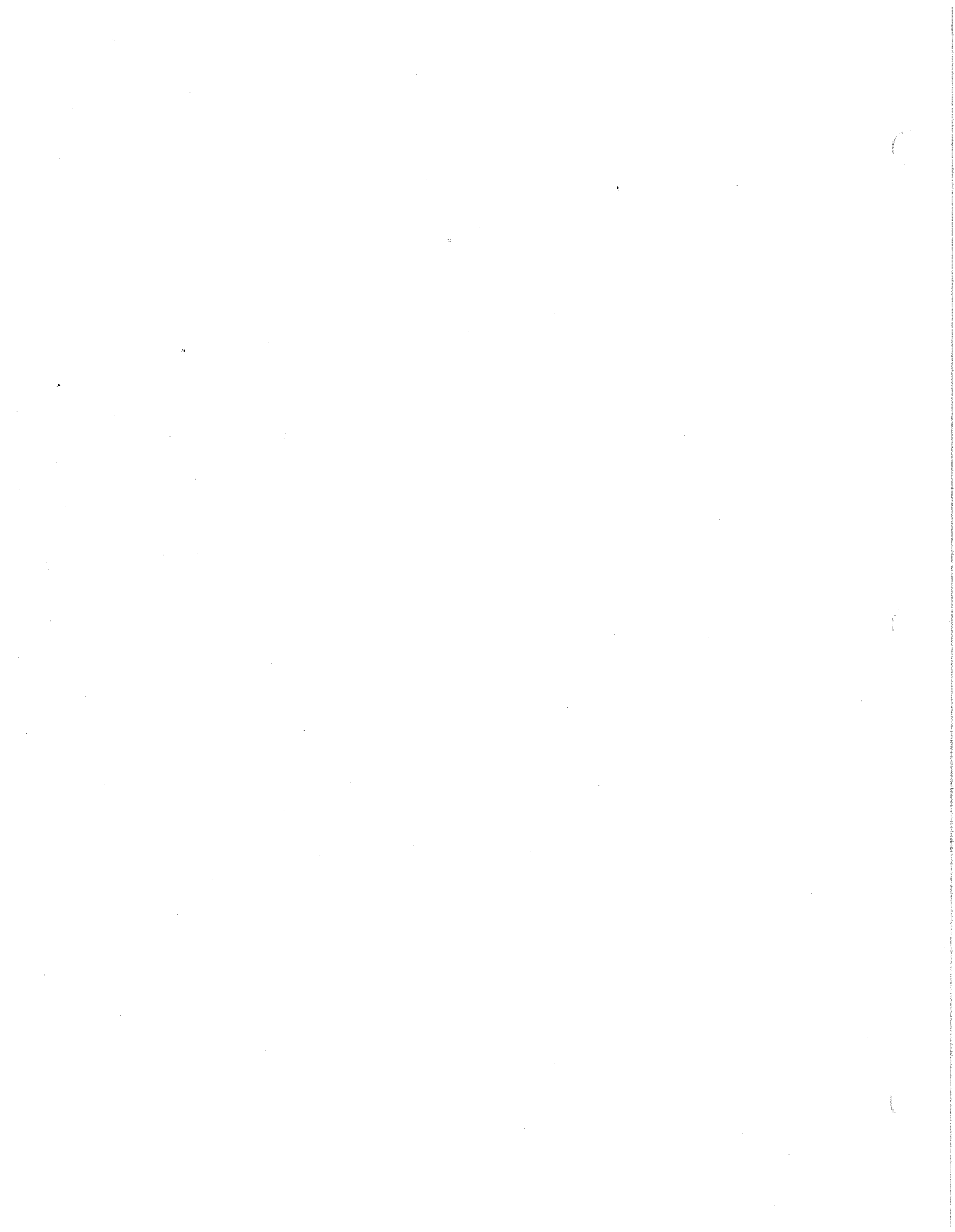
Note: Warrant to be issued for payment to the library to be addressed to:

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

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

Approval by State

STATE LIBRARY FISCAL OFFICE
BY: _____
DATE: _____



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

**BACKGROUND:**

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

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

**RECOMMENDATION:**

Approve distribution of the prizes as recommended by staff.

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

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

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

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

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

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

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

The prizes will be distributed as follows:

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

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



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

**BACKGROUND:**

Lawsuits Concerning 1992-1993 State Budget

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

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

Legislative Alerts

No communications were received from the CSDA lobbyist.

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

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

Establishment of Library Benefit Assessment Districts - SB566 Roberti

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

The Resolution of support requested by CLA is Attachment C.

FY1992-1992 Budget, April 19, 1993, Page 2.

~~Library~~  
Report from Independent Special District Lobbyist

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

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

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

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

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

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

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

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

Meeting with Orange County Supervisor John Steiner

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

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

Other Activities

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

**RECOMMENDATIONS:**

1. To read Resolution 93-1 by title only. *Don't know ... all of*
2. To adopt Resolution 93-1. *{ don't know*
3. Determine response, if any, to Los Angeles Times editorial position on consolidation of independent special library districts.
4. Give direction on future activities. *Sevender will write on it.*

# REVISED

## LIBRARY LEGISLATIVE ALERT

TO: Legislative Network Members  
 FROM: Linda Elliott  
 CLA Legislative Network Coordinator  
 DATE: March 26, 1993  
 RE: ACTION ON SB 566, BENEFIT ASSESSMENT BILL  
**CORRECTED INFORMATION RE COMMITTEE ASSIGNMENT**

1 PAGE

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

**Organize letters and phone calls to your contact Senator from:**

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

**Communicate the following information:**

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

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

Marian Bergeson, Chair  
 Ruben Ayala, Vice Chair  
 Charles Calderon

Teresa Hughes  
 William Craven  
 Newton Russell  
 Quentin Kopp

(Detailed list attached)

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

**PLEASE SEND COPIES OF YOUR LETTERS TO CLA OFFICE**

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

# Placentia Library District



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

April 6, 1993

Dear Friends of Placentia Library District:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yours truly,

Peggy Dinsmore  
President

Sandra Stark  
Secretary

Ray Evans  
Trustee

Al Shkoler  
Trustee

Fred West  
Trustee

Elizabeth Minter  
Library Director

RESOLUTION NO. 93-1

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

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

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

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

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

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

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

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

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

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

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

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

AYES:	TRUSTEES: <i>Am, Stark, Sun</i>
NOES:	TRUSTEES: <i>Wof</i>
ABSTAIN:	TRUSTEES:
ABSENT:	TRUSTEES: <i>Schw</i>

State of California )  
                                  ) ss.  
County of Orange )

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

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

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



1 AB 491



*important*

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

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

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

CA AB 868

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

URGENCY

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

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

CA AB 937

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

URGENCY

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

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

CA AB 1580

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

URGENCY

**SUMMARY:**

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

**STATUS:**

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

CA AB 1904

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

**SUMMARY:**

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

**STATUS:**

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

CA AB 2351

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

URGENCY

**SUMMARY:**

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

**STATUS:**

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

CA SB 368

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

**SUMMARY:**

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

**STATUS:**

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

A SB 544

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

SUMMARY:

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

STATUS:

03/10/93 To SENATE Committee on EDUCATION.

CA SB 566

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

URGENCY

SUMMARY:

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

STATUS:

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

CA SB 695

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

SUMMARY:

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

STATUS:

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

CA SB 1233

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

URGENCY

★  
important

★  
important

04/09/93  
California Advocates, Inc.

Agenda Item 23  
Attachment D  
Page 4

Page 4  
5059  
File placencia

**SUMMARY:**

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

**STATUS:**

03/25/93 To SENATE Committee on RULES.

END OF REPORT

*LATimes*  
4.16.93, A1

# Ills Foretold by Two O.C. Juries

By KEVIN JOHNSON and LEN HALL  
TIMES STAFF WRITERS

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

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

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

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

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

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

Please see **DISTRICTS, A30**

# DISTRICTS: Ills Foretold by O.C. Juries

**\*Continued from A1**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**T**he county's local agency commission has begun a consolidation effort in Dana Point, where seven water-related agencies serve one of the county's smallest cities.

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

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

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

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

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

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

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

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

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

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

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

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

**Times staff writer Mark Platte contributed to this report**

## Warnings Unheeded

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

### 1981-82 grand jury report:

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

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

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

### 1987-88 grand jury report:

may, can have impact on the initial applications. 8/7/88  
**RECOMMENDATION #9:** The Board of Supervisors should sponsor legislation to increase the powers of a Local Agency Formation Commission (LAFCO) to include the ability to initiate changes in special district organizational structure, then LAFCO could take a more active role in the investigation of special district consolidation or reorganization of special districts. In addition, cities and LAFCO should be granted eligibility to seek loans from the Special District Augmentation Fund under the terms of the California Special District Consolidation Assistance

#### FINDINGS:

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

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

Source: Orange County Grand Jury reports

Agenda Item 23  
Attachment F

**BOB NICCUM**

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

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April 16, 1993

Letters to the Editor  
The Times, Orange County

VIA FAX: (714) 966-7711

**SPECIAL DISTRICTS**

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

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

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

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

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

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



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

Daytime telephone: (213) 742-7599



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

**BACKGROUND:**

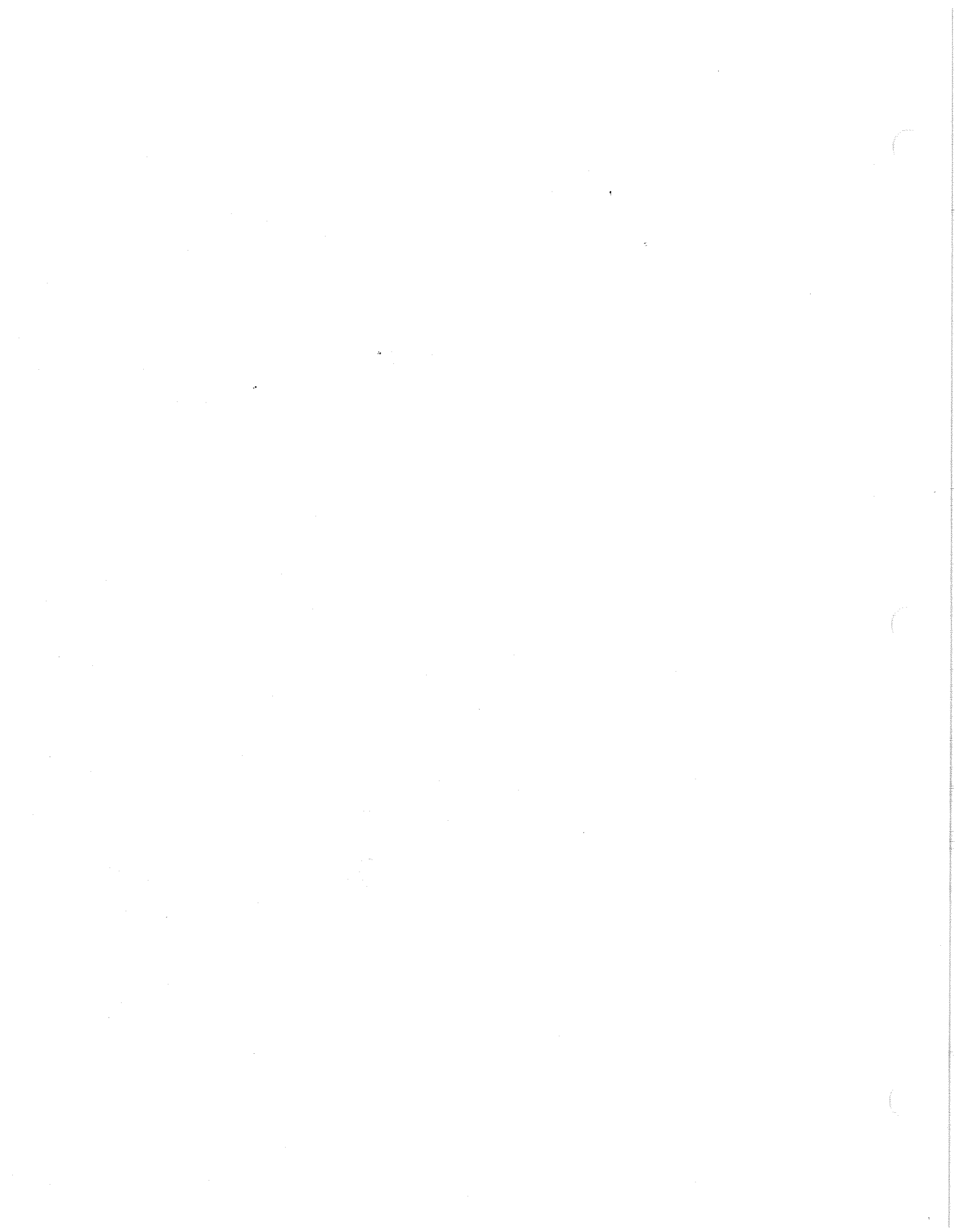
At its meeting on March 15, 1993, the Board voted to sponsor the 14th Annual Staff Appreciation Dinner at the home of Board Secretary Sandra Stark on Friday, June 4, 1993, at a cost not to exceed \$600.00.

