

1 (b) The petition shall be filed with the conducting
2 authority within 30 days after the public hearing required
3 pursuant to this chapter has been held. If a petition has
4 been filed, the conducting authority shall approve the
5 proposal subject to confirmation by the voters.

6 (c) The voter confirmation requirements set forth in
7 subdivision (a) shall not apply to any proposal initiated by
8 the commission under Section 56375 or where ~~all affected~~
9 ~~districts have~~ *each affected district has* consented to the
10 proposal by a resolution adopted by a majority of ~~their~~
11 ~~respective boards~~ *vote of its board* of directors.

12 SEC. 3. Section 57103 of the Government Code is
13 amended to read:

14 57103. In any resolution ordering a change of
15 organization or reorganization subject to the
16 confirmation of the voters, the conducting authority shall
17 call an election:

18 (a) Within the territory of each city or district ordered
19 to be incorporated, formed, disincorporated, dissolved or
20 consolidated.

21 (b) Within the entire territory of each district ordered
22 to be merged with or established as a subsidiary district
23 of a city, or both within the district and within the entire
24 territory of the city outside the boundaries of the district.

25 (c) If the clerk certifies a petition pursuant to Section
26 57087.5 or 57087.7, within the territory of the district
27 ordered to be merged with or established as a subsidiary
28 district of a city.

29 (d) Within the territory ordered to be annexed or
30 detached.

31 (e) If ordered by the commission pursuant to Section
32 56849 or 56850, both within the territory ordered to be
33 annexed or detached and within all or the part of the city
34 or district which is outside of the territory.

35 (f) If the election is required by Section 57093,
36 *separately* within the territory of each affected district.



May 27, 1997

Assemblymember _____
California State Capitol
Sacramento, CA 95814

Re: SB 712 Support

Dear Assemblymember _____:

On behalf of the (your agency's name), I am writing to ask your support for SB 712. This legislation brings clarity to a confusing section of the Government Code. It provides democracy where non currently exists. It creates an opportunity for voters and property owners to register protest where such protest is currently denied.

Why This Legislation is Needed

In all but one proceeding involving LAFCO, there exists the opportunity for registered voters and property owners to protest an action involving annexation or detachment of territory to a special district or city. A protest provision also exists if a new agency is being formed, or an existing one is being dissolved. However, an interpretation of the Cortese-Knox Act permits LAFCO and the conducting authority to approve the dissolution of a district and the concurrent annexation of that territory to an existing district (when processed as a reorganization, as defined), and deny all voter or property owner protest in the annexing district. In all other proceedings before LAFCO, a 10%-25% protest triggers an election. Only in this case is all protest denied.

What SB 712 Will Do

Current law denies the public the chance to access its own government. SB 712 provides the same protest procedures for reorganizations filed with LAFCO as currently exist for other applications. Under SB 712, a 25% protest will trigger an election in the annexing district. This will remove ambiguity from the Government Code, and restore democracy to all LAFCO actions.

I urge your "AYE" for SB 712.

Sincerely,

L:SB712SUP.LTR



06/18/97 17:15:18
JUN-10-97 TUE 15:03

-> 818 683 8897 Metro

Page 881
P. 01**MICHAEL F. DILLON
& ASSOCIATES INC.**PARK EXECUTIVE BUILDING - 925 L STREET - SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

June 10, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. ATTEMPT TO INSTALL INTERNET "FILTERS" IN PUBLIC LIBRARIES FAILS

The front page of the June 1997 publication of the California Library Association features an article entitled, "Filtering the First Amendments for Public Libraries: A Look at the Legal Landscape." The article discusses the complex issue of Internet software filters and the compounding issue of speech protected by the constitution and access to information.

CLA's article is timely, as this issue surfaced on the Assembly Floor last Thursday afternoon. Our office had been previously alerted by legislative staff that Assemblyman Peter Frusetta (R-Tres Pinos) would be proposing "hostile" amendments to one or two library measures carried by Democrat authors. Responding to an issue raised by parents in Gilroy, in his district, Frusetta's amendments would create a new article in the Education Code to limit access by minors to harmful matter through electronic communications. Each public library providing Internet service would be required to purchase, install, and maintain a computer software program to prohibit the access to minors to the Internet and on-line sites that contain or make reference to harmful matter, as defined. The amendments would be a mandate and the state would provide no reimbursement for the mandate.

The first bill that was seized for the purpose of attaching the hostile amendments was AB 498 by Assemblyman Wildman (D-Los Angeles), which would fund several joint-use library facility projects between a school district and a city or county public library. When the bill was taken up on the floor, Assemblyman Frusetta introduced his amendments, which were immediately tabled by the Democrats. However, when Assemblyman Wildman took his bill up for consideration moments later, Assemblyman Louis Caldera (D-Los Angeles) asked Wildman if he would be amenable to taking an amendment similar to the one proposed by Assemblyman Frusetta. Said Wildman, "The amendments offered may be very good indeed. I will work with Mr. Caldera and anyone else to try to craft amendments of this kind...I wish the amendments had come to me sooner." AB 498, without the Frusetta amendments, passed from the Assembly Floor on a vote of 56-14.

Shortly thereafter, AB 862 by Assemblywoman Denise Moreno Ducheny (D-San Diego) was brought before the house, and again Assemblyman Frusetta proposed to attach his hostile amendments to the bill. AB 862 would create the Library Materials Fund, under the State

Post-it* Fax Note	7671	Date	6/10/97	# of pages	2
To	MCLS/SLIS/Associate	From	MCLS/SLIS HQ		
Co/Dept.	Member Directors	Co.			
Phone #	SUC CULOM. CSUN	Phone #	818/683-6244		
Fax #	(Eugenia Wong, Orange Pl)	Fax #	818/683-8097		

06/10/97 17:15:57
JUN-10-97 TUE 15:04

-> 818 683 8097 Metro

Page 002
P. 02

Superintendent, to annually apportion to each school district, the sum of \$5 for each unit of ADA, for the purchase of books and materials. Stating that his amendments pertain to a "serious issue," Assemblyman Frusetta introduced the amendments, which were again tabled by the Democrats. When Assemblywoman Ducheny took up her bill she told the house that the "bill isn't the vehicle for Assemblyman Frusetta's amendments. This is about school libraries. Everything purchased will be in accord with curriculum standards." Assemblywoman Ducheny then noted that Assemblyman Campbell has a bill, AB 132, which would require that schools establish a policy for incorporating filters on school Internet sites, which could "deal with Mr. Frusetta's issue." AB 862-Ducheny passed on a vote of 48-25, without the hostile amendments.

II. BUDGET CONFERENCE COMMITTEE BEGINS

This morning the Joint Budget Conference Committee held their first hearing, and announced an ambitious schedule for the week, to begin reconciling the difference between the Senate and Assembly versions of the Budget. The Conferees were finally named last evening, and include: Senator Mike Thompson (Co-Chair), Assemblywoman Denise Moreno Ducheny (Co-Chair), Senator Steve Peace, Senator Cathie Wright, Assemblywoman Martha Escutia, and Assemblyman Gary Miller.

Today, the Budget Conference Committee is holding "Member Request Day," wherein members are invited to address the Committee on issues of importance to their district or to the state. The total number of member requests before the Committee today is 850 - undoubtedly, one of the highest totals for Budget appropriation requests in years.

c/
ot.65

86/85/97 14:45:54
JUN-05-97 THU 12:33

→ 818 683 8897 Metro

Page 001
P. 01

Agenda Item 24

MICHAEL F. DILLON & ASSOCIATES INC.

Section III
Page 1

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

June 5, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
FROM: Mike Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

I. LIBRARY OF CALIFORNIA BILL: TO BE HELD IN COMMITTEE TILL JANUARY

Last week, the Senate Appropriations Committee held in committee SB 409, by Senator Dede Alpert and Assemblyman Mike Sweeney, which would establish the Library of California. Specifically, the bill, which is sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

You will recall that in early May, SB 409 was heard by the Appropriations Committee and was subsequently sent to the "suspense file." The "suspense file" is a method by which bills having a fiscal impact greater than \$150,000 are sent to later be prioritized by the Senate leadership and committee chairs. The total number of bills on the Senate Appropriations Suspense file was well over 200, with competing interests fighting for Proposition 98 money and the very tight non-98 side of the Budget.

Senator Alpert was present during a portion of the closed discussions of the "suspense file" committee, wherein she was notified that the cost of SB 409 would be too extreme to move it forward in 1997. Thus, even with an attempt to lessen the first year implementation costs of SB 409 down to \$5 million, the bill was still not given priority to move off the suspense file. Senator Alpert encouraged CLA to seek funding in the Governor's Budget for 1998, and attempt to move the bill forward in January. She asked CLA members to "keep up the fight." The CLA Legislative Committee will meet this week to discuss ongoing strategy for SB 409.

II. BUDGET CONFERENCE COMMITTEE WILL BEGIN HEARINGS

Due to a backlog of Assembly floor business, the Joint Budget Conference Committee will likely not begin its deliberations to reconcile the differences between the Senate and Assembly versions of the Budget until next week. Currently, the appointees to the Conference Committee have yet to be named.

When the group does convene, they will be voting to move forward with an augmentation to the Public Library Foundation fund in the amount of \$10 million, which CLA was able to obtain in both the Senate and Assembly Education Budget Subcommittees. When coupled with the current amount the Governor is proposing in this year's Budget of \$15,870,000, this would bring the total for the PLF to \$25,870,000. CLA is optimistic that the final Budget version to reach the Governor's desk will contain the \$10 million augmentation, but we need your assistance in convincing the Governor to leave the money intact.

Post-It* Fax Note	7671	Date	6/5/97	# of pages	2
To	MCLS/SLC/Associate	From	MCLS/SLC HQ		
Co./Dept.	Member Directors	Co.			
Phone #	Sue Curzon CSUN	Phone #	818/683-8244		
Fax #	(Fitch & Wong, Orange PL)	Fax #	818/683-8097		
	94%				P.01

06/05/97 14:46:36
JUN-05-97 THU 12:34

-> 818 683 8897 Metro

Page 002
P. 02

Agenda Item 24

Please begin writing your letters to Governor Wilson today to request that he approve the action of the Budget Committee to increase the PLF to the amount of \$25,870,000. In your letters, please indicate how the infusion of new funding would be used by your library. The proper way to address a letter to the Governor is as follows:

Section I
Page 2

The Honorable Pete Wilson
Governor, State of California
State Capitol
Sacramento, CA. 95814

III. 1/8 CENT SALES TAX BILL SET FOR HEARING

SB 154 by Senator Mike Thompson has been set for hearing in the Assembly Revenue and Taxation Committee on June 16, 1997. SB 154 would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes.