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

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

**RECOMMENDATION:**

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



TO: Library Board of Trustees

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

DATE: April 19, 1993

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

**BACKGROUND:**

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

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

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

**RECOMMENDATIONS:**

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

Name of District: Placentia Library District of Orange County  
 Address: 411 East Chapman Avenue, Placentia, CA 92670  
 Contact/Person Title: Elizabeth D. Minter, Library Director  
 Phone Number: (714) 528-1925

Return by April 14, 1993 to:  
 County Administrative Office  
 Attn: Denise Gordon  
 P.O. Box 22014  
 Santa Ana, CA 92702-2014  
 FAX (714) 834-4416

- Is your district interested in being considered for the Special District Augmentation Fund? Yes X No
- The amount of Augmentation Fund Revenue requested is \$                     .
- Please list the total amount of revenue available to your district during fiscal year 1992-93 and projected for 1993-94, by source. For fiscal year 1993-94, please provide the percentage growth assumption used.

<u>FUNDING SOURCE</u>	<u>1992-93</u>	<u>1993-94</u>
a. Fund Balance (carryover) from prior year (include all reserves)	<u>411,493</u>	<u>273,962</u>
	July 1, 1991	July 1, 1992
b. Property Taxes - Secured (Assumed <u>(26)%</u> Growth) (incl public utility)	<u>935,910</u>	<u>690,383</u>
c. Property Taxes - Unsecured (Assumed <u>(26)%</u> Growth)	<u>68,729</u>	<u>51,000</u>
d. Property Taxes - Prior years (26% loss)	<u>35,000</u>	<u>25,900</u>
e. Interest (26% loss)	<u>30,250</u>	<u>22,400</u>
f. Special District Augmentation	<u>0</u>	<u>400,947</u>
	(Received)	(Received)
g. Homeowners Subvention (Assumed <u>(26)%</u> Growth)	<u>17,530</u>	<u>13,000</u>
h. User Fees, Connection Fees, other charges	<u>30,000</u>	<u>30,000</u>
i. Other revenue (Specify) <u>State &amp; Federal Grants &amp; Reimbursements</u>	<u>55,472</u>	<u>55,472</u>
<b>TOTAL FUNDING</b>	<b><u>\$1,584,384</u></b>	<b><u>\$1,563,064</u></b>
	=====	=====
j. % of service to New Annexation Areas		<u>0</u>

	<u>1992-93</u>	<u>1993-94</u>
4. Please list the total budget and major expenditure classifications for fiscal years 1992-93 and 1993-94.		
a. Salaries/Employee Benefits	<u>896,875</u>	<u>815,555</u>
b. Services and Supplies	<u>411,047</u>	<u>411,047</u>
c. Other Charges (Sales Tax)	<u>1,500</u>	<u>1,500</u>
d. Land	<u>0</u>	<u>0</u>
e. Structures/Improvements	<u>0</u>	<u>60,000</u>
f. Equipment	<u>1,000</u>	<u>1,000</u>
<b>SUBTOTAL-EXPENDITURES</b>	<b><u>\$1,310,422</u></b>	<b><u>\$1,289,102</u></b>
	=====	=====
g. Appropriations for Contingencies	<u>0</u>	<u>0</u>
h. General Reserve	<u>272,962</u>	<u>272,962</u>
i. Imprest Cash Reserve	<u>1,000</u>	<u>1,000</u>
j. Other/Reserves (Specify)	<u>0</u>	<u>0</u>
<b>SUBTOTAL-RESERVES/CONTINGENCIES</b>	<b><u>\$ 273,962</u></b>	<b><u>\$ 273,962</u></b>
	=====	=====
<b>TOTAL REQUIREMENTS</b>	<b><u>\$1,584,384</u></b>	<b><u>\$1,563,064</u></b>
	=====	=====
k. % for Services to New Annexations		<u>0</u>

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

6. For each fee or charge please specify:

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

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

9. Please indicate what percentage of your district's budget is utilized in support of the following services:
- |   |       |   |             |
|---|-------|---|-------------|
| (a) Fire Protection                         | _____ | (i) Sewage Treatment Services             | _____       |
| (b) Flood Control                           | _____ | (j) Library Services                      | <u>100%</u> |
| (c) Police Protection                       | _____ | (k) Street Lighting                       | _____       |
| (d) Local & Community<br>Parks & Recreation | _____ | (l) Road Related Landscape<br>Maintenance | _____       |
| (e) Regional Parks &<br>Recreation          | _____ | (m) Street Sweeping                       | _____       |
| (f) Sewer Services                          | _____ | (n) Security Services                     | _____       |
| (g) Trash Collection<br>Services            | _____ | (o) Dump of Gate Fees                     | _____       |
| (h) Water Services                          | _____ | (p) Administration                        | _____       |
|   |       | (q) Other (specify)                       | _____       |

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

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

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

Maintenance of current hours, library materials budget and services.

13. Please specify actions you have taken in the past year to achieve significant efficiencies and improve services (e.g., reorganizations, consolidation planning, or major operational/technical improvements).

Retirement incentive program resulting in a 3.5 FTE reduction in staff.

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

Gann Statement: "I certify that if the requested augmentation is granted by the Board of Supervisors the limits imposed by Article XIII B of the California Constitution will not be exceeded."

Authorized Signature

Title

Date

(Authorized signature should be Board Chairman.)

Margaret V. Dinamore

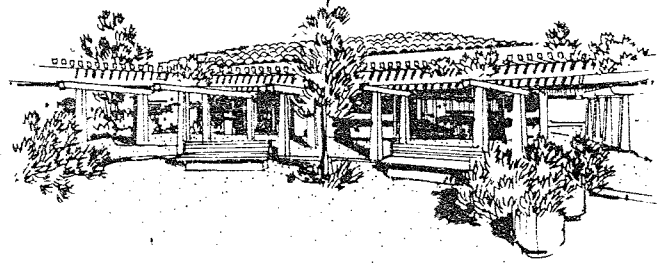
President, Library Board of Trustees

April 13, 1993

Trustees

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

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

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

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

DATE: April 13, 1993

SUBJECT: Meeting Notice

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

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

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

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

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

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

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

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





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

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

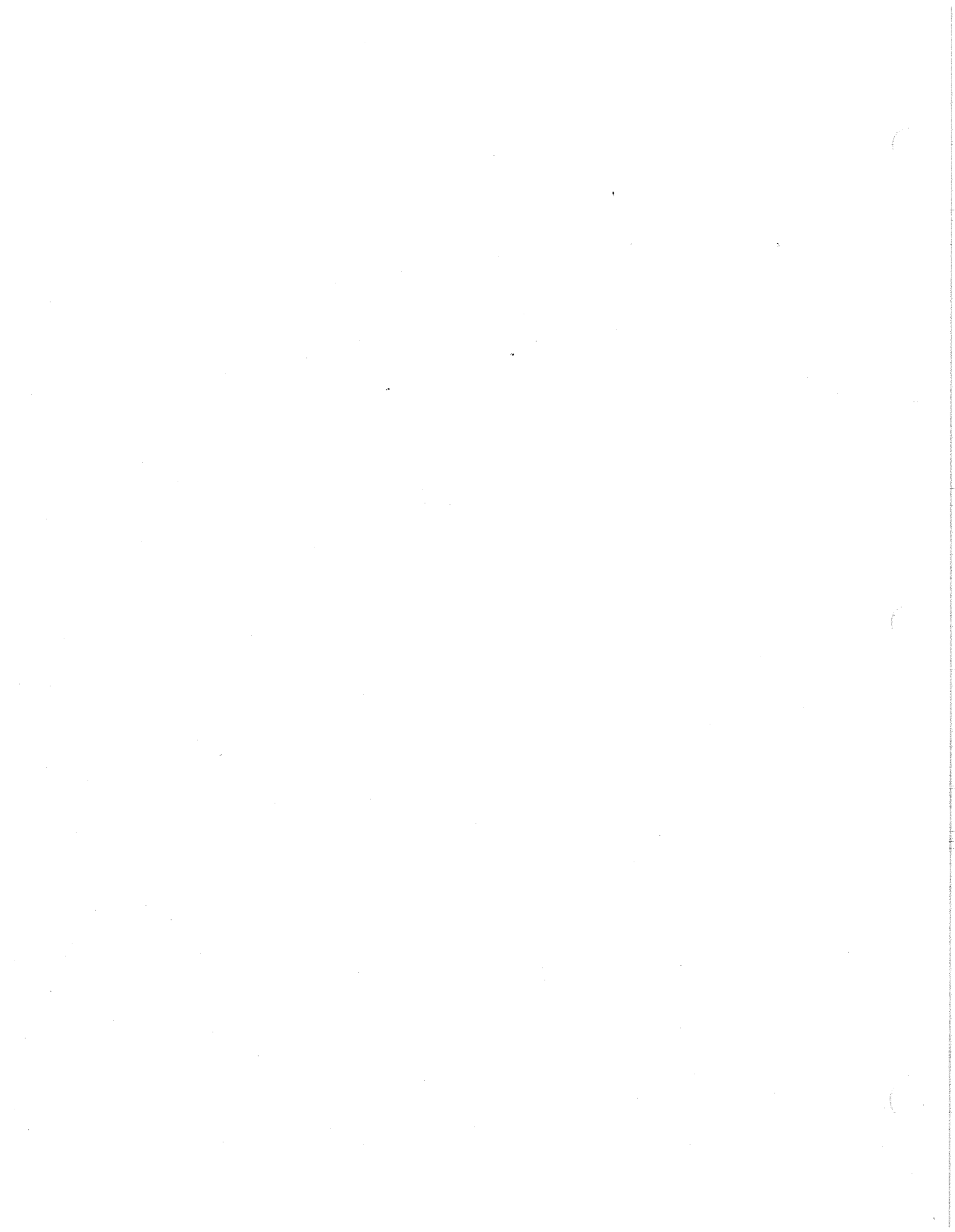
Even though the whole group was not in attendance as was expected, the discussion was very focused and fruitful. It was agreed that:

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

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

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

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



TO: Library Board of Trustees

FROM: Sal Addotta, Assistant Library Director *Sma*

DATE: April 19, 1993

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

**BACKGROUND:**

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

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

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

*Went/Em*

**RECOMMENDATION:**

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

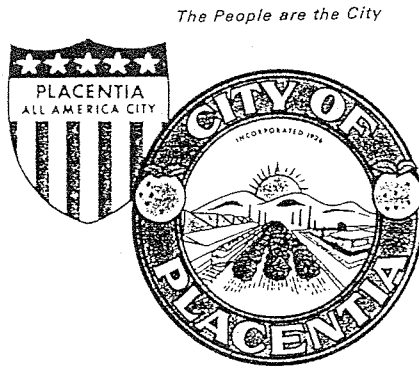
PLACENTIA LIBRARY DISTRICT

ADA SELF-EVALUATION

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

Mayor  
MARIA MORENO  
  
Administrator  
BERT D'AMATO

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



401 East Chapman Avenue - Placentia, California 92670

April 1, 1993

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

Dear Ms. Minter:

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

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

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

THE ADVISORY COMMITTEE ON THE DISABLED

\_\_\_\_\_  
Earl E. Mills, Chairperson

\_\_\_\_\_  
Moyra Wilkins, Vice Chairperson

\_\_\_\_\_  
Dale Goodman, Committeemember

\_\_\_\_\_  
Dana Haas, Committeemember

\_\_\_\_\_  
David Keup, Committeemember

\_\_\_\_\_  
Georganne Yarger, Committeemember

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

A. PROJECT DATA

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

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

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

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

<sup>2</sup> Repeat from Notice of Intent. If name has changed, please provide clarification.

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

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

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

**B. PROJECT FINANCE**

1. Eligible local<sup>5</sup> construction funds available now or expended on project since April 1, 1990:

*To Be Expended:*

(Round to nearest dollar)

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

*Already Expended Since April 1, 1990:*

- |  |                       |
|--|-----------------------|
| g. Advance plans:  | \$ <u>      3,500</u> |
| h. Estimates:  | \$ <u>      2,000</u> |
| i. Site acquisition:   | \$ <u>          0</u> |
| j. Other (specify) <u>cost of library officials work to date</u> + | \$ <u>      5,000</u> |

2. Sum of 1a. through 1j.:	\$ <u>      65,939</u>
----------------------------	------------------------

*Line 2 is Local Funds for Match*

3. Other, non-eligible funds available (specify) _____:	+ \$ <u>          0</u>
---	-------------------------

4. Sum of Lines 2 + 3:	\$ <u>      65,939</u>
------------------------	------------------------

*Line 4 is Total Funds Available for Project*

5. LSCA requested:	+ \$ <u>      43,959</u>
--------------------	--------------------------

- *If access remodeling project, including any additions needed to meet square foot minima, must be at least \$15,000<sup>6</sup>.*
- *If new building unrelated to access remodeling, must be at least \$25,000<sup>7</sup>.*
- *Neither may exceed \$1,000,000.*

6. Sum of Lines 4 and 5 (= total funds needed):	\$ <u>     109,898</u>
---	------------------------

*Line 6 Should Equal Line C.8 on Next Page*

7. Line 2 divided by line 5: <u>1.5</u>
---

- *For Disabled Access Remodeling Projects, result must be at least 1.5<sup>8</sup>.*
- *For New Buildings in High Minority Areas, result must be at least 1.0<sup>9</sup>.*

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

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

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

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

<sup>9</sup> That is, eligible local match for general new construction must be at least 50% of project cost (excluding ineligible funds).

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

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

- |  |   |                   |
|--|---|-------------------|
| 1. Planning and architect's fees (including initial planning cost:   |   | \$ <u>19,117</u>  |
| Basis for fees: <u>15</u> % of construction <del>or other</del> (specify):   |   |                   |
| <u>1993 Means Construction Cost Data</u>   |   |                   |
| 2. Site acquisition:   |   | \$ <u>0</u>       |
| 3. Site development *(if unusual costs, attach explanation):   |   | \$ <u>0</u>       |
| 4. Construction (not including interiors even if in construction contract. Include cost of construction estimates if incurred.):   |   | \$ <u>0</u>       |
| 5. Interiors (including finishes, floor and window coverings, shelving, furnishings, public use microcomputer and facsimile equipment, built-in equipment, whether or not in construction contract): |   | \$ <u>90,781</u>  |
| 6. Landscaping:  |   | \$ <u>0</u>       |
| 7. Other (specify <sup>10</sup> ) _____:   | + | \$ <u>0</u>       |
| 8. Sum of Lines 1 through 7 (= project cost):  |   | \$ <u>109,898</u> |
| <i>This Should Equal Line B.6 On Previous Page</i>   |   |                   |
| 9. If new building/addition/conversion (incl. addition in conjunction with access remodeling project, meeting current sq.ft./cap. requirements), gross square footage to be built:                   |   | _____sq.ft.       |
| GROSS SQ.FT. IN NOTICE OF INTENT OUTLINE BUILDING PROGRAM IS _____.  |   |                   |
| <i>Attach Explanation if Sq.Ft. in C.9.a. Differs by More Than 15%.</i>  |   |                   |
| b. Construction cost/sq.ft. (E.4. above divided by E.9 above):   |   | \$ _____          |
| c. Local standard cost per sq.ft. for similar construction or conversion:  |   | \$ _____          |
| 10. If addition or remodeling is to be done in conjunction with non-eligible purpose (e.g., general rehabilitation project), cost of total project:  |   | \$ _____          |
| Basis for determining the part eligible for LSCA (whose cost is the sum of Line B.2 plus B.5)  |   |                   |
| _____  |   |                   |
| _____  |   |                   |

<sup>10</sup> Cost of bond sale may be included; cost of bond election is not eligible for inclusion.



**D. HANDICAPPED ACCESS REMODELING COMPONENTS**

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

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

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

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

**E. ESTIMATED SCHEDULE OF EVENTS**

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

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

**F. LOCAL FISCAL REQUIREMENTS**

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

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

## CERTIFICATION OF APPLICATION

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

Placentia Library District

(name of jurisdiction)

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

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

Elizabeth D. Minter

PRINT NAME

Library Director

TITLE

\_\_\_\_\_  
DATE

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

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

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

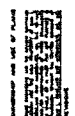
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\* Indicates required enclosure (unless obviously Not Applicable because of nature of project or local situation); in case of doubt, inquire. Failure to enclose may void Application. To avoid confusion on the part of reviewers, please provide a list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



Dan L. Reynolds and Associates, A.L.L. Inc.  
Architects and Planners  
1290 North Horcock Street, Suite 204  
Anaheim, California 92807  
(714) 777-6778

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

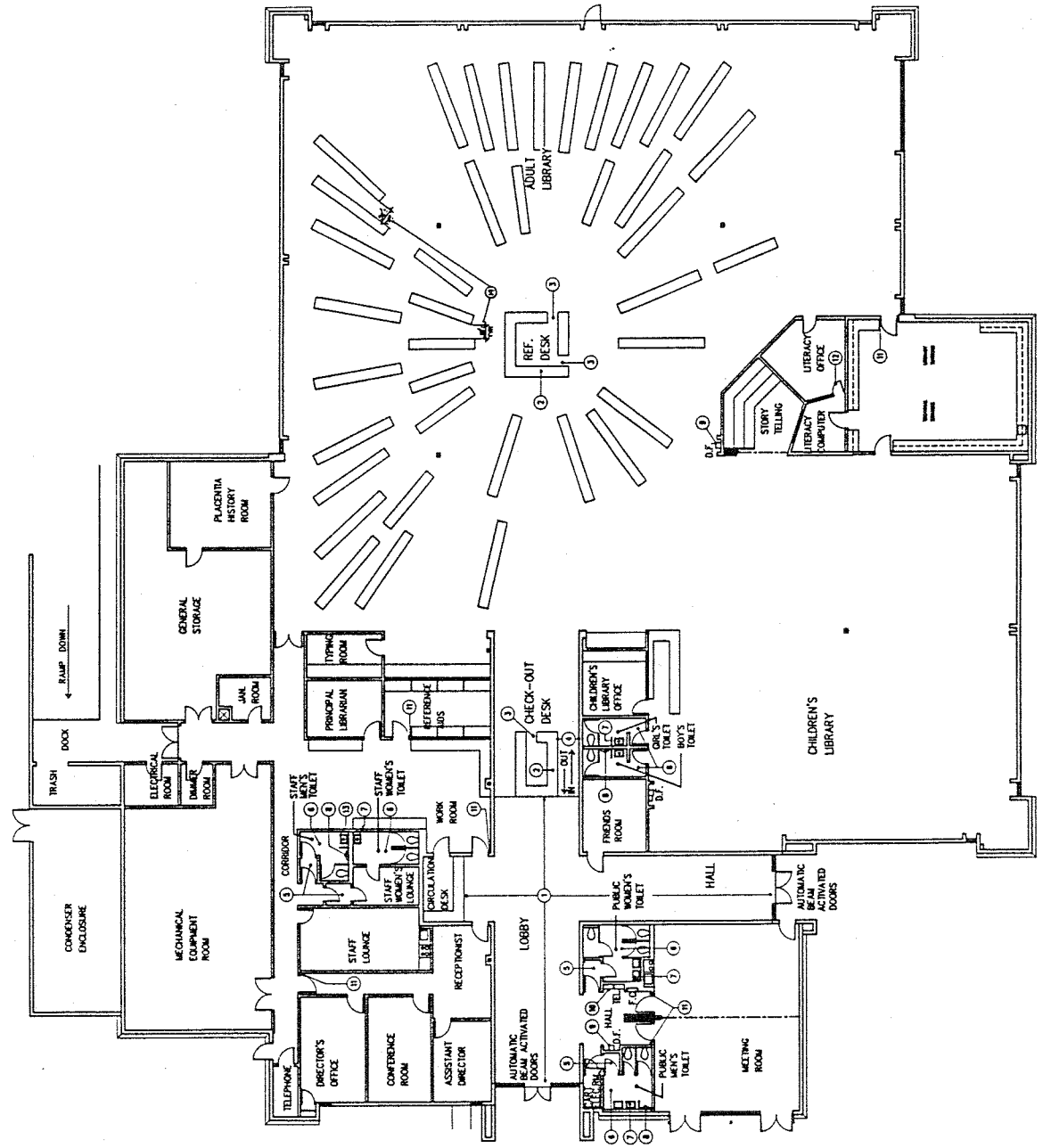


DATE: APRIL 18, 1988  
PROJECT NO. 8808  
SHEET NO. 11  
SHEET TITLE: EXISTING FLOOR PLAN  
A1

DISABLED ACCESS (ADA) DEFICIENCY NOTES

1. CHAIRS: THE SEATING AND LUNDS, BUTTER, AND OTHER chairs and other items provided in public buildings have 17 inch
2. CHAIRS: CHAIRS MUST BE PROVIDED FOR OTHER PERSONS WITH IN
3. ACCESS: ACCESSIBLE ROUTES MUST BE PROVIDED TO ALL
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Agenda Item 27  
Attachment C  
Page 1



SCALE 1/8"=1'-0"

FLOOR PLAN

PLACENTIA CIVIC CENTER  
PLACENTIA LIBRARY DISTRICT  
MAIN LIBRARY  
DISABLED ACCESS REMODELING

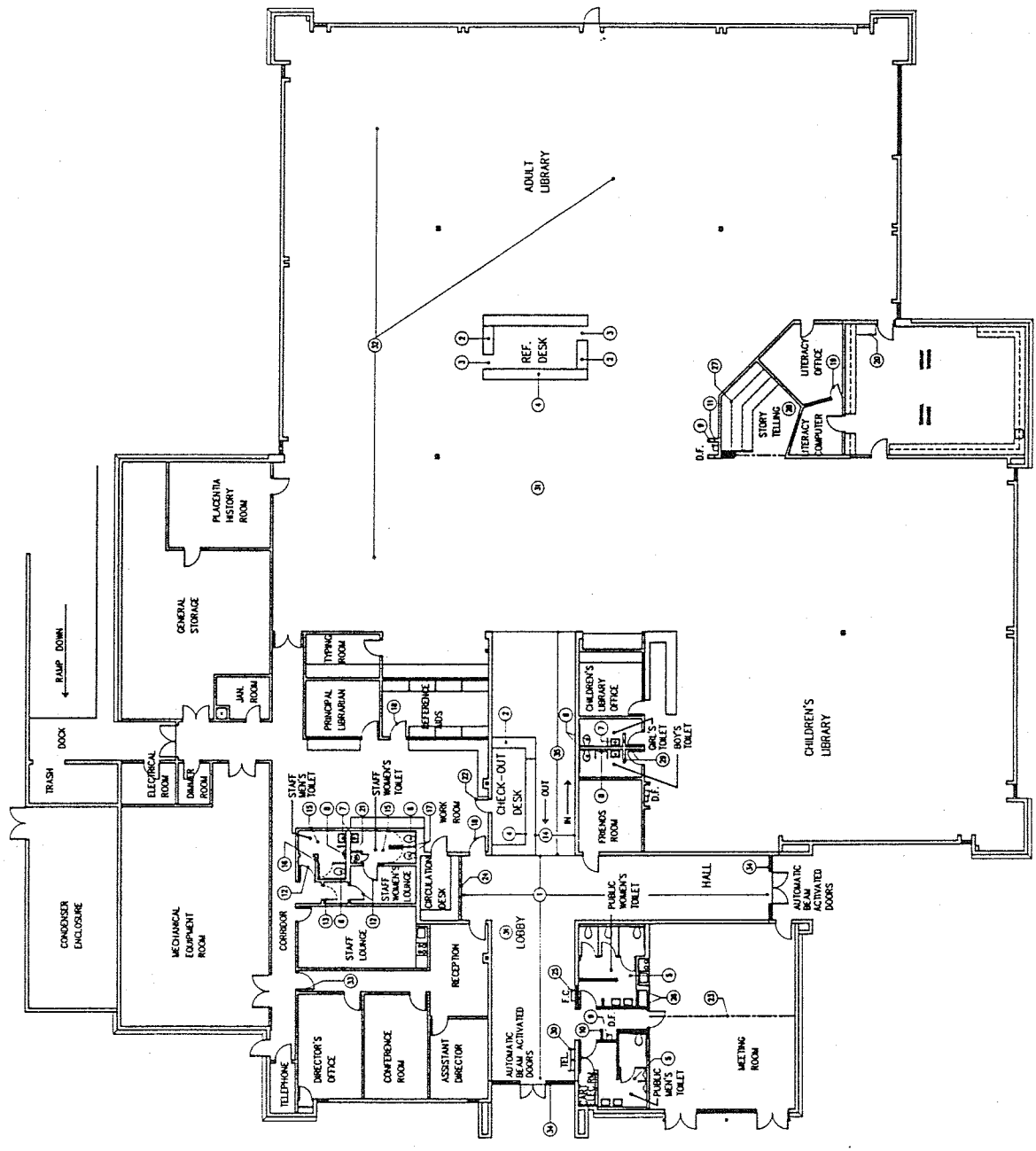


Dan L. Rowland and Associates, AIA, Inc.  
Architects and Planners  
1790 North Herndon Street, Suite 204  
Anaheim, California 92807  
(714) 777-6176

REMODELLED FLOOR PLAN  
DATE: APRIL 16, 1982  
PROJECT NO. 8215  
DRAWN BY: J.A.  
CHECKED BY: J.A.  
SCALE: AS SHOWN

DISABLED ACCESS (ADA) DEFICIENCY NOTES

- 1) PROVIDE BARRIER FREE PATH TO MAIN ENTRANCE FROM COLLEGE PARK DRIVE TO MAIN ENTRANCE.
- 2) PROVIDE AS MUCH BARRIER FREE PATH AS POSSIBLE TO MAIN ENTRANCE.
- 3) PROVIDE AS MUCH BARRIER FREE PATH AS POSSIBLE TO MAIN ENTRANCE.
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- 50) PROVIDE AS MUCH BARRIER FREE PATH AS POSSIBLE TO MAIN ENTRANCE.