Please take a moment today to write the members of the Assembly Revenue and Taxation Committee. They are:

Louis Caldera (Chair)
Nao Takasugi (Vice Chair)
Elaine Alquist
Dion Aroner
Howard Kalogian
Wally Knox

Mike Machado
Gary Miller
Louis Papan
Charles Poochigian
Carl Washington

IV. ERAF INCREASED TO \$280 MILLION IN ASSEMBLY BUDGET VERSION

Another issue before the Budget Conference Committee in the next few weeks will be that of the Educational Revenue Augmentation Fund (ERAF) and a possible return of a portion of the property tax for cities, counties and special districts. CLA is supporting three bills which would serve as vehicles to the ERAF issue during the Budget process. Specifically, these measures would freeze the current Educational Revenue Augmentation Fund shift amount at the 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the ERAF.

Last week, the Assembly voted to augment the \$100 million provided by the Governor in the May Revision of his Budget, by an additional \$180 million for a total of \$280 million. This increased amount was overwhelmingly supported by the Assembly. The Senate version of the Budget includes the Governor's \$100 million only. Thus, the Conference Committee could decide to approve the \$100 million, \$280 million, or find a compromise between these two amounts.

05/29/97 13:46:48

->

818 683 8897 Metro

Page 881

MAY-29-97 THU 11:35

P.01 Agenda Item 2

Section II

Page 3

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448 2196 • FAX (916) 448-4808

May 29, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist

Re: BUDGET MOVES TO FLOOR

Tuesday morning the Senate Budget Committee met to accept reports of its subcommittees. All five subcommittee reports were adopted without much discussion.

The Assembly Budget Committee presentations, by contrast, were hotly contested by Assembly Republicans, who claimed they were left out of much of the process. In fact, during the final meeting of the Assembly Budget Subcommittee on Education, the three Republican members walked out in protest. The full Budget Committee meeting lasted more than 5 hours, with Republicans offering a series of amendments, all of which were tabled or defeated.

Today the Senate will take up its version of the Budget and will likely pass it to the Assembly as is. The Assembly will take up its Budget tomorrow where passage in its current form is doubtful. If the Democratic leadership is unable to obtain enough Republican votes for the fifty four votes needed for passage, the fiscal provisions will be stripped and a skeletal bill will be sent to the Senate on a majority vote. Each House will then reject the other House's Budget, thus paving the way for the six member Budget Conference Committee (not yet appointed), to begin its deliberations next week. Both the Assembly and the Senate Budgets contain \$10 million augmentations to the PLF. At this time we are optimistic that the final budget reaching the Governor's desk will contain the \$10 million augmentation.

However, we are currently assessing yesterday's court ruling which requires the State to repay \$1.3 billion in general funds to PERS, resulting from actions the Legislature and the Governor took to balance the Budget in the 1992-93 Budget years. We will update you next week.

m
01.529

Post-It® Fax Note	7671	Date	5/29/97	# of pages	1
To	MCLS/SLC/Associate	From	MCLS/SLC HQ		
Co./Dept.	Member Directors	Co.			
Phone #	SUC Curzon, CSUN	Phone #	818/683-8244		
Fax #	(Eugene Ivany, Orange Pl)	Fax #	818/683-8097		

*PLEASE -
send/fax the
letters to O'Connell
Wright & Schiff &
I have asked Dillon
if we need to write full Budget Committees
He will let us know - Friday
May 22, 1997*

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING - 935 L STREET - SUITE 1400
SACRAMENTO, CA 95814 - (916) 448-2196 - FAX (916) 448-4808

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
FROM: Mike Dillon, Lobbyist
RE: LEGISLATIVE UPDATE

I. SENATE BUDGET SUBCOMMITTEE VOTES \$4 MILLION FOR PLF - THEN ANOTHER \$6 MILLION

Several weeks ago we reported that the Senate Budget Subcommittee on Education considered the PLF issue and placed \$36 million on the subcommittee "check list" of augmentation requests. Recognizing that the non-Prop 98 side of the Budget was very light, CLA was pushing for a minimum of \$10 million to return libraries to the 89-90 level - adjusted for inflation, about \$26 million. Behind the scenes, we were told privately that the Senate leadership had allocated no money to that subcommittee for non-Prop 98 general fund expenditures, yet we were told the subcommittee members and staff were well aware of CLA's request and were anxious to find some funds.

The background above will give readers a greater appreciation of the actions Tuesday afternoon by the Senate Subcommittee. During debate on one of the K-12 Education issues, subcommittee members unexpectedly found a modest source of funds for the PLF while discussing a budget issue relating to a donated computer program. Staff noted that the Governor's May Revision of the Budget includes \$4 million of non-Prop 98 (state general funds) for the California Computer Refurbishing Program. Light bulbs went on simultaneously with subcommittee Chairman, Senator O'Connell, who stated "Here's \$4 million for the libraries - do I hear a motion?", and Senator Cathie Wright, who instantly made the motion to shift the \$4 million from the Computer Refurbishing Program to the PLF. Senators' O'Connell, Wright, and Schiff voted in support of the motion.

Several times throughout the seven-hour hearing, questions arose as to whether other small pots of money could be used to fund public libraries. Unfortunately, the answer was "No" on the Prop 98 fund.

The Subcommittee met again last night to discuss Higher Education issues. Again, searching for any source of funds, the committee added another \$6 million to the PLF, bringing the total to \$10 million.

II. ASSEMBLY SUBCOMMITTEE EXPECTED TO ADD \$10 MILLION

The Assembly Budget Subcommittee on Education will consider the PLF issue tonight as the committee closes out its remaining "open items." Key legislators have informed us that the subcommittee will likely augment the PLF budget by \$10 million.

Next Tuesday, the Full Budget Committees in both the Senate and the Assembly will vote to accept the actions of their subcommittees.

Post-it* Fax Note	7671	Date	5/22/97	# of pages	5
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co./Dept.	Member Directors	Co.			
Phone #	Sue Curzon CSUN	Phone #	818/683-8244		

06/06/97 09:22:34
JUN-06-97 FRI 07:19

-> 818 683 8897 Metro

Page 881
P. 01

Agenda Item 24
Section III
Page 5

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1997 LEGISLATION

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>AB 1-AGUIAR</u> Support	Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.	Assembly Local Government
<u>AB 95-SWEENEY</u> Support	Would provide for a gradual return of the ERAF base amount to counties and local governments using a certain percentage formula (not yet determined). Through negotiations with both authors, the bill will now be joint-authored by both Assemblyman Sweeney and Assemblyman Aguiar, as the Local Government Caucus vehicle.	Senate Local Government
<u>AB 132-CAMPBELL</u> Disapprove	As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.	Senate Education
<u>AB 206-HERTZBERG</u> Oppose Unless Amended	Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints, of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" would advertise they provide this service.	Senate Governmental Organization
<u>AB 345-GRANLUND</u> Support	Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.	Senate Education
<u>AB 393-RICHTER</u> Watch	ERAF bill: Would eliminate reduction and transfer provisions to "frontier counties," which do not benefit from	Assembly Local Govt. Failed Passage.

Post-It Fax Note	7671	Date	6/6/97	# of pages	1
To	MCLS/SL3/Associate	From	MCLS/SL3 H&B		
Co/Dept	Member Directors	Co.			
Phone #	SUC CURZEN, CSUN	Phone #	818/683-8244		
Fax #	(Eugenie Wany, orange CA)	Fax #	818/683-8097		

06/06/97 09:23:04
JUN-06-97 FRI 07:19

→ 818 683 8097 Metro

Page 002
P. 02

Agenda Item 24

any economies of scale but is required to provide the same range of services as larger counties.

Reconsideration granted.

Section III
Page 6

AB 403-DUCHENY
Support

Creates the Literacy for Public Safety Program: a library services program to increase the English language literacy of persons convicted of a crime and sentenced to a local correctional facility, or released on parole or probation. Authorizes public libraries with current adult literacy services to coordinate efforts with local sheriffs, Director of Corrections, or parole or probation department. The CLSB would award competitive grants to eligible public libraries.

Assembly Appropriations Held on the Suspense file indefinitely.

AB 439-HONDA
Watch

This measure is an attempt to reduce the multiple volume Education Code, and recast several sections into different code sections. As part of the process, many provisions relating to public libraries would be shifted to the Government Code.

Passed Assembly to Senate

AB 498-WILDMAN
Watch Close

Recently amended to contain same language as SB 1285-Johnston.

Passed Assembly to Senate

AB 735-ORTIZ
Support

Increases the fees for filing a claim in small claims court by \$2. This amount would be deposited into the Law Library Trust Fund.

Assembly Floor

AB 862-DUCHENY
Support

Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, references materials, periodicals, laser disks, etc.

Passed Assembly to Senate

AB 927-THOMPSON
Disapprove

Sponsored by the city of Murietta, would allow for the withdrawal of libraries from the Riverside County free library system.

Senate Local Government

AB 1503-PERATA
Support

Would create the State Literacy Resource Center, a multiagency collaboration for the improvement of literacy research, staff development, resource sharing, and information dissemination. Also creates a Literacy

Assembly Education

06/06/97 09:23:33
JUN-06-97 FRI 07:20

-> 818 683 8897 Metro

Page 003
P. 03

Agenda Item 24
Section III
Page 7

Council on which a member of the State Library would be seated.

AB 1608-PRINGLE
Support

Same as SB 1300-Calderon regarding a tax exemption for newspapers and periodicals.

Assembly Appropriations Held on the Suspense File Indefinitely.

ACA 4-AGUIAR
Support

Same content as AB 1, but as a constitutional amendment, could be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto. Through negotiations with both authors, the bill will now be joint-authored by both Assemblyman Sweeney and Assemblyman Aguiar, as the Local Government Caucus vehicle.

Passed Assembly to Senate

SB 119-KOPP
Watch Close

Public notices: among other things, imposes a state mandate, by requiring county recorders to submit information received by newspapers regarding fictitious business name statements, to the State Librarian for inclusion on its California homepage on the Internet.

Senate Judiciary Failed Passage. Reconsideration granted.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs]), as defined, without prior approval by a majority of the voters.

Senate Education

SB 154-THOMPSON
Sponsor/Support

Would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes.

Assembly Rev. & Tax

SB 356-RAINEY
Support

As amended, creates the State Literacy Resource Center, with parameters identical to AB 1503-Perata.

Senate Appropriations

SB 375-SHER
Support

Would place a cap on the amount that Board of Equalization can impose upon administration costs for the County of Stanislaus in collecting the tax for the support of countywide library programs.