SCALE 1/8"=1'-0"

FLOOR PLAN



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

Agenda Item 27  
Attachment D  
Page 1

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

COST ESTIMATE  
April 15, 1993

ITEM

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

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

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

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

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



TO: Library Board of Trustees

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

DATE: April 19, 1993

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

**BACKGROUND:**

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

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

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

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

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

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

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

*even/used*

**RECOMMENDATIONS:**

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

Agee & Strawn  
3000 E. Birch  
Brea, CA 92621

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

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

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

Barton & Hartfield  
1698 Greenbriar Ln.  
Brea, CA 92621

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

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

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

Kenneth Blake  
238 S. Orange  
Brea, CA 29621

Donald Buckner  
2500 W. Orangethorpe  
Fullerton, CA 92633

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

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

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

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

Lisa Coryell  
4676 Lakeview  
Yorba Linda, CA 92686

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

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

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

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

Ferguson, Metzner & Co  
3020 Saturn  
Brea, CA 92621

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hudelson & Alton  
3000 E. Birch  
Brea, CA 92621

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

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

Jacobs & Associates  
1516 Avolencia Dr.  
Fullerton, CA 92635

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

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

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

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

James L Kirby  
711 W. Kimberly  
Placentia, CA 92670

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

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

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

Maler & Capsuto  
1140 S. Raymond  
Fullerton, CA 92631

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

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

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

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

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

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

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

Sherry Mendoza Accounting  
400 W. Orangethorpe  
Fullerton, CA 92632

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

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

Roger Monteyne  
2761 Bayberry Way  
Fullerton, CA 92633

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

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

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

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

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

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

Bruce Nuttall  
1230 N. Jefferson  
Anaheim Hills, CA 92807

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

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

George Overmier  
101 S. Kraemer  
Placentia, CA 92670

Chris Philbin  
17451 Bastanchury Rd.  
Yorba Linda, CA 92686

Frederick L. Piterak  
4848 Lakeview  
Yorba Linda, CA 92686

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

Jordan Raum Accountancy  
3000 E. Birch  
Brea, CA 92621

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

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

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

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

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

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

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

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

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

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

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

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

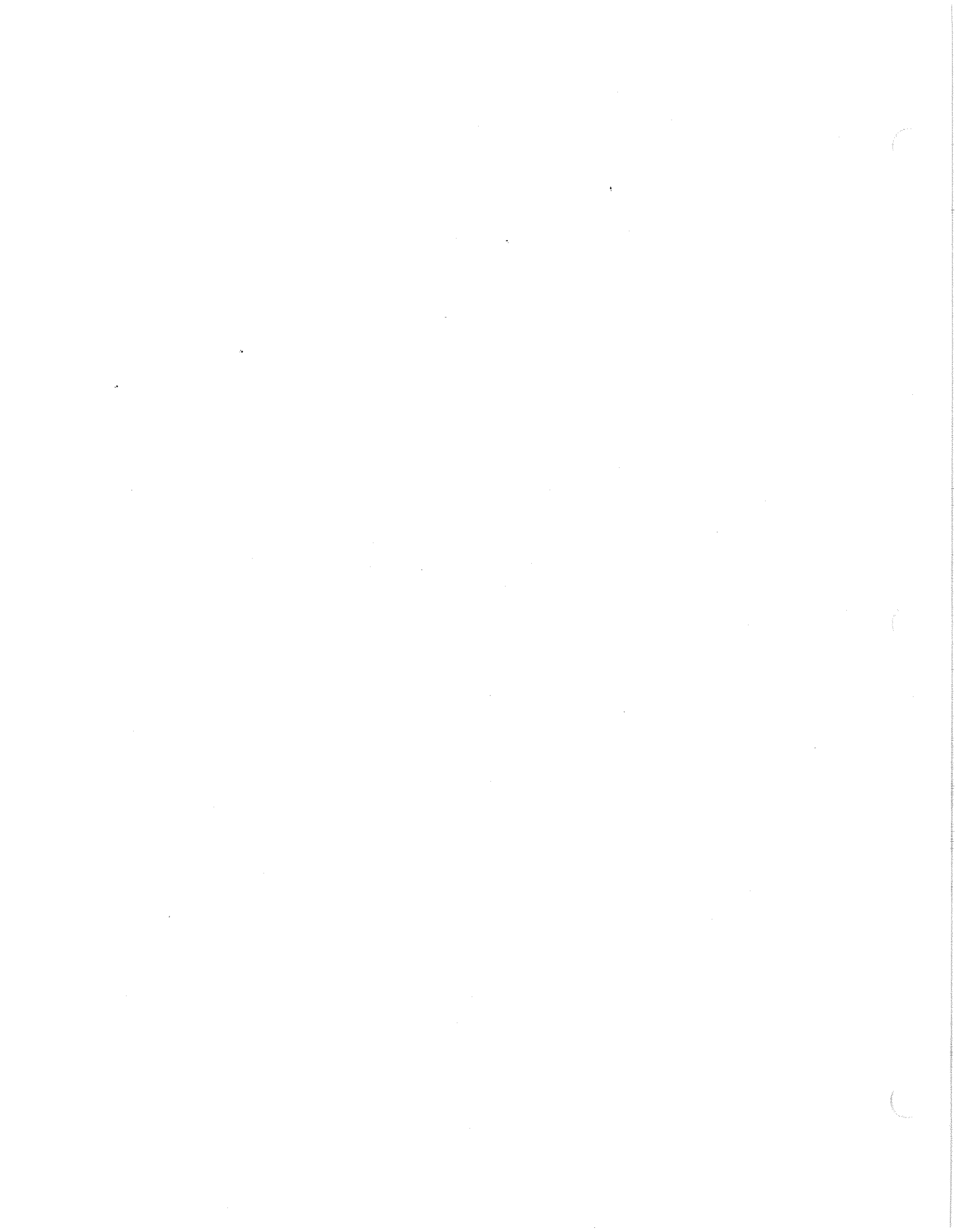
Alan L. Vankirk  
1152 N. Richfield Rd.  
Anaheim Hills, CA 92807

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

ter Welch  
2461 E. Orangethorpe  
Fullerton, CA 92631

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

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



TO: Library Board of Trustees

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

DATE: April 19, 1993

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

**BACKGROUND:**

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

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

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

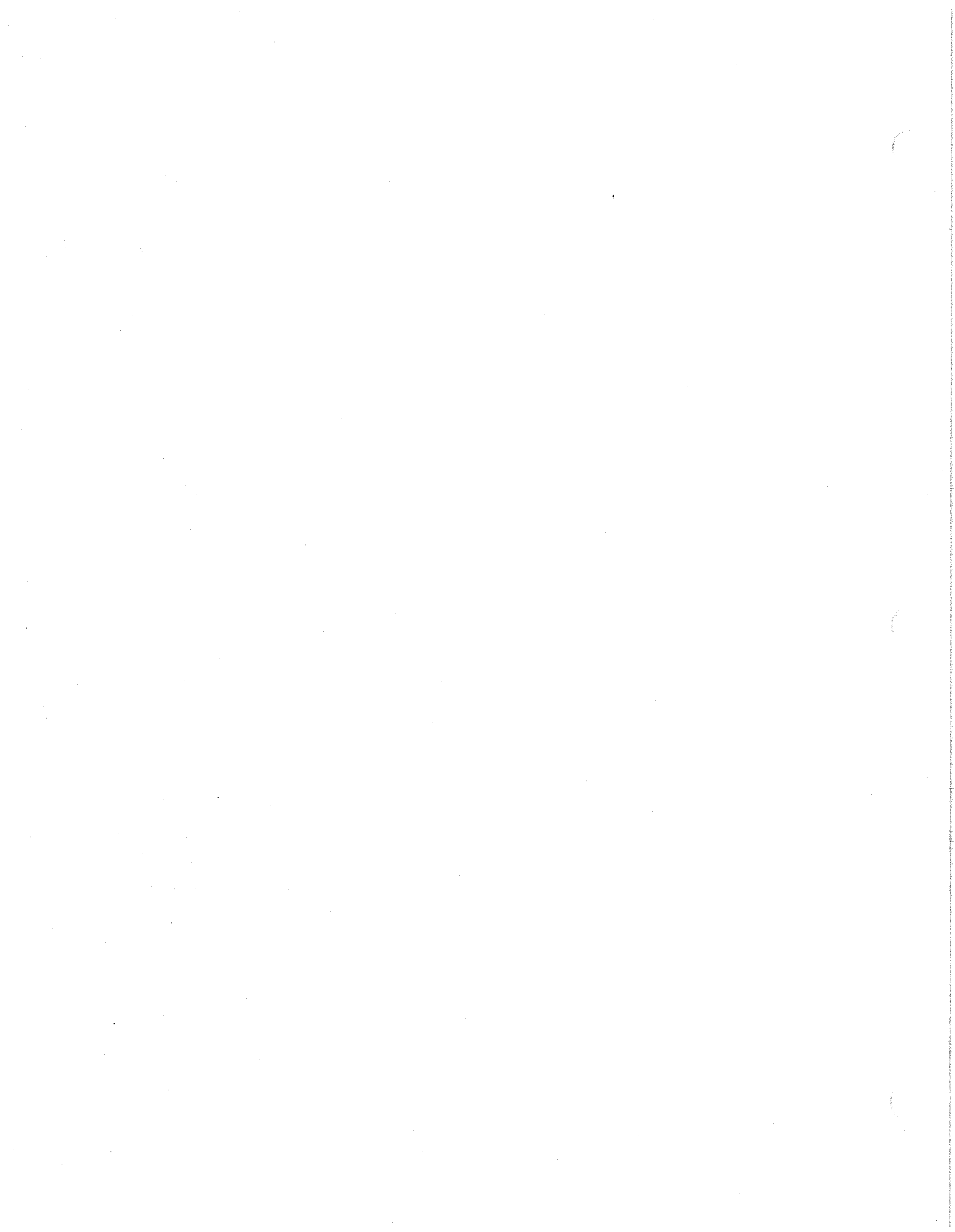
In the end I presented the program myself and Suad accompanied me.

**RECOMMENDATION:**

Adopt a District policy as follows:

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

*Walt Iron*





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

*EM*

**BACKGROUND:**

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

**RECOMMENDATION:**

Determine level of participation for each activity.

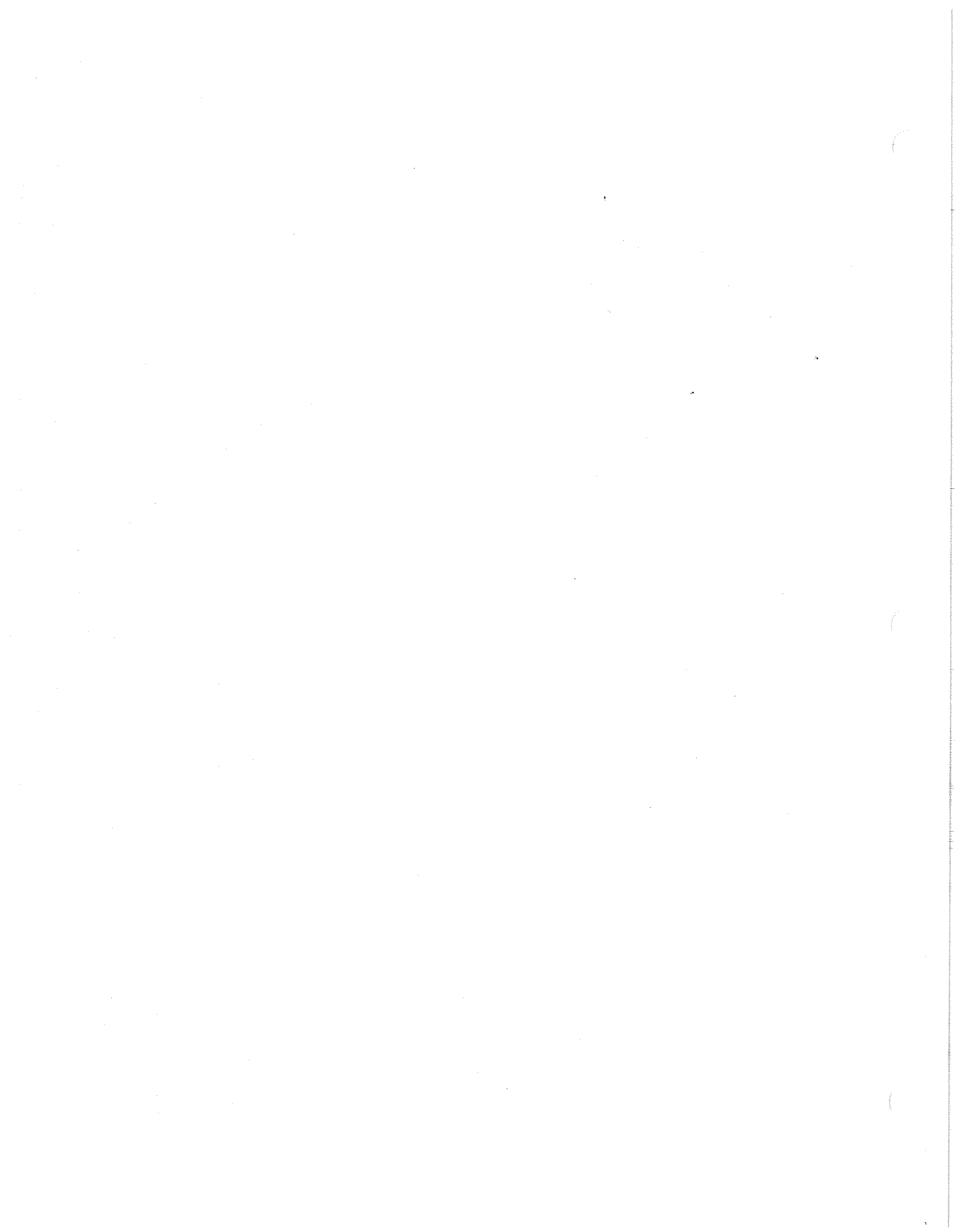
*Al. Peggy*

*→ Trust + Minter  
Alm - Post*

*200m. Seminar - Al Shidder*

*put on calendar*

*2007 sum -*



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

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

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

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

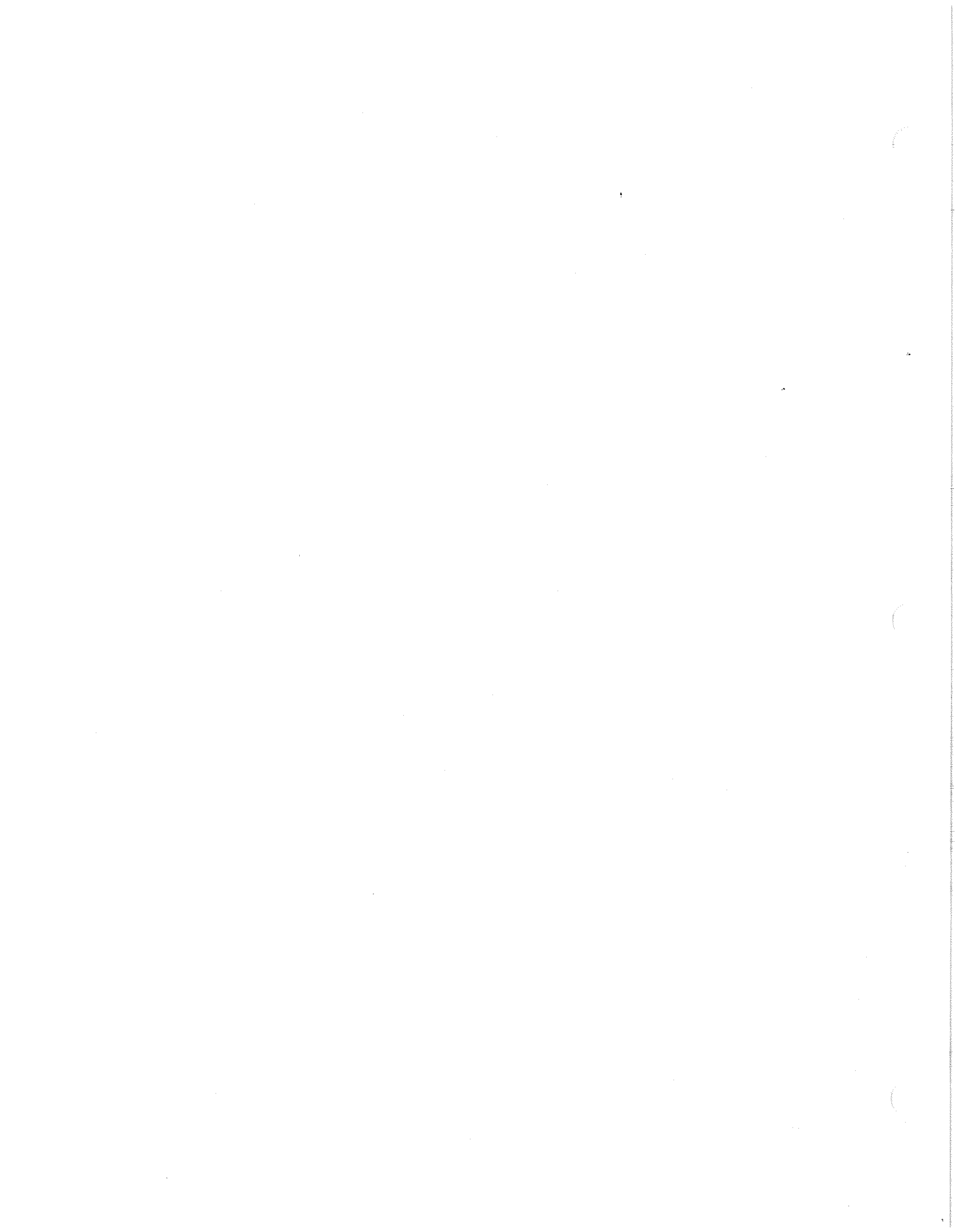
2. The State of California has passed a new law which entitles Special Districts to form a special district selection committee to submit a resolution regarding the distribution of the SPECIAL DISTRICT AUGMENTATION FUND. We have already informed the county we intend to do so and we need volunteers from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