Senate Rev. & Tax

06/06/97 09:24:00
JUN-06-97 FRI 07:21

-> 818 683 8097 Metro

Page 004
P. 04

Agenda Item 24
Section III
Page 8

Bill also authorizes the Board of Supervisors in San Mateo County to levy a sales tax for the support of public elementary and secondary education, community colleges, parks, and libraries, subject to a 2/3rds vote of the voters in the county.

SB 409-ALPERT & SWEENEY
CLA Sponsored

The Library of California: Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Senate Appropriations Held on the Suspense File indefinitely.

SB 605-MADDY
Approve

Would name the law library of the California State Library the Bernard W. Witkin State Law Library of California.

Passed Senate to Assembly

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Passed Senate to Assembly

SB 880-CRAVEN
Support

ERAF bill: Similar to AB1-Aguilar.

Senate Floor

SB 1100-SOLIS
Support

Sponsored by Los Angeles county, would allow a city, county or library district to request a PLF waiver if negatively impacted by Proposition 218.

Passed Senate to Assembly

SB 1285-JOHNSTON
Watch/Close

On a pilot basis, would allow for several joint-use library facility projects between a school district and a city or county public library. The State Allocation Board would award grants from current school bond funds to school districts of no more than \$50,000 for those school districts expressing interest, and \$200,000 up to three years for operational grants with schools demonstrating readiness.

Senate Appropriations

86/86/97 89:24:27
JUN-06-97 FRI 07:21

->

818 683 8097 Metro

Page 005
P. 05

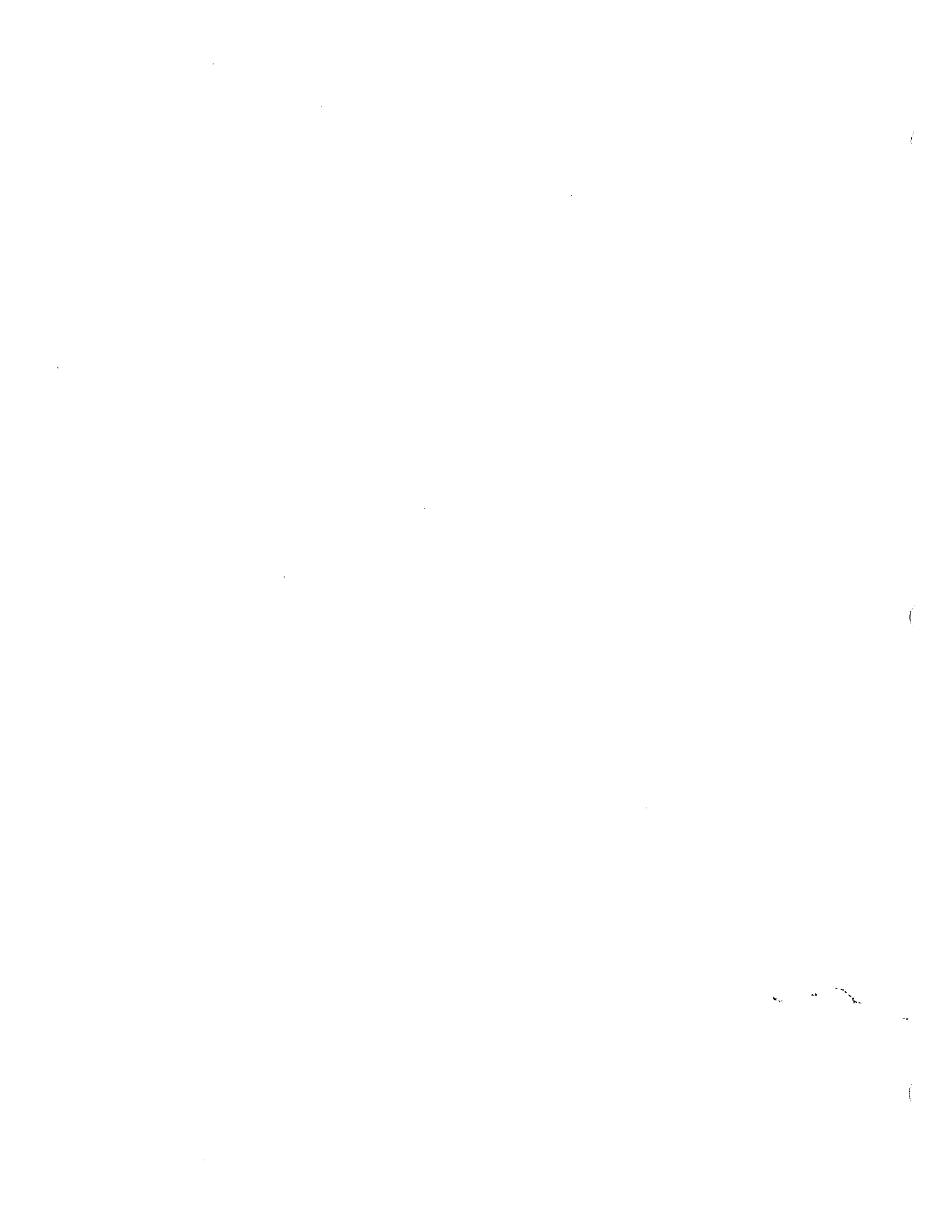
SB 1300-CALDERON
Support

Would create a general tax
exemption for all newspapers
and periodicals in California.

Senate
Appropriations
Committee

Agenda Item 24
Section III
Page 9

6/5/97



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: June 24, 1997

BACKGROUND:

The meeting of the three Library presidents and Mrs. Rosenthal has not yet been held because of scheduling difficulties.

With current schedules the next meeting will probably be held in mid-July.

The purpose of this meeting will be to further define the planning process and to establish a tentative calendar.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: 3rd Quarter Report to the State Library of California, for the California
Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997
DATE: May 20, 1997

BACKGROUND:

Attached is a copy of the District's 3rd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

RECOMMENDATION:

Receive and file.

CALIFORNIA LIBRARY LITERACY SERVICE

In-Kind Resource Development (Fiscal Year 1996/97)

Placentia Library District

X

Name of Library _____
 1st Quarter July-September _____
 2nd Quarter October-December _____
 3rd Quarter January-March _____
 4th Quarter April-June _____

Instructions:
 1. Submit one original plus one copy of this report with other reports required.
 2. Send to: Budget Office-Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$240	\$0	\$0	\$240	\$720	\$5,000
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$115	\$0	\$0	\$115	\$345	\$1,500
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,050	\$1,500
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$0	\$0	\$375	\$355	\$0	\$0	\$730		
COLUMN TOTALS FOR YTD	\$0	\$0	\$1,050	\$1,065	\$0	\$0		\$2,115	GRAND TOTAL

2. VOLUNTEER HOURS

	This Qtr.	YTD
a) Literacy Instruction	1,023	2,151
b) Talent/Support Services	416	1,134

Double Check: The sum of Line 'QTR' and 'YTD' Grand Totals MUST EQUAL the sum of Column 'QTR' and 'YTD' Grand Totals

COMMENTS:

Katic Matas

Signature of person submitting report

Katic Matas

Person

Literacy Coordinator

(714) 524-8408 ext. 213

Title

Telephone Number

Title Literacy Coordinator
 Date 4/24/97

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1996/97)

Placentia Library District _____ 1st Quarter _____ 2nd Quarter
Name of Library July-September October-December

X 3rd Quarter _____ 4th Quarter
January-March April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.		55
2. Adult Learners who began during quarter	2.		29
3. Adult Learners who left during quarter		1	
a. Learners who met goal	3a.		
b. Learners who became physically inaccessible this quarter	3b.	2	
c. Learners who left program for other reasons	3c.	5	
d. Learners who left program WITHOUT notification	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		8
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		84
5. Adult Learners referred to other programs (never instructed) this quarter	5.		4

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.		116
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.		13

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.		76
9. Prospective Adult Learners awaiting instruction at end of quarter	9.		39

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page.***

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	24	0	45	0	0	7	0	0	76

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	26	23	14	10	1	1	1	76

12. Gender	Male	Female	TOTAL
	28	48	76

Double Check:

Do Items #10, #11, & #12 = #8 on previous page?

Placentia Library District

Name of Library

K. Matas

Signature of person submitting this report

Literacy Coordinator

Title

4/24/97

Date

Katie Matas

Contact Person

Literacy Coordinator

Title

(714) 524-8408 ext. 213

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

Placentia Library District _____ 1st Quarter _____ 2nd Quarter
Name of Library July-September October-December

X 3rd Quarter _____ 4th Quarter
January-March April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office- Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.		45
2. Tutors who began instructing during quarter	2.		14
3. Tutors who left during quarter		5	
a. Tutors who left with notification	3a.		
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		5
Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		59
5. Number of tutors trained during quarter	5.		12
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.		84
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.		36

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		54
10. Prospective tutors awaiting training/matching at end of quarter	10.		18

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #9 on previous page.***

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	1	0	3	0	0	50	0	0	54

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	6	8	11	13	12	3	1	54

13. Gender	Male	Female	TOTAL
	4	41	54

Double Check:

Do Items #10, #11, & #12 = #9 on previous page?

14a. Number of library branches used for literacy instruction during quarter	3
14b. Number of additional sites used for literacy instruction during quarter	16

Legislative districts in which instruction occurred during quarter
a: State Assembly District #(s): <u>72</u>
b: State Senate District #(s): <u>33</u>
c: U.S. Congressional District #(s): <u>39, 41</u>

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator

4/24/97

Title

Date

Katie Matas

Contact Person

Literacy Coordinator

(714) 524-8408 ext. 213

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Action Plan (Fiscal Year 1996/97)

Name of Library	<input type="checkbox"/> 1st Quarter	<input type="checkbox"/> 2nd Quarter
Placentia Library District	July-September	October-December
	<input checked="" type="checkbox"/> 3rd Quarter	<input type="checkbox"/> 4th Quarter
	January-March	April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

1. What were your principal challenges for this past quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Providing the best service possible with reduced library hours and literacy staff.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course.
2. Offered a monthly citizenship exam as a service to the community and a way of advertising the literacy program to a new pool of potential volunteers and learners.
Scheduled office hours for optimum availability, and made returning of phone calls highest priority.

3. Based on these actions, what do you see as the principal challenges you face in the next quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Promoting the use of computer software in conjunction with tutoring sessions.

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network.
2. Continued communication with local businesses through the Placentia Chamber of Commerce.
3. Participated in the Southern California Library Literacy Network.
4. Worked with California State University, Fullerton to provide internship opportunities for students in the Human Services and Communications departments.
5. Participated in a local homeless intervention shelter's support services counsel to evaluate the shelter's services and promote cooperation between community service providers.
6. Met with the new executive director of the Placentia Boys' and Girls' Club to discuss ways our groups can work together.