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

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

Best regards,

  
Jim Evans



**LAFCO**  County of Orange  
Local Agency Formation Commission

B-3

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

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

March 3, 1993

TO: LAFCO Chairman and Commissioners

CHAIRMAN  
DAVID BORAN  
REPRESENTATIVE OF  
GENERAL PUBLIC

FROM: Executive Officer

VICE-CHAIRMAN  
DON R. ROTH  
SUPERVISOR  
FOURTH DISTRICT

RE: Inventory of Special Districts

GADDI H. VASQUEZ  
SUPERVISOR  
THIRD DISTRICT

**BACKGROUND**

EVELYN R. HART  
COUNCILWOMAN  
CITY OF  
NEWPORT BEACH

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

JAMES H. FLORA  
MAYOR  
CITY OF LA HABRA

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

ALTERNATE  
VERNON S. EVANS  
REPRESENTATIVE OF  
GENERAL PUBLIC

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

ALTERNATE  
CHARLES V. SMITH  
MAYOR  
CITY OF WESTMINSTER

ALTERNATE  
SUPERVISOR  
VACANT

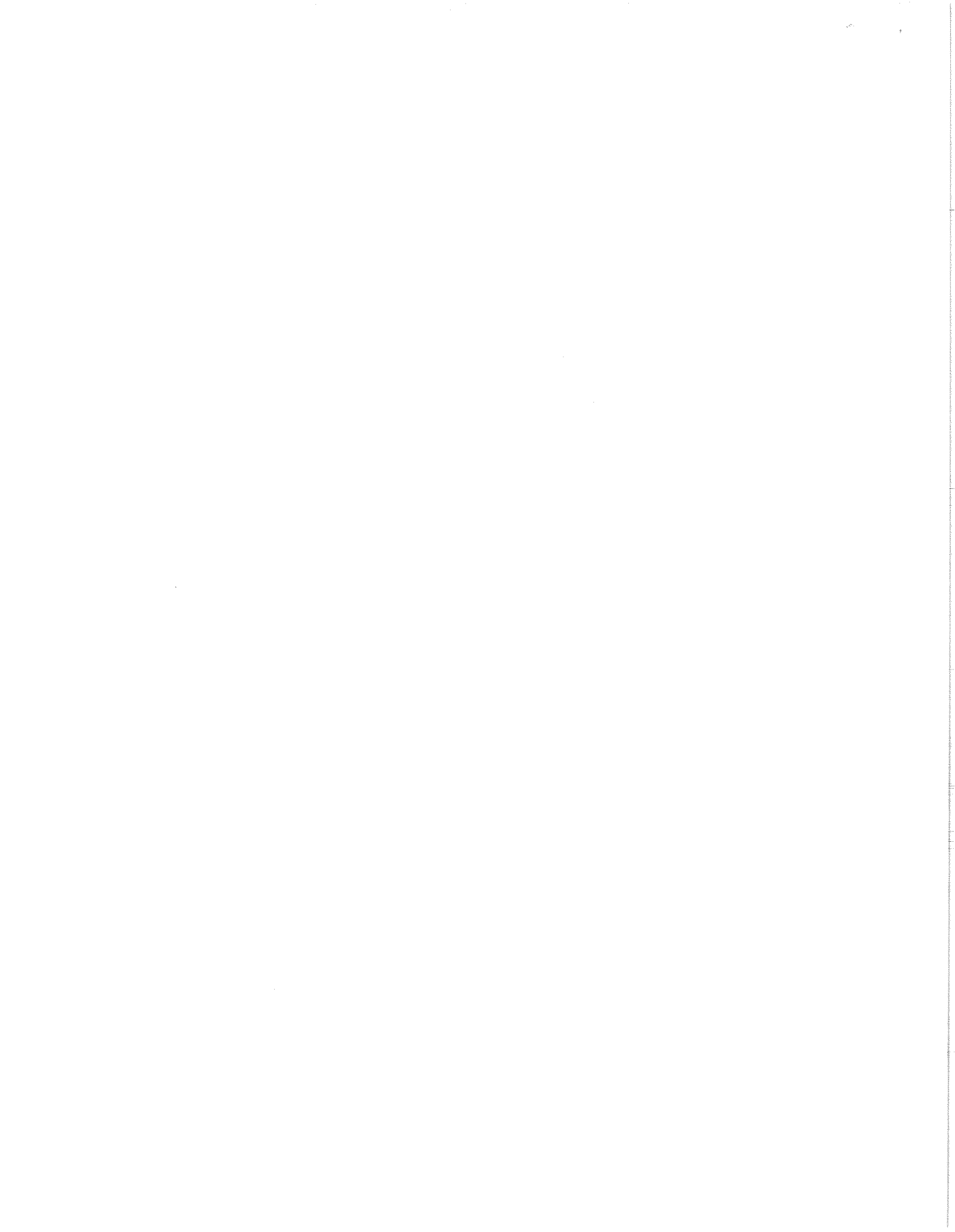
**WATER DISTRICTS**

JAMES J. COLANGELO  
EXECUTIVE OFFICER

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

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

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



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

### WASTEWATER DISTRICTS

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

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

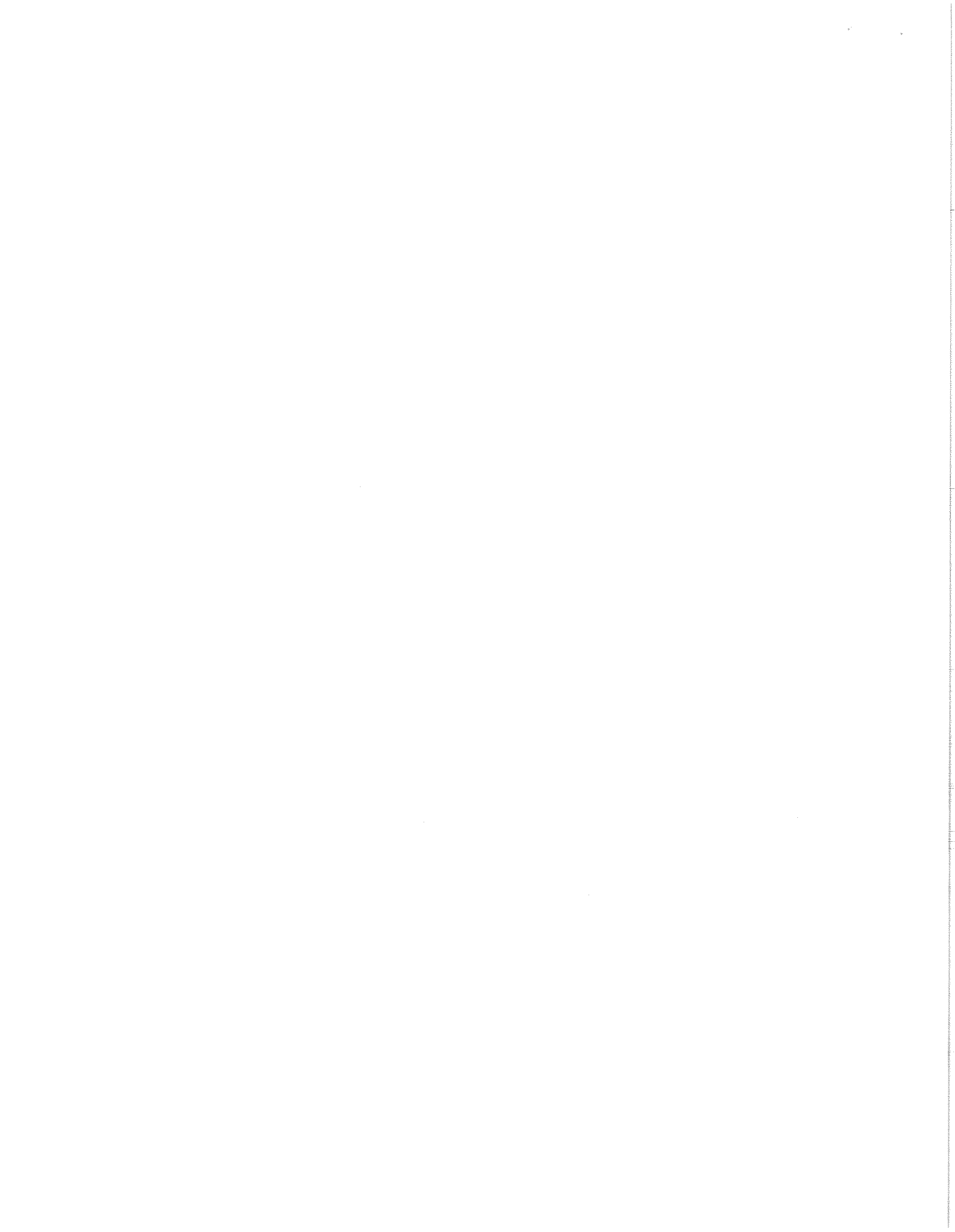
### COMMUNITY SERVICES DISTRICTS

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

### RECREATION AND PARK DISTRICTS

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

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





### LIBRARY DISTRICTS

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

### COUNTY SERVICE AREAS

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

### OPPORTUNITIES FOR CONSOLIDATION

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

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

### CONCLUSIONS

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

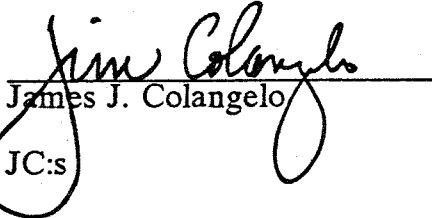


March 3, 1993  
Re: Inventory of Special Districts  
Page 4

RECOMMENDED ACTION

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

Respectfully submitted,

  
James J. Colangelo

JC:s



**ATTENTION ALL  
DISTRICTS**

**CSDA IS COMING**

**TO ORANGE COUNTY**

**MAY 6, 1993**

**TO TALK ABOUT THE**

**STATE BUDGET.**

**MORE INFORMATION**

**COMING LATER.**



REMINDER 00  
00

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

YOUR CHOICE POLYNESIA CHICKEN or LONDON BROIL





TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: April 16, 1993  
SUBJECT: Program Committee Report for the month of March.

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

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

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

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

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

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

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

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

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

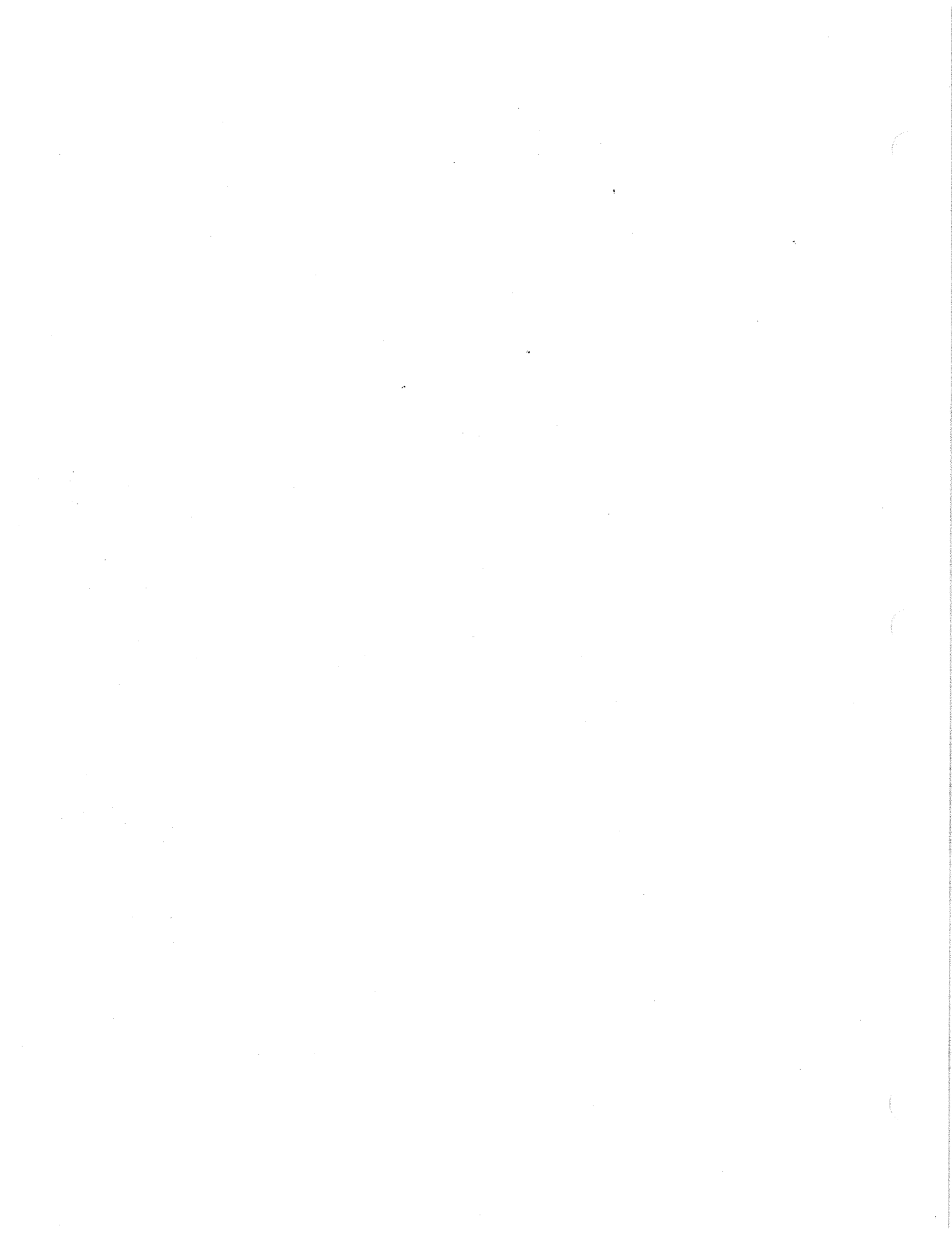
The Reference Department is preparing a Business Pamphlet, listing the most sought after Reference Business Resources that will be of great interest to the Placentia Business community.

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

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

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

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



TO: Elizabeth Minter, Library Director

FROM: <sup>ms</sup>Melanie Daniels, Literacy Coordinator

DATE: April 8, 1993

SUBJECT: Placentia Library Literacy Services Report

PROGRAM STATISTICS

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

Active tutors not reporting hours as of March 5:

**Suzanne Clifford:** (693-0202)

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

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

**Sandra Field:** (522-9580)

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

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

**Mary Wells:** (974-2506)

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

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

**Dorena Rodriguez:** (961-8780)

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

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

**Gary Mizumoto:** (870-5448)

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

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

**Winnie Westburg:** (524-6594)

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

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

**John Strub:** (523-2299)

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

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

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

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

ACTIVITIES/PROGRAMS

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

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

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

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

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

CLSA REPORTS

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

NETWORK ACTIVITY

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

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

UPCOMING ACTIVITIES

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

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

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

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

**LITERACY PROGRAM**  
**Quarterly Financial Report (FY 90/91)**

AMENDED

Placentia Library District  
 Name of Library

Please check appropriate boxes:

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

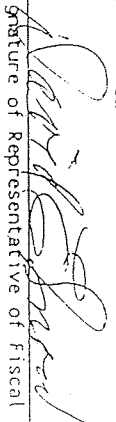
2. Send to: California State Library  
 Fiscal Office  
 P.O. Box 942837  
 Sacramento, CA 94237-0001

Year CLC Funding	Reporting Period:
Begin: <input type="checkbox"/> Jan. '84 <input type="checkbox"/> Jan./July '85 <input type="checkbox"/> July '87 <input checked="" type="checkbox"/> July '89	<input type="checkbox"/> 1st Quarter <input type="checkbox"/> July - Sept. <input type="checkbox"/> 2nd Quarter <input type="checkbox"/> Oct. - Dec. <input type="checkbox"/> 3rd Quarter <input type="checkbox"/> Jan. - Mar. <input checked="" type="checkbox"/> 4th Quarter Apr. - Jun.

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) other	(f) CLSA	(g) other	(h) TOTAL Expenditures (f+g)	
1. Personnel	49,563	7,413	56,976	13,684	1,563	16,632	48,784	56,197	
2. Library Materials	0	1,000	1,000	10,822	700	13,775	45,927	53,340	
3. Operations	8,525	2,020	10,545	0	642	0	9,304	11,414	
4. Equipment	0	1,000	1,000	0	0	0	0	150	
5. Indirect	5,050	915	5,965	1,262	177	1,439	5,050	5,965	
6. TOTAL	63,138	12,348	75,486	16,632	3,082	63,138	60,221	74,771	

OPERATIONS* BROADBAND	BUDGET			EXPENDITURES THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) other	(f) CLSA	(g) other	(h) TOTAL Expenditures (f+g)	
1. Contract Services	2,000	0	2,000	264	0	3,113	0	3,113	
2. Travel	1,000	500	1,500	30	350	585	500	1,085	
3. Office Supplies	500	200	700	0	70	371	201	572	
4. Printing	1,400	1,200	2,600	570	222	1,580	1,171	2,751	
5. Instr. Resources	2,125	0	2,125	606	0	2,707	0	2,707	
6. Communications	1,500	120	1,620	216	0	948	233	1,186	
7. Other	0	0	0	0	0	0	0	0	
TOTAL	3,525	2,020	10,545	1,686	642	9,304	2,110	11,414	

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

Signature of Representative of Fiscal Agent  
 or of Library receiving funds  
  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director 7-25-91  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 (714) 524-8403  
 Literacy Coordinator  
 Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Library Director 4/5/93 Date



# LITERACY PROGRAM

## Quarterly Financial Report (Fiscal Year 91/92)

CHECK APPROPRIATE BOXES:

Placenta Library District  
 name of Library

FUNDING BEGAN REPORTING PERIOD

- |   |  |
|---|--|
| <input type="checkbox"/> JAN '84<br><input type="checkbox"/> JAN/JUL '85<br><input type="checkbox"/> JUL '87<br><input checked="" type="checkbox"/> JUL '88<br><input type="checkbox"/> JUL '89<br><input type="checkbox"/> JUL '91 | <input type="checkbox"/> 1ST QUARTER<br>JUL - SEPT<br><input type="checkbox"/> 2ND QUARTER<br>OCT - DEC<br><input type="checkbox"/> 3RD QUARTER<br>JAN - MAR<br><input checked="" type="checkbox"/> 4TH QUARTER<br>APR - JUN |
|---|--|

**Instructions:**

- Following completion, submit one original plus three copies of this report with other reports required.
- Send to: California State Library  
 Fiscal Office, Room 215 - Literacy  
 P. O. Box 942837  
 Sacramento, CA 94237-0001

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

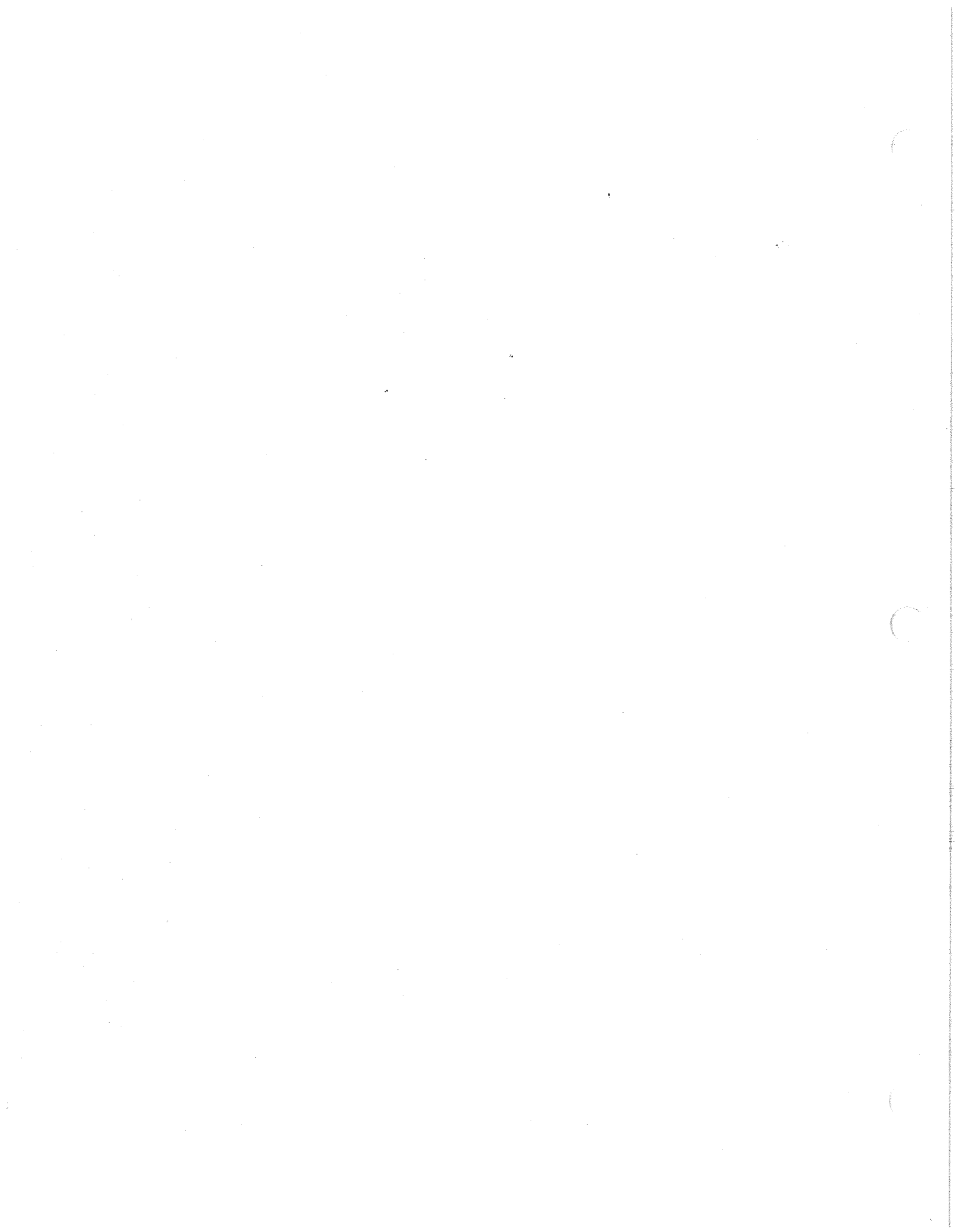
OPERATIONS* BREAKDOWN	BUDGET			EXPENDITURES THIS QTR.			EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)	
1. Contract Services	1,750	0	1,750	58	0	226	0	226	
2. Travel	664	200	864	354	0	590	754	1,344	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

Agenda Item 33  
 Page 5

Signature of Representative of Fiscal Agent  
 or of Library receiving funds  
*E. Daniels*  
 Library Director 4/5/93  
 Date

Melanie Daniels  
 Contact Person  
 Literacy Coordinator (714) 524-8408  
 Title Phone

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



TO: Elizabeth Minter, Library Director

FROM: <sup>EG</sup>Gwen Joseph, Family Literacy Coordinator

SUBJECT: Family Literacy Project

DATE: April 5, 1993

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

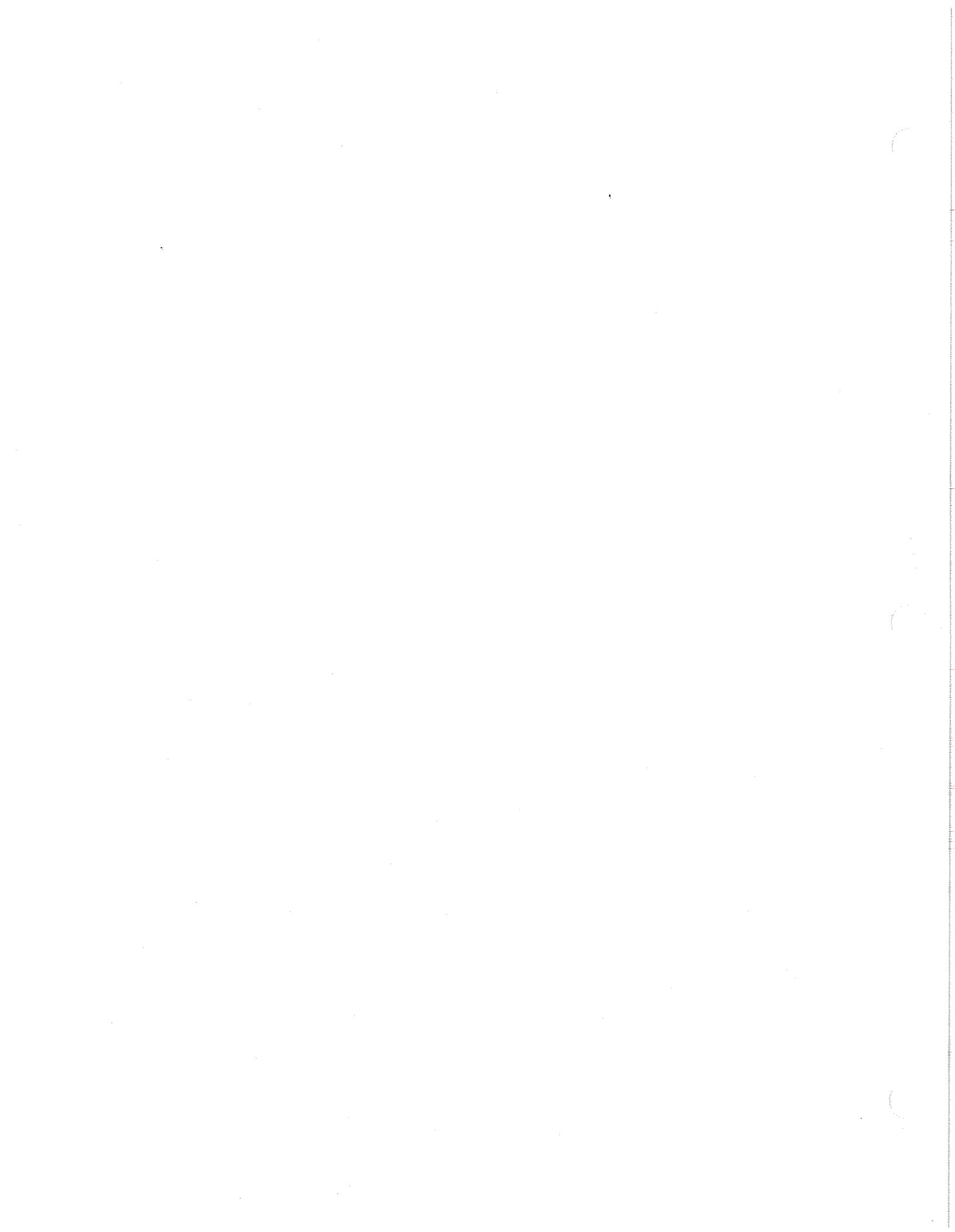
The Healthy Start (Monday/Wednesday) classes have fourteen students. A letter listing all participating families was sent to the Ruby Drive principal with a request for more referrals.

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

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

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

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



TO: Library Board of Trustees  
FROM: Karen Cushing <sup>KC</sup>  
DATE: April 15, 1993  
SUBJECT: Publicity Materials produced for March 1993

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

Please see attached materials.

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

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

# BARNYARD BUZZ!

Story Hours

April 5 through May 27

**Preschool Story Hours**

Ages 3 - 6

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

or

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

**Toddler Times**

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

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

**After School Story Hours**

for ages 5 and up

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

**After School Specials**

Stories & crafts for children ages 7 - 10.

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

**Space Limited - Must Register!!**

Week of:

April 5 Barnyard Buzz!

April 12 In the Moo-o-o-d

April 19 Chicken Chatter

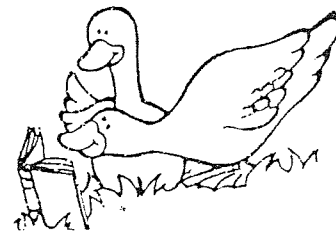
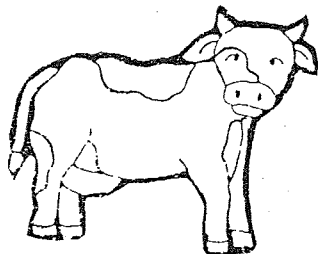
April 26 Lambs Tales

May 3 From the Mouse Hole

May 10 Just Ducky

May 17 Oinkers

May 24 Horsing Around



# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Melanie Daniels  
(714) 524-8408

FOR IMMEDIATE RELEASE

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

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

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

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia CA 92670

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

FOR IMMEDIATE RELEASE

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

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

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

#####



# *Help Change a Life -*

## *Become a volunteer literacy tutor*

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

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

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

**Time:** 6:00 to 9:00pm

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

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

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

*Sponsored by Placentia Library Literacy Services*

# *Help Change a Life -*

## *Become a volunteer literacy tutor*

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

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

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

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

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

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

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

*Sponsored by Placentia Library Literacy Services*

# Placentia Library District



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

April 6, 1993

Dear Friends of Placentia Library District:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

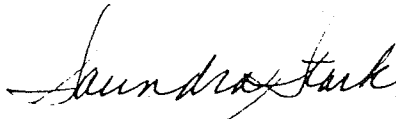
If you live in a different legislative district please call the Placentia Library Reference Desk for the information about your Senator and Assemblyperson.