5. What were your communication strategies for this quarter with respect to target audience, methods, and desired outcomes?

1. To include information on the literacy program in the City newsletter, the local cable TV channel, and in press releases to local newspapers.
2. To list tutor training classes in the community college adult education catalog.
3. Contact tutors by phone to request monthly tutoring hours.
4. To attend Placentia Community Network and Homeless Intervention Shelter Support Services Counsel meetings.
5. To send the literacy program newsletter to all tutors and students.

6. How were strategies implemented and what outcomes were achieved?

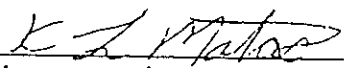
1. The City newsletter is distributed to every home in Placentia thereby providing every resident with information about the literacy program. The same is true of press releases in local newspapers.
2. Wide circulation of the Adult Education catalog gave the literacy program broad exposure.
3. Information sharing through the Placentia Community Network makes information on volunteer needs and resources available to the community.
4. Homeless Intervention Shelter residents are made aware of the literacy program through shelter staff and library orientation tours.
5. The literacy program newsletter keeps all program participants informed of program events and issues.

7. Based on outcomes attained, what do you plan for next quarter?

1. Offer a 15-hour tutor training workshop.
2. Include tutors in the Friends of the Library's annual volunteer recognition program.
3. Continue to promote the literacy program through City and education materials (ie.- the City newsletter, adult education catalog, etc.).

Placentia Library District

Name of Library


Signature of person submitting this report

Literacy Coordinator 4/24/97

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Quarterly Financial Report (Fiscal Year 96-97)

Placencia Library District
 Name Of Library _____ 1st Quarter July-September _____ 2nd Quarter October-December _____ 3rd Quarter January-March _____ 4th Quarter April-June _____

- Instructions:
 1. Submit one original plus one copy of this report with other reports required.
 2. Send to: Budget Office - Literacy, California State Library, PO 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	2,287	47,370	49,647	-0-	6,435	-0-	32,683	32,683
2. Library Materials	-0-	500	500	-0-	570	-0-	570	570
3. Operations	8,238	6,330	14,468	424	560	1,954	560	2,514
4. Equipment	800	-0-	800	877	-0-	877	-0-	877
5. Indirect	562	-0-	562	-0-	-0-	-0-	-0-	-0-
6. Total	11,887	54,200	66,087	1,301	7,565	2,831	33,813	36,644

"OPERATIONS" DETAIL	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)
3a. Contract Services	2,000	700	2,700	-0-	-0-	-0-	-0-	-0-
3b. Travel	500	2,750	3,250	-0-	-0-	-0-	-0-	-0-
3c. Office Supplies	1,000	750	1,750	-0-	7	70	7	77
3d. Printing	2,100	900	3,000	-0-	-0-	1,155	-0-	1,155
3e. Instr. Resources	1,488	730	2,218	-0-	403	-0-	403	403
3f. Communications	650	150	800	424	150	634	150	784
3g. Other	500	350	562	-0-	-0-	95	-0-	95
TOTAL	8,238	6,330	14,468	424	560	1,954	560	2,514

E. Dumitru
 Signature of Representative of Fiscal Agent or of

Library Director 04/30/97
 Title Date

Charlene Dumitru
 Contact Person

Admin. Ass't 528-1906 ext. 9
 Title Phone

*Sources of "other" funds of \$200 or more attached.
 CLSA FORM-52 (Rev. 8/96)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Submission of Application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1997-1998
DATE: June 24, 1997

BACKGROUND:

Placentia Library District has submitted an application to the California Department of Education for the Federal Adult Basic Education Grant (a.k.a. 321 Grant) for Fiscal Year 1997-1998.

Literacy Coordinator Katie Matas prepared the Application (Attachment A).

RECOMMENDATION:

Ratify Submission and Receive & File

REVISED April 23, 1997

CHECK THE APPLICABLE BOXES BELOW.

Continuing Agency
(Currently Receiving 1996-97 Section 321/326 Funds)

New, Not Currently Funded
(Not receiving 1996-97 Section 321/326 Funds)

Multi-Region Agency

APPLICATION

FEDERAL ADULT EDUCATION ACT
P.L. 100-297, Section 321 And/Or Section 326
as Amended by the Adult Literacy Act of 1991, P.L. 102-73

Grant Period: July 1, 1997 - June 30, 1998

DEADLINE

Application must be received by 4:00 PM - Friday, June 6, 1997
Send 3 copies of the application with original signature pages.
No faxes or late applications will be accepted.

MAIL OR DELIVER TO:

California Department of Education
Adult Education Unit
P.O. Box 944272
560 J Street, Room 290
Sacramento, CA 94244-2720
Phone: (916) 322-2175

APPLICATION FOR FUNDING
Federal Adult Education Act, P.L. 100-297 As Amended By The National
Literacy Act, P.L. 102-73 Section 321 and/or Section 326

JULY 1, 1997 THROUGH JUNE 30, 1998

*Charitable Trust # FOR CBOs ONLY: _____

*The correct Charitable Trust # must be provided for the application to be accepted. If necessary, call the Attorney General's Office at (916) 445-2021 for verification.

APPLICATIONS MUST BE RECEIVED ON OR BEFORE 4:00 P.M., Friday, June 6, 1997.

ALL APPLICABLE ITEMS MUST BE COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Submit three (3) applications, with original signatures to:

California Department of Education
Adult Education Unit
560 J Street, Room 290
Sacramento, CA 95814

A	School Districts/Community Colleges						
	County Code		District Code				
	Libraries/Private Nonprofit Agencies (If known)						
County Code		Vendor Code					
3	0	M	6	9	2		

B Headquarters/District Name: Placentia Library District

Headquarters/District Street Address, Rm or Suite #: 411 East Chapman Avenue

City and Zip Code: Placentia, CA 92870-6198

Phone (714) 524-8408 ext. 213 Fax Number (714) 528-8236 OTAN ID placentialit

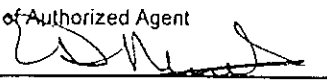
E-MAIL ADDRESS placentialit@otan.dni.us

C CHIEF EXECUTIVE OFFICER: Elizabeth D. Minter TITLE: Library Director

D Check the appropriate box to indicate the category of funds you are and are not requesting. Indicate the name of the contact person and the telephone number for those program funds checked "YES."

	YES	NO	CONTACT PERSON AND TELEPHONE NUMBER
Section 321 Adult Basic Education	X		Katie Matas (714) 524-8408 ext. 213
Section 321 English-as-a-Second Language	X		Katie Matas (714) 524-8408 ext. 213
Section 321 English-as-a-Second Language - Citizenship		X	
Section 326 Incarcerated and Institutionalized Adults		X	

E CERTIFICATION: I hereby certify to comply with all applicable state and federal rules and regulations; that to the best of my knowledge the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.

Signature of Authorized Agent ➤ 	Title Library Director	Date 6/2/97
--	---------------------------	----------------

PRINT NAME ➤ Elizabeth D. Minter	Telephone (714) 528-1925	Fax (714) 528-8236
-------------------------------------	-----------------------------	-----------------------

DEPARTMENT OF EDUCATION USE ONLY

F APPROVED BY ➤	DATE ➤
---------------------------	-----------

DATA PROJECTIONS
(To be completed by ALL Agencies)

Agency Name Placentia Library District CDS/County/Vendor Code 30/M692

ADULT BASIC EDUCATION SECTION 321/326

Past program performance and projections for 1997-98

(Note: Include all HHUs generated for 1995-96 and 1996-97, regardless of your agency's allocation)

PROGRAM:	Hundred Hour Units Generated in 1995-96	Hundred Hour Units projected in 1996-97	Projected Hundred Hour Units (HHUs) Needed for 1997-98
321 Adult Basic Education (ABE)	15	10	12
321 English-as-a-Second-Language (ESL)	17	13	15
321 ESL-Citizenship	0	0	0
326 Incarcerated/Institutionalized	0	0	0


NOTE: Nonprofit 321 agencies with sites in multiple regions must provide detailed data projections on pages 4, 5, and 6. This page must list the total of projections by region on page 6. All single site agencies should complete this form only and disregard pages 4, 5 and 6.

California Department of Education
Adult Education, P.L. 100-297
Section 321/326

GENERAL ASSURANCES
Fiscal Year 1997-1998

The signature of the authorized agent at the end of this document acknowledges adherence to these general assurances, with the understanding that lack of adherence to these general assurances could affect the rate of reimbursement for costs incurred.

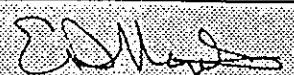
1. Programs and services shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, and Chapter 4 (commencing with Section 30) of Division 1 of Title 5, California Administrative Code. A statement of compliance with Title VI of the Civil Rights Act of 1964 has been filed with the Superintendent of Public Instruction.
2. Programs and services shall be in compliance with Title IX (nondiscrimination on the basis of sex) of the Education Amendments of 1972.
3. Programs and services shall be in compliance with the affirmative action provisions of the Education Amendments of 1972.
4. Programs and services shall be in compliance with the Age Discrimination Act of 1975.
5. Programs and services for handicapped persons shall be in compliance with the Education for All Handicapped Children Act of 1975, Section 613(a) and Section 504 of the Rehabilitation Act of 1973.
6. When federal funds are made available, they will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in the State Plan, and in no case supplant such state and local funds.
7. All state and federal statutes, regulations, program plans, and applications applicable to each program under which federal or state funds are made available through this application will be met by the applicant agency in its administration of each program, and the undersigned is authorized to file these assurances for such applicant agency.
8. Fiscal control and fund accounting procedures shall be used that will ensure proper disbursement of, and accounting for, state and federal funds paid under each program.
9. The recipient shall comply with audit requirements of the Single Audit Act of 1996 and all policies, procedures, and guidelines outlined in the Federal Office of Management and Budget (OMB) Circular A-128, and Circular 133. Audits shall be conducted in accordance with an audit of financial statements performed in accordance with Generally Accepted Auditing Standards (GAAS) and with policies and procedures established by the Governor and the California Department of Education.
10. Auditable records will be maintained on file in a central location.
11. Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to members of the general public.
12. The governing board has adopted written procedures to ensure prompt response to complaints from students, members of advisory committees, and members of other groups within 30 days, and has disseminated these procedures to student and community groups.
13. The applicant agency is the primary provider of the Adult Basic Education, ESL and/or ESL-Citizenship classes for which supplemental funding is requested.
14. The applicant agency will not charge any student a fee, tuition, or registration of any kind for enrollment in ABE, ESL or ESL-Citizenship instruction.
15. The applicant agency will fulfill all state data collection and reporting requirements in an accurate and timely manner.
16. The applicant agency will use funds to assist and expand existing programs and develop new programs for adults whose lack of basic skills: (a) renders them unemployable; (b) keeps them, whether employed or unemployed, from functioning independently in society; and (c) severely reduces their ability to have a positive effect on the literacy of their children.