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

Yours truly,



Peggy Dinsmore  
President



Sandra Stark  
Secretary



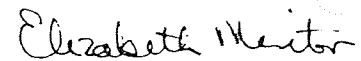
Ray Evans  
Trustee



Al Shkoler  
Trustee



Fred West  
Trustee



Elizabeth Minter  
Library Director

TO: Library Board of Trustees

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

DATE: April 19, 1993

SUBJECT: **Americans With Disabilities Act Compliance Report Update**

**BACKGROUND:**

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

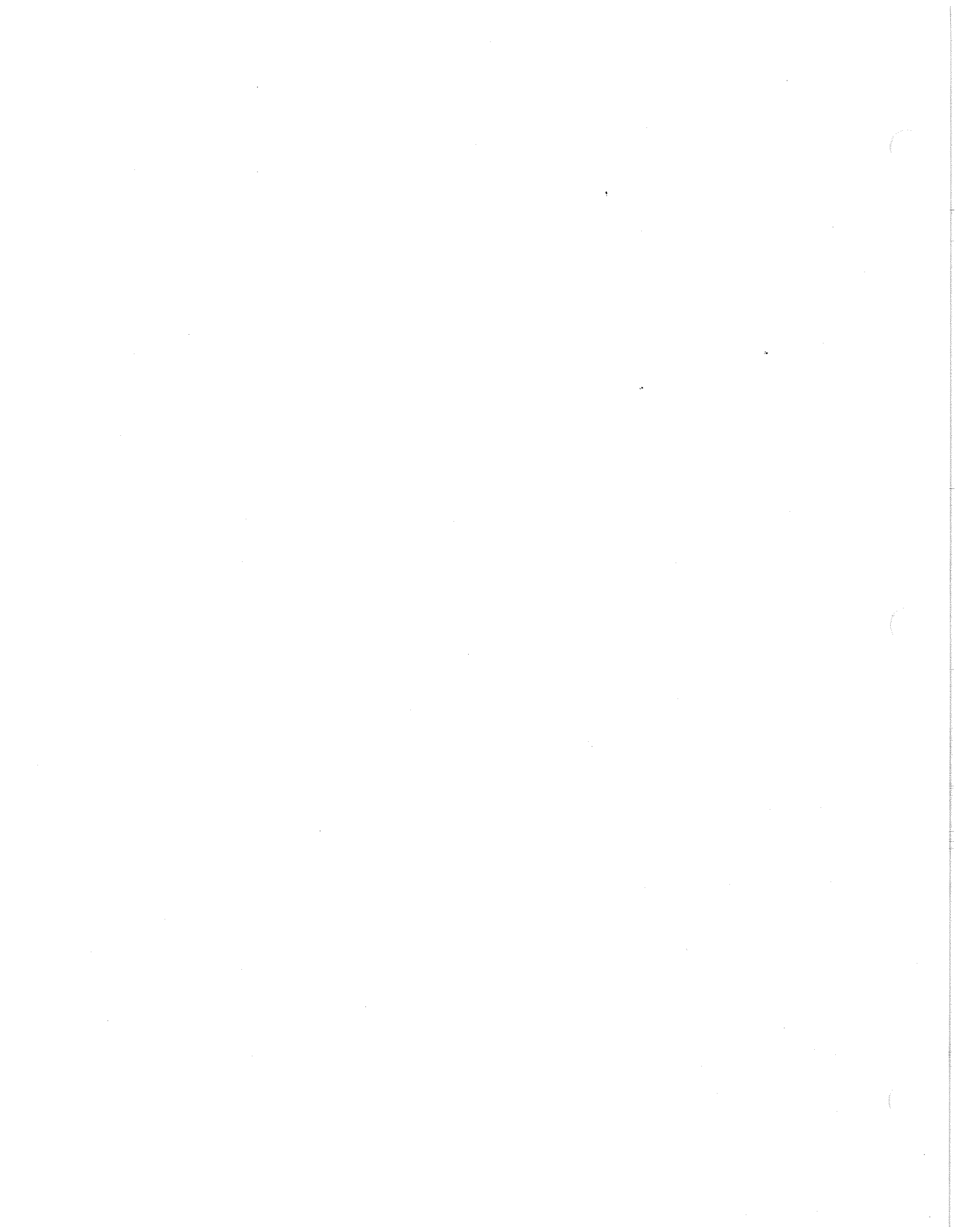
Preliminary plans, etc. have been drawn by our architect in preparation for our grant application to the State Library for our Disabled Access Remodeling Project.

**RECOMMENDATION:**

Receive and file.

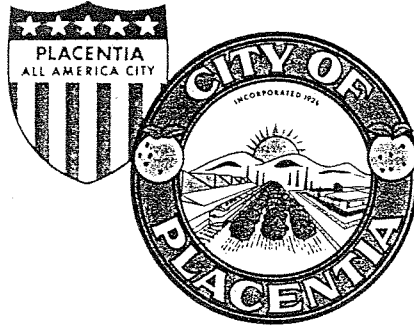
**ADA SELF-EVALUATION**

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



The People are the City

**Mayor**  
MARIA MORENO  
**City Administrator**  
ROBERT D'AMATO



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

401 East Chapman Avenue - Placentia, California 92670

April 1, 1993

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

Dear Ms. Minter:

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

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

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

THE ADVISORY COMMITTEE ON THE DISABLED

\_\_\_\_\_  
Earl E. Mills, Chairperson

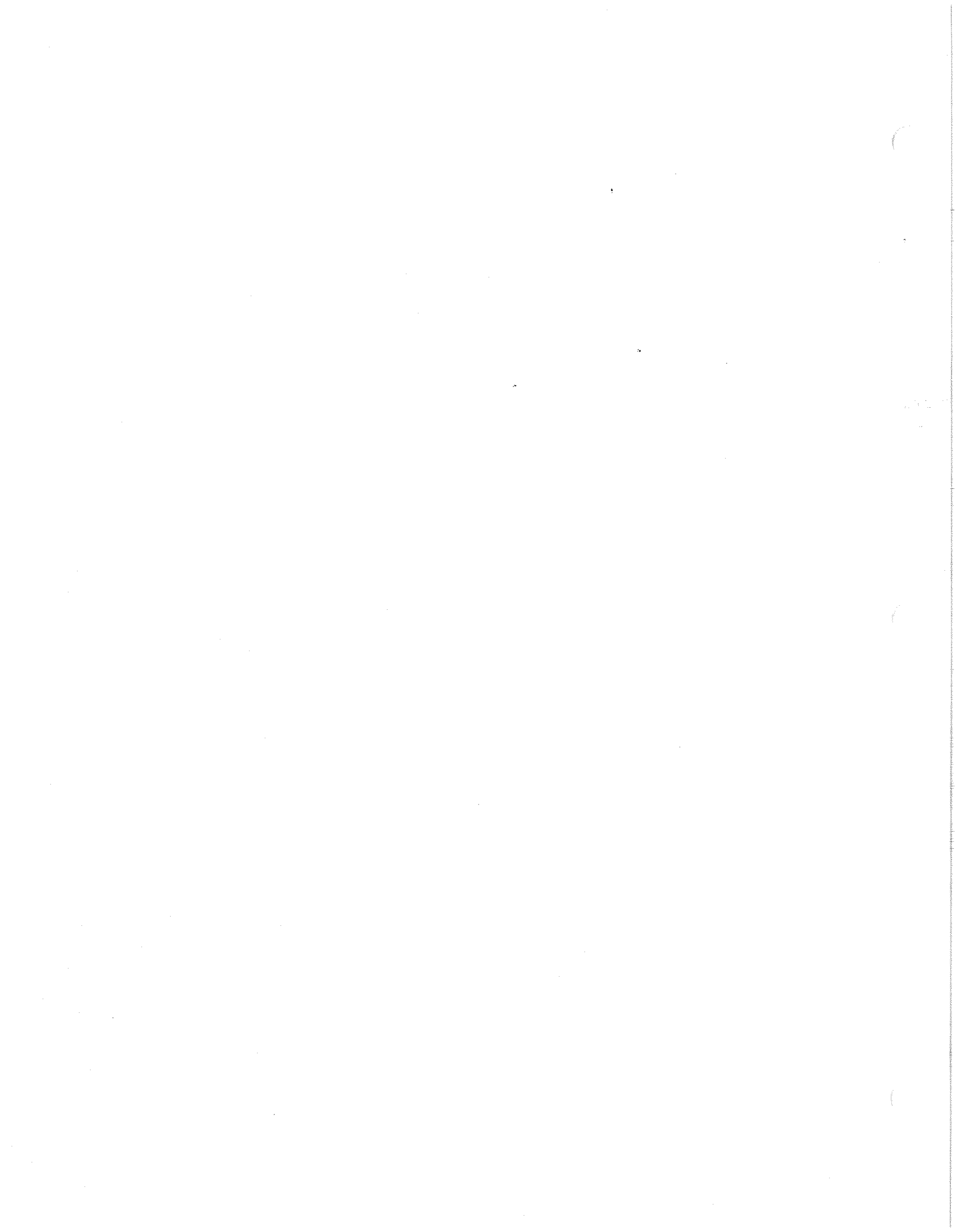
\_\_\_\_\_  
Moyra Wilkins, Vice Chairperson

\_\_\_\_\_  
Dale Goodman, Committeemember

\_\_\_\_\_  
Dana Haas, Committeemember

\_\_\_\_\_  
David Keup, Committeemember

\_\_\_\_\_  
Georganne Yarger, Committeemember

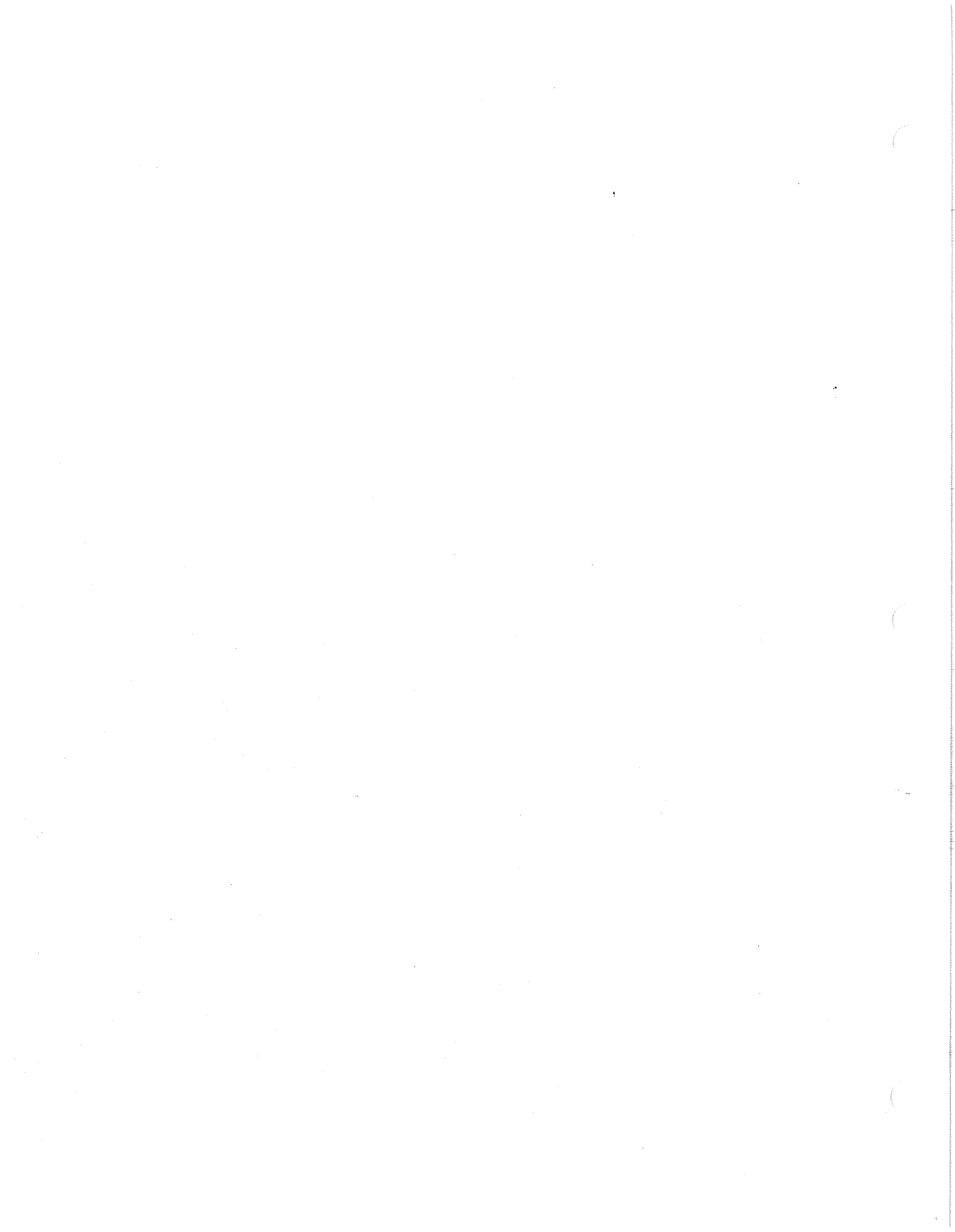




TO: Elizabeth Minter, Library Director  
FROM: Suad S. Ammar, Principal Librarian <sup>SA</sup>  
DATE: April 12, 1993  
SUBJECT: Tax distribution Services

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

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



TO: Library Board of Trustees

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

SUBJECT: PLACENTIA LOCAL HISTORY STUDY COMMITTEE REPORT

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

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

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

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