AGENCY NAME: Placentia Library District		CDS/COUNTY/VENDOR CODE 30/M692	
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter		TITLE Library Director	
SIGNATURE 		DATE: 6/2/97	

CALIFORNIA DEPARTMENT OF EDUCATION
Adult Education Program Assurances
Fiscal Year 1997-98

- A. Section 321 and 326 federal funds are to supplement local and state funds. They are intended to expand ongoing education services that enable adults to acquire basic literacy skills, which will assist them in becoming employable and able to function independently in society.
- B. At least ninety-five percent (95%) of the funds provided to local agencies must be expended for adult education instructional and support activities for (1) instruction of students; (2) purchase of supplementary instructional materials and supplies; (3) supplementary services that alleviate problems related to scheduling, class size, class locations, and transportation; (4) inservice training for personnel; (5) counseling and guidance services; and (6) child care for children of adults who are attending classes under Section 321. Fully documented administrative expenditures are allowable up to five percent (5%) for (1) planning, (2) administration, (3) evaluation, (4) personnel development, and (5) coordination. No indirect charges will be reimbursed.
- C. Students must attend a minimum of twelve (12) hours before their attendance is counted for hundred hour unit (HHU) reimbursement.
- D. Eligible activities for the \$3,500 base grant funding are staff development, program assessment, and networking. No other grant activities are eligible for the \$3,500 base grant.
- E. Funds cannot be allocated to general secondary school programs designed around high school equivalency certification or the General Education (GED) examination or ESL classes above the ninth grade level in preparation of the test of English as a Foreign Language (TOEFL) examination. Instruction will be funded when it can be demonstrated that those students have skills below a ninth grade level or are functioning below a CASAS 230 score.
- F. Students shall not be charged tuition, fees, or any other cost, nor be required to purchase any books or any other instructional supplies or materials needed for participation in the program.
- G. Reimbursement claims for ESL-Citizenship are only for expenses incurred in instructing students who have met the following requirements: (1) Evidence is available to show that there has been a gain in skill levels for the instructional areas; (2) evidence is available to show the individual has completed training to take the INS test; (3) evidence is available to show the individual has completed the INS N-400 form and is able to answer questions about the information provided; (4) evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: ● CASAS, ● ETS, ● one third (1/3) of INS Practice Questions; and (5) ESL-Citizenship students must also attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.
- H. The applicant will participate and assist CDE in data gathering and assessment.

As Authorized Agent, the undersigned assures that as a condition of receiving federal Adult Education funds, the agency will offer instruction in accordance with the above provisions. Lack of adherence to these program requirements may affect the level of reimbursement of program costs.

AGENCY NAME: Placentia Library District		CDS/COUNTY/VENDOR CODE 30/M692	
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter		TITLE Library Director	
SIGNATURE 		DATE: 6/2/97	

(REV. 2-96)

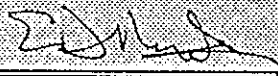
CALIFORNIA DEPARTMENT OF EDUCATION
 Adult Education, P.L. 100-297, Section 321/326
 FISCAL YEAR 1997-98

CERTIFICATION

- A. **DEBARMENT:** Executive Order
 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510. (Lower Tier)
- (1) The recipient agency certifies, that in its operation of an Adult Education program, neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the recipient agency is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.
- B. **LOBBYING:** As required by Section 1352 Title 31 of the US Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82 Sections 82.105 and 82.110, the recipient agency certifies that no Federal appropriated funds have been paid, or will be paid, by or on behalf of the recipient agency, to any person for influencing or attempting to influence an officer or employee of any agency, a member, an officer or employee of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement.
- C. **DRUG-FREE WORKPLACE:** As required by the State Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.) and the Federal Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610, the recipient agency certifies that it will continue to provide a drug-free workplace.

Terms and conditions of Debarment, Lobbying and Drug Free Workplace are specified in the enclosed "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

The Authorized Agent, in signing this document, certifies that he/she has read this Certification and is in compliance with all terms and conditions required for certification.

AGENCY NAME: Placentia Library District	CDS/COUNTY/VENDOR CODE 30/M692
PRINT NAME OF AUTHORIZED AGENT: Elizabeth D. Minter	TITLE Library Director
SIGNATURE 	DATE: 6/2/97

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.106 and 82.110, the applicant certifies that:

- (A) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the under signed shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying" in accordance with its instructions (contact the California Department of Education, Adult Education Unit for copies of this form (916) 322-2175);
- © The recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

- (b) Establishing an ongoing drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- © Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
 - (d) Notifying the employee that in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will;
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - (e) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124) Regional Office Building No. 3, Washington, DC 20202-4571. Notice shall include the identification of each affected grant;
 - (f) Taking one of the following actions within 30 calendar days of receiving any notice under subparagraph (d)(2) with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local agency, law enforcement, or other appropriate agency.
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- © Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code):

Check here if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.065 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

3. DRUG-FREE WORKPLACE (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such probation;

ONGOING GRANT

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 1. ONGOING GRANT

LOCAL ONGOING GRANT: A \$3,500 base grant is provided so that your agency may conduct staff development, program assessment and networking. In the spaces provided, explain how you will use the ongoing grant and indicate the estimated expenditure for each category. Attach an additional page if necessary.

Part 1. Staff Development: (for example)

1. Best Practices Program.
2. Develop and implement a professional development plan.
3. Provide leadership and curriculum/instructional skills training including model standards and participate in teacher training workshops.
4. Provide training to address the four domains.

Funds will be used to allow literacy staff and tutors to attend literacy related conferences (ex.- Literacy Volunteers of America, California Literacy), and to provide tutors with supplemental training workshops taught by specialists in ABE and ESL instruction.

\$ 3,000

ONGOING GRANT

AGENCY NAME: Placentia Library District **CDS/COUNTY/VENDOR CODE** 30/M692

SECTION 1. ONGOING GRANT

Part 2. Program Assessment: Describe how your agency will evaluate outcomes to determine student program success.

\$ 0

ONGOING GRANT

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE: 30/M692

SECTION 1. ONGOING GRANT

Part 3. Networking: Describe your effort to coordinate the reduction of duplication to ensure student success. Networking may include but not be limited to collaboration in One-Stop Centers, Joint-powers, etc.

Funds will be used to pay for membership in literacy organizations (ex.- Southern California Library Literacy Network, Literacy Volunteers of America, and California Literacy) enabling our program to participate in collaborative projects with other literacy organizations. Funds will also be used to enable staff to participate in Chamber of Commerce functions to promote the literacy program.

\$ 500

TOTAL	\$3,500.00
-------	------------

HISTORICAL BACKGROUND AND CURRENT ACTIVITIES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Part 1. Provide a historical background and current program activities and services in the geographic area served and proposed to be served. Describe your experiences in providing literacy instruction. Attach an additional page if necessary.

Placentia Library Literacy Services provides free and confidential basic literacy instruction to adults in the Placentia/Yorba Linda area. The students are both native English speakers needing help with basic reading and writing skills and speakers of other languages seeking to master spoken English. All instruction is centered on the goals and needs of the individual student. Students work individually and in small groups with volunteer tutors who complete a 15 hour tutor training course. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Learner goals and progress are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Library budget constraints have necessitated a reduction in staffing from two part-time literacy coordinators to one part-time literacy coordinator. This reduction has impacted the size of the program this year.

In the 17 years the Library has supported the literacy program, some learners have continued to meet with tutors for as much as six years. Others have stayed with the program for a shorter time but have gone on to take classes at the community college. At any one time, 55 to 65 volunteer tutors are working with 70 to 80 students.

HISTORICAL BACKGROUND AND CURRENT ACTIVITIES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Describe how your program is governed and the qualifications of your teachers. Please check one of the following areas (attach an additional page if necessary):

School Board Board of Trustees Other _____

Placentia Library District organizational chart as it applies to the literacy program:

Board of Trustees

Library Director - Elizabeth D. Minter
Principal Librarian - Suad Ammar
Literacy Coordinator - Katie Matas
Volunteer Tutors

Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinator. The initial tutor training is a 15-hour workshop based on the Literacy Volunteers of America model. In the past, 321 funds have paid for supplemental tutor training focusing on ABE or ESL issues.

CURRENT AND PROJECTED PROGRAM GOALS

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Part 3. **Goals:** In preparing your goal statements for the one-year period of the grant, describe your ongoing program and how the supplemental funding will be used. Keep in mind that the following four goals were identified and integrated into the *California State Plan for Adult Education*: (1) increase access to users; (2) improve accountability; (3) improve quality and responsiveness; and (4) improve planning and coordination. Attach an additional page if necessary.

The major program components are Adult Basic Education, and English as a Second Language. Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinator. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Learner goals and progress are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

The goals of the program that would be made possible by supplemental funding include:

To increase access to learners by increasing program visibility through participation in collaborative projects with other literacy organizations.

To improve accountability to learners by developing a learner orientation and learner feed-back process.

To improve quality and responsiveness by offering tutors more supplemental training and opportunities to attend conferences and workshops. Training topics could include spelling, learning styles, activities to develop verbal skills, etc.

To improve planning and coordination through the use of electronic communication with other literacy providers via OTAN.

PRIMARY ROLES FOR ADULTS

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Part 4. Describe how the four primary roles for adults support your application. The four primary roles for adults are: (1) Productive Citizen; (2) Productive Worker; (3) Effective Parent and Family Member; and (4) Lifelong Learner. Provide sufficient information to demonstrate clearly your program with respect to the four goals. Attach an additional page if necessary.

The advantage of one-to-one tutoring over a classroom setting is that lessons can truly be learner centered. When a tutor and student begin working together, they complete the California Adult Learner Progress Evaluation Process (CALPEP) form. The CALPEP focuses on the student's reading and writing practices and goals. The goals identified in the CALPEP are what the student and tutor focus on in their tutoring sessions. The areas covered in the CALPEP include all four of the primary roles for adults. Each student and tutor pair completes the CALPEP when they begin working together and each June and December for as long as they continue to work together.

See copy of CALPEP attached.

SUB-CONTRACT INFORMATION

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Part 5. Sub-contracted Services: If you sub-contract for program services to be offered by another agency, identify the agency, the type of service provided, the term of the sub-contract, and the estimated amount that will be paid from this grant. NOTE: All for profit sub-contractors must be part of a consortium. INSTRUCTIONAL SERVICES MUST BE PROVIDED BY THE APPLICANT. Attach an additional page if necessary.

<u>Agency</u>	<u>Type of Service</u>	<u>Term of Contract</u>	<u>Amount</u>
---------------	------------------------	-------------------------	---------------

EFFECTIVENESS AND NONDUPLICATION OF SERVICES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

Part 6. Describe in detail:

(1) Your past effectiveness in providing services, especially with respect to recruitment and retention of educationally disadvantaged adults and the learning gains demonstrated by such adults as verified in a documented assessment process (attach an additional page if necessary);

In the 17 years the Library has supported the literacy program, some learners have continued to meet with tutors for as much as six years. Others have stayed with the program for a shorter time but have gone on to take classes at the community college. Tutoring schedules can be flexible enabling learners with changing work schedules to meet with their tutors at different times each week if necessary. Learners and tutors can be rematched as necessary to provide the best learning environment. Tutoring areas in the library provide tutors and learners with a place to meet where resources and staff support are readily available. Progress is documented through the use of the California Adult Learner Progress Evaluation Process (CALPEP) which is completed twice a year for each learner.

Recruitment efforts have included participation by staff and program participants in community events to provide program visibility and participation with the Southern California Library Literacy Network in advertising campaigns (ex. - radio spots, theater ads, county fairs).

EFFECTIVENESS AND NONDUPLICATION OF SERVICES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

(2) Your services or activities made available to adults under other federal, state and local programs, and your commitment to serving individuals in the community that are most in need of literacy service (attach an additional page if necessary); and

The library literacy program is the only program in the Placentia/Yorba Linda area that offers free individual tutoring to adults. The individualized, learner-centered approach offered by one-to-one tutoring, enables learners to focus on their own short and long term goals. This individualization cannot be duplicated in a classroom setting. Each learner is interviewed and assessed at the point of intake. Learners with needs that can be best served in a classroom setting are referred to local adult school programs.

EFFECTIVENESS AND NONDUPLICATION OF SERVICES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

(3) How the proposed program provides guidance and supportive services while not duplicating programs, services, or activities made available to adults under other federal, state, and local programs. Attach an additional page if necessary.

Guidance is provided informally as need arises by tutors and literacy staff. Learners are referred to other agencies that provide counseling and other services not available through the library program.

COORDINATION AND COOPERATION WITH OTHER SERVICES Page 19AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692**SECTION 2**

Part 7. Describe in detail:

(1) The degree to which your program coordinates and utilizes other literacy and social services available in the community (attach an additional page if necessary), and

The literacy program is an active member of the Southern California Library Literacy Network (SCLLN). SCLLN activities include production and distribution of PSAs, posters, and brochures that publicize library literacy programs and promote the use of a literacy referral line sponsored by the Los Angeles Times newspaper. The literacy referral line includes learner and volunteer referral information for library literacy programs, volunteer literacy programs, and adult schools by zip code.

Other cooperative activities include:

- *serving on the Support Services Committee of the local homeless intervention shelter.
- *work with the local adult school administrator to arrange classes for adult learners when appropriate.
- *participation in the Friends of the Library "Volunteer Day" workshops.
- *providing opportunities for internships for students from California State University, Fullerton

COORDINATION AND COOPERATION WITH OTHER SERVICES

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 2

(2) Cooperative agreements, including arrangements with business and industry and volunteer literacy organizations to deliver services to adults. Attach an additional page if necessary.

Cooperative activities include:

*participation in the Placentia Community Network, an organization composed of representatives from various community agencies, groups and organizations with the goals of fostering better communication, avoiding duplication of services and providing support for member's endeavors.

*participation in Chamber of Commerce activities to promote awareness of the literacy program by businesses.

*work with the local volunteer center resulted in securing a part-time clerk through their senior employment program.

ADULT BASIC EDUCATION (ABE)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 3 - SECTION 321 ADULT BASIC EDUCATION

Part 1. Program Services: Describe the Adult Basic Education competency based program including how the *Model Program Standards for Adult Basic Education* published in 1996 are integrated and the supplemental services to be provided by the grant breakdown. Include program activities and the number of assigned teachers and aides. Please explain the following in three separate sections (attach an additional page if necessary): (a) Ongoing Program Services; (b) Funding source(s) for ongoing program; and (c) Supplemental Program Services.

a. Ongoing Program Services:

At any one time, the literacy coordinator oversees approximately 24 volunteer tutors working with approximately 30 ABE learners. The tutor/learner pairs meet either at the library or at other public or private sites in the community. The library maintains two computers for the use of literacy program participants and a collection of print and audio visual materials.

b. Funding sources for ongoing program:

1. Placentia Library District - budget
2. California State Library - California Literacy Campaign grant

c. Supplemental Program Services:

Supplemental funds would be used to purchase new instructional materials including up-to-date computer software.

ADULT BASIC EDUCATION (ABE)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 3 - SECTION 321 ADULT BASIC EDUCATION

Part 2. Delivery Method: In three separate paragraphs, describe how the (a) ongoing program services; (b) supplemental instructional services; and (c) other program services will be delivered. Attach an additional page if necessary.

Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinator. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Tutors are trained to identify various learning styles and gear lessons to those learning styles. Learner goals are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

A variety of instructional material is made available to tutors and learners including print material, videos, audio tapes, and computer programs (including the equipment necessary to use the materials). Learners and their tutors sometimes go to different places to work on specific skills. For example, one tutor/learner pair went to a video store to learn about alphabetizing. This activity helped the learner understand how and why things are alphabetized.

Volunteers are vital to the literacy program. All tutors are volunteers. Other volunteers help process materials and do a variety of office tasks.

ADULT BASIC EDUCATION (ABE)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 3 - SECTION 321 ADULT BASIC EDUCATION

Part 3. Evaluation: Describe the performance evaluation data that will be used to measure student success and outcomes in the regular and supplemental program. Attach an additional page if necessary.

Learner progress is determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Use of new instructional materials will be monitored.

English-As-A-Second Language (ESL)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 4 - SECTION 321 ENGLISH-AS-A-SECOND LANGUAGE (ESL)

Part 1. Program Services: Briefly describe (a) the basic competency-based ESL program, including how the *English-as-a-Second Language Model Standards for Adult Education* published in 1992, and *English-as-a-Second Language Quality Indicators for Adult Education Programs* published in 1994 are integrated, and (b) the supplemental services to be provided by the grant. Include program activities and services together with the number of assigned teachers and aides. Please explain in three separate paragraphs (attach an additional page if necessary) the following: (a) Ongoing Program Services; (b) Funding source(s) for ongoing program; and (c) Supplemental Program Services.

a. Ongoing Program Services:

At any one time, the literacy coordinator oversees approximately 36 volunteer tutors working with approximately 45 ESL learners. The tutor/learner pairs meet either at the library or at other public or private sites in the community. The library maintains two computers for the use of literacy program participants and a collection of print and audio visual materials.

b. Funding sources for ongoing program:

Placentia Library District - budget

c. Supplemental Program Services:

Supplemental funds would be used to purchase new instructional materials including up-to-date computer software.

English-As-A-Second Language (ESL)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 4 - SECTION 321 ENGLISH-AS-A-SECOND LANGUAGE (ESL)

Part 2. Delivery Method: In three separate paragraphs, describe how the following program services will be delivered. (a) base program; (b) supplemental instructional; and (c) other program services. Attach an additional page if necessary.

Literacy instruction is provided by volunteer tutors who are recruited, trained, matched and supervised under the direction of the literacy coordinator. Adult learners are pre-tested using the CASAS Adult Life Skills Reading test. Instruction is offered in a one-to-one or small group setting. Tutors are trained to identify various learning styles and gear lessons to those learning styles. Learner goals are determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign. Instruction is designed to be learner-centered (focused on the needs and goals of the individual learner).

A variety of instructional material is made available to tutors and learners including print material, videos, audio tapes, and computer programs (including the equipment necessary to use the materials). Learners and their tutors sometimes go to different places to work on specific skills or vocabulary.

Volunteers are vital to the literacy program. All tutors are volunteers. Other volunteers help process materials and do a variety of office tasks.

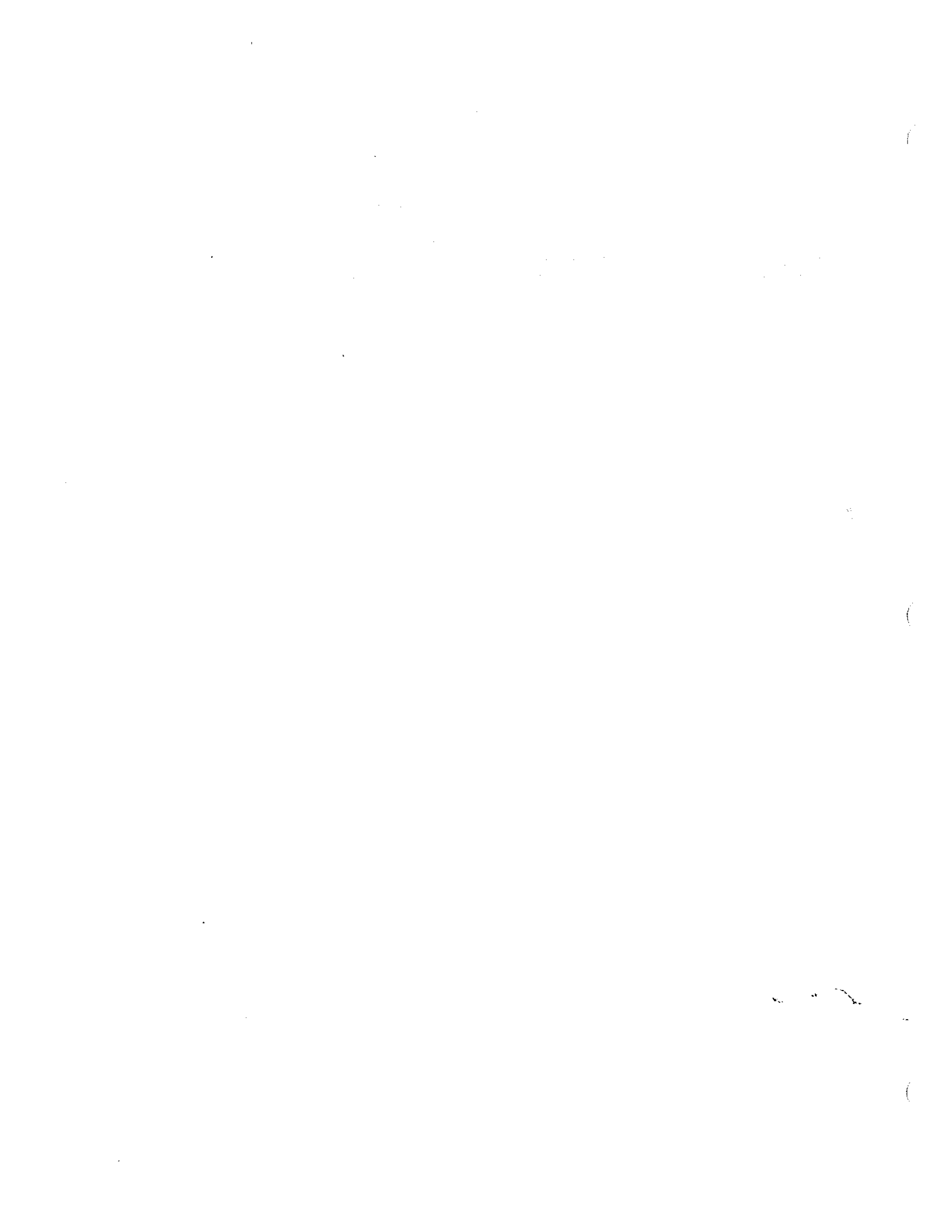
English-As-A-Second Language (ESL)

AGENCY NAME: Placentia Library District CDS/COUNTY/VENDOR CODE 30/M692

SECTION 4 - SECTION 321 ENGLISH-AS-A-SECOND LANGUAGE (ESL)

Part 3. Evaluation: Describe the performance evaluation data that will be used to measure student success and outcomes in the regular and supplemental program. Attach an additional page if necessary.

Learner progress is determined through the use of the California Adult Learner Progress Evaluation Process (CALPEP) developed for the California State Library's California Literacy Campaign, and the use of CASAS post-testing. Use of new instructional materials will be monitored.



CALIFORNIA STATE LIBRARY

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



Elizabeth D. Minter
Library Director
Placentia Library
411 E. Chapman Avenue
Placentia, CA 92670

January 9, 1996

Dear Ms. Minter:

In your letter of November 15, 1995, to Dr. Kevin Starr, State Librarian of California, you asked for guidance concerning the Placentia Library's duty to protect the confidentiality of library registration records. Specifically, your inquiry related to a solicitation of library patrons by the Library Board for contributions to the Placentia Library Foundation.

As I indicated during our telephone conversation today, I see no problem in meeting the confidentiality requirements of Government Code section 6267 so long as the mailing is controlled exclusively by the Library, preferably at the Foundation's expense, and so long as patron responses to the solicitation are directed to the Foundation and not the Library. Once a patron voluntarily responds to the Foundation the information provided ceases to be a registration record of the Library.

I hope this information is helpful. Please contact me if you need further clarification.

Yours truly,

A handwritten signature in black ink, appearing to read "Paul G. Smith". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Paul G. Smith
General Counsel

cc: Dr. Kevin Starr

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: JUN 07 1995

PLACENTIA LIBRARY FOUNDATION
411 EAST CHAPMAN AVENUE
PLACENTIA, CA 92670

Employer Identification Number:
33-0635140
Case Number:
955122060
Contact Person:
EARL KNIGHT
Contact Telephone Number:
(213) 725-6619
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

We have further determined that you are not a private foundation within the meaning of section 509 (a) of the Code, because you are an organization described in section 509 (a) (3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2,

Letter 947 (DO/CG)

-3-

PLACENTIA LIBRARY FOUNDATION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Richard R. Orosco".

Richard R. Orosco
District Director

Placentia Library Foundation Board of Directors
Membership Directory
January 1997

Sandra M. Stark, President
325 Willamette
Placentia, CA 92870

Office: (714) 633-0040
Fax: (714) 633-0045
Home: (714) 524-3139
Library Board Representative
Charter Member

David D. Hiskey, Esq., Secretary
414 North Placentia Avenue
Placentia, CA 92870

Planned Giving, Chair
Strategic Planning

Office: (714) 961-1198
Fax: (714) 961-0816
Board Appointment, January 1999
Charter Member

Jane De Jovine, Ph.D.
2145 Kathryn Way
Placentia, CA 92870

Donor Recognition
Major Gifts
Annual Giving

Office: (714) 528-2507
Home: (714) 528-7725
Board Appointment, January 1999
Appointed January 1997

Pat Irot
1361 Roxborough
Placentia, CA 92870

Strategic Planning
Donor Recognition, Chair
8K/5K Run

Home: (714) 996-8390
Friends Representative
Charter Member

M. A. McHenry, CPA
Munson, Cronick & Associates
2501 East Chapman Avenue, Suite 220
Fullerton, CA 92831

Financial, Chair
Planned Giving
Investment

Office: (714) 449-9909
Fax: (714) 449-9911
Board Appointment, January 1988
Appointed January ~~1987~~ (Munson Term)
1999

Jean Pappas
1114 Oakmont
Placentia, CA 92870

Major Gifts
Annual Giving
Donor Recognition

Home: (714) 528-3049
Library Board Representative
Appointed January ~~1987~~ 1999

Al Penry
Registered Representative
Ætna Investment Services, Inc.
2677 North Main Street, Suite 500
Santa Ana, CA 92701

Investment, Chair
Financial
Major Gifts

Office: (714) 972-3218
Fax: (714) 972-3394
Home: (714) 640-5675
Board Appointment, January 1988
Charter Member

Elizabeth D. Minter, Library Director
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Office: (714) 528-1925, Ext. 203
Fax: (714) 528-8236
E-mail: eminter@cosmoslink.com
Home: (714) 993-3479
Ex-officio Member

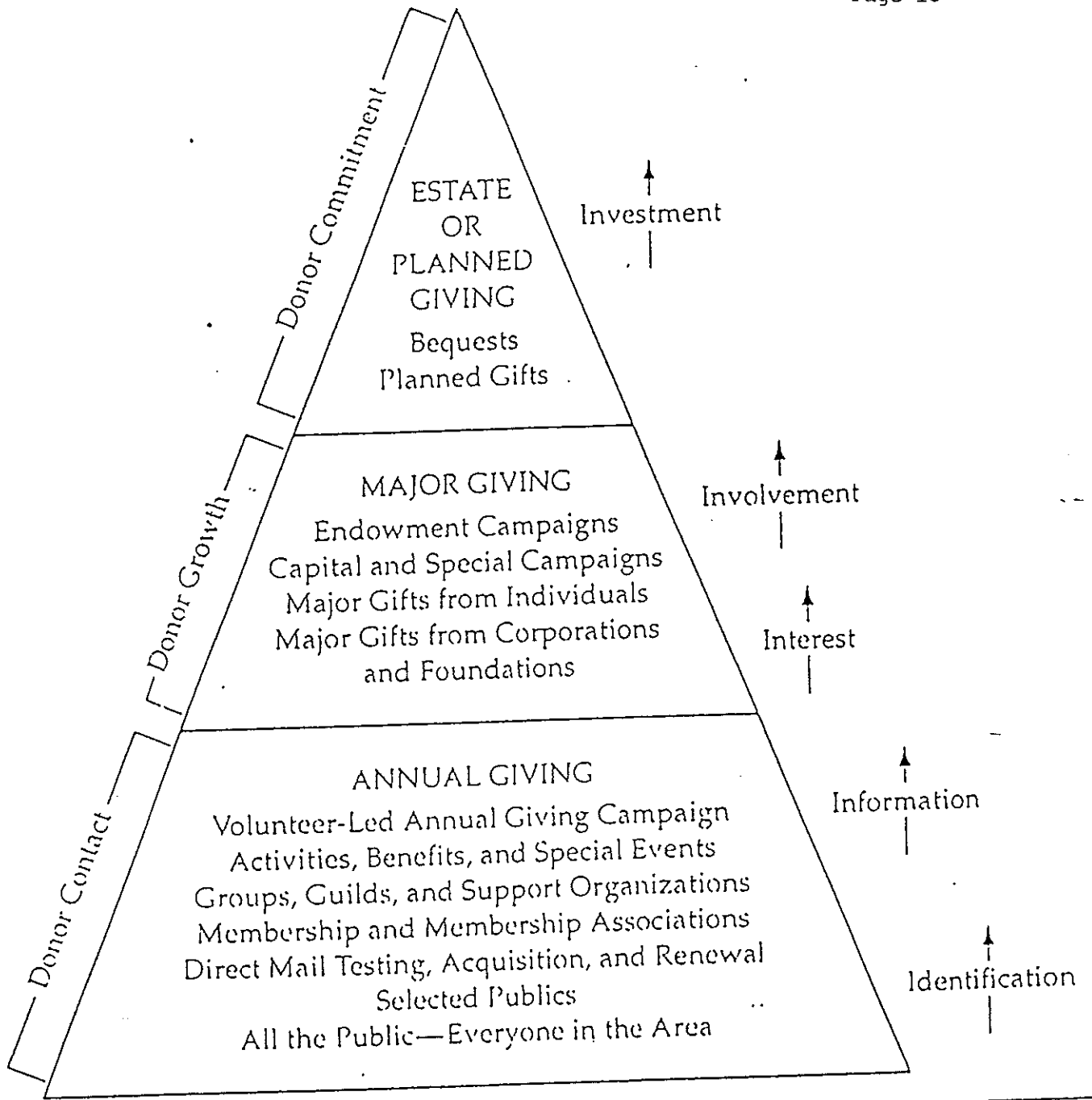
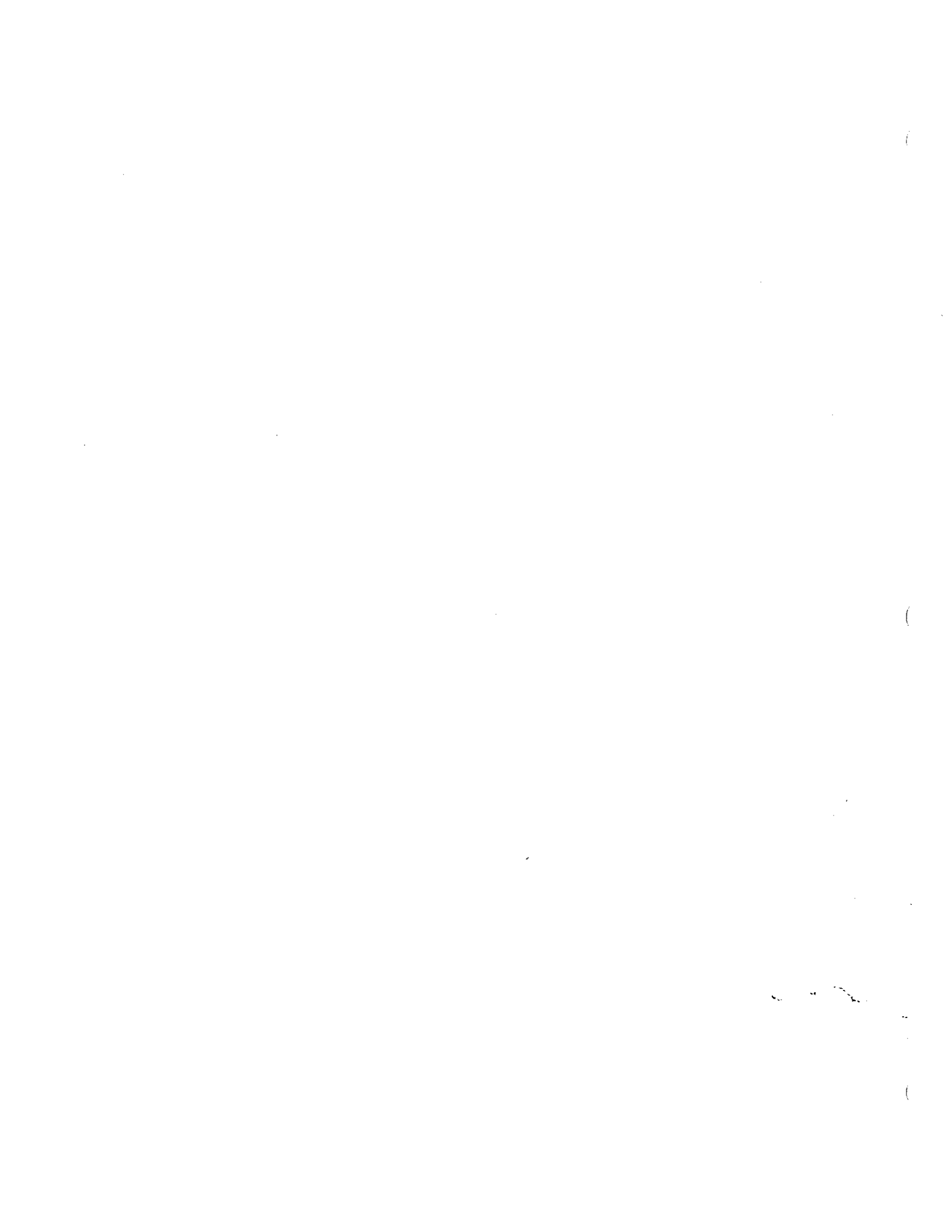


Exhibit 1.2 The Pyramid of Giving



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: 1997 Staff Appreciation Dinner
DATE: June 24, 1997

BACKGROUND:

At its meeting on May 20, 1997 the Library Board set the date of the 1997 Staff Appreciation Dinner for Thursday, July 17. It was to be held at the home of Saundra Stark.

After the Board Meeting Mrs. Stark notified the Library Director that a Thursday evening is not a convenient time for her this year. She offered to have the event on a Sunday evening.

I discussed the proposed change with the staff and everyone indicated that they either don't have a preference or that they strongly prefer the Thursday evening.

The staff also agreed that they would like to have a catered dinner in the Library Meeting Room rather than going to a restaurant. I agreed to investigate a vendor I met at an event last year who does private parties with barbecued ribs and chicken.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Ratification of the submission of a Grant Application to the State Library of California Grant to fund a direct mailing to all Placentia residents for the Placentia Library Foundation
DATE: June 24, 1997

BACKGROUND

Placentia Library Foundation received an invitation to apply for a State Library of California Grant to support a project of a new or developing public library foundation. The grant awards will be between \$5,000 and \$10,000, with a total of \$100,000 awarded statewide.


The Library Director prepared an application to fund the direct mail campaign that was approved by the Library Board of Directors on October 17, 1995. A copy of the memo for that Agenda Item is Attachment A.

The total amount requested is \$9,846. A copy of the grant application is Attachment B.

RECOMMENDATION

Ratify Submission and Receive & File

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: October 17, 1995

SUBJECT: Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation; and authorize purchase electronic copy of the Placentia Library District cardholder database at a cost not to exceed \$1,000, to be paid from the County Exempt Fund

BACKGROUND:

The State Library of California has issued a clarification of the confidentiality of library registration files as defined in the Public Records Act, Government Code Title 1, Division 7, Chapter 3.5 Section 6267.

This requirement means that the District cannot make the name/address information in its patron database available to the Friends, Foundation or any other group or individual without a court order.

This leave the plans for a general fundraising appeal with two options:

1. Distribute the appeal from the Foundation to carrier route (Resident/Patron form of address) or a purchased/rented mailing list
2. Distribute the appeal from the Library Board requesting that cardholders support the Adopt-A-Book program sponsored by the Placentia Library Foundation. A legal opinion is being sought to be sure that this option is within the scope of the public records law.

If the appeal is to be made to District cardholders, the database will need to be provided in an electronic format to be useable by the mailing contractor. The cost of the database preparation will be approximately \$900.

RECOMMENDATION:

Approve distribution of a general solicitation letter from the Library Board of Trustees to all District cardholders requesting support of the Adopt-A-Book Program sponsored by the Placentia Library Foundation.

Authorize the purchase of the District's cardholder database in electronic format from DYNIX at a cost not to exceed \$1,000 to be paid from the County Exempt Fund.



BUILDING COMMUNITY SUPPORT FOR CALIFORNIA PUBLIC LIBRARIES
GRANT APPLICATION 1996/97

1. Public Library Jurisdiction Placentia Library District
411 East Chapman Avenue, Placentia, CA 92870
2. District: State Assembly 72nd State Senate 33rd
House 39th
3. Contact for further information
Name: Elizabeth D. Minter, Library Director
Telephone: (714) 528-1925, ext. 203
4. Population of library service area 48,025

Please limit your responses to one page, single-spaced and single-sided, per question, no smaller than elite type.

5. Please describe the past efforts that your library has made in planning, creating or working with a foundation.
6. This grant requires the involvement of the Library Director as the lead staff person for the project and also requires the commitment of at least one (1) community leader to assist the Library Director in foundation development. Please identify the community leader(s) who will work with this project and describe the characteristics and previous activities that qualify this individual(s) for this project.
7. a. Please outline your plan of action for the grant period and the funds requested to support the elements of that plan. Specifically describe anticipated outcomes from the activities outlined in the plan of action.
b. Please attach one page outlining your proposed expenditures in support of the plan of action outlined in 7(a) above. Grant expenditures are limited to a minimum of \$5,000 not to exceed \$10,000 for operational expenses only. Operational expenses include consultant contracts, supplies, postage, data analysis, mailings, meeting expenses, publications, etc. Note: Consultant contracts could include a variety of services such as feasibility studies, foundation creation, board member development and major gift solicitation plans.
8. A requirement of this grant is the preparation of a foundation plan of action for 1998. Please describe how you will develop this plan of action and elements that may be included.
9. Please describe your plans for promoting the foundation to the community.

10. Please describe your plans for continuation of foundation activities after the grant period.
11. On behalf of the (public library jurisdiction)

Placentia Library District

I will accept a Library Services and Construction Act Grant award of \$ 9,846.00 (fill in amount requested) for the Building Community Support for California Public Libraries Grant Program. I agree to the conditions of this award and stipulate that the funds will be used for library activities related to the creation, development or reinvigoration of a library foundation. I understand that all funds must be expended or encumbered by September 30, 1997; and encumbered funds must be expended by November 30, 1997, or returned to the California State Library.

Note: This application must be signed by the Library Director or authorized representative.

Signed



Title

Library Director

Library

Placentia Library District

Mailing Address

411 E. Chapman Avenue

City

Placentia

Zip Code

92870-6198

Telephone Number

(714) 528-1925, ext 203

FAX Number

(714) 528-8236

E-mail Address

eminter@cosmoslink.net

5. The Past Efforts that the Library Has Made in Planning, Creating or Working with a Foundation

Placentia Library Foundation was incorporated on September 8, 1994. It received its certification from the California Secretary of State as a California non-profit corporation on March 30, 1995; and its status as a Federal tax-exempt non-profit organization on June 7, 1995. The Foundation's Federal non-profit 501 (c) (3) identification number is 33-0635140.

Placentia Library Foundation was organized in response to Placentia Library District's loss of 50.41% of its property tax allocation when the State of California established the Educational Revenue Augmentation Fund (ERAF) in Fiscal Years 1992-1993 and 1993-1994. Property taxes account for approximately 85% of the District's annual operating budget.

The Foundation's Organizing Committee was careful to coordinate the responsibilities and interests of the Library Board of Trustees and the Friends of Placentia Library into the structure of Placentia Library Foundation. A copy of the document outlining the responsibilities of each organization is attached to this application.

A seven-member Board of Directors manages Placentia Library Foundation. The Library Board of Trustees appoints two members, the Friends of Placentia Library Board of Directors appoints one, and the Foundation Board appoints the others. Foundation By-laws allow a maximum of nineteen board members. The Board meets four times per year but its six operating committees meet on a regular basis. The Library Director serves as the Executive Officer of the Foundation.

The first activity of the Foundation was the development of an annual giving program entitled "Adopt-A-Book." In Fiscal Year 1993-1994 this campaign was conducted under the auspices of the Friends of Placentia Library because the Foundation had not yet completed its organizational process. The Adopt-A-Book program will begin its fourth campaign in July 1997. During this period the database of donors and supporters has grown from 237 names to slightly over 1,000. New applicants for Library District borrower cards are given the option of adding their names to the Foundation database and approximately 60% elect to do so. Since its beginning in 1993 the Adopt-A-Book Fund has spent over \$35,000 purchasing approximately 1,800 new books for Placentia Library.

Placentia Library Foundation did not begin with the receipt of a large bequest or gift. The Board members and Library Director began with a careful and systematic study of the elements of developing and managing a successful non-profit organization by attending National Society of Fund Raising Executives (NSFRE) training seminars and conferences. In addition, the Board President has taken three courses in the Fund Raising Certificate Program at the University of California, Irvine (UCI) and the Library Director has completed seven courses. The UCI program is endorsed and cosponsored by the NSFRE Orange County Chapter. The Library Director is a member and attends the programs of the Los Angeles Chapter of NSFRE and the Planned Giving Round Table of Southern California.

Placentia Library Foundation has initiated discussions with representatives from the Anaheim Library Foundation and the Fullerton Library Foundation about conducting a joint special event with the goal of raising the visibility of the library foundations in North Orange County.

Since 1995 the Friends of Placentia Library have donated the proceeds of its Author's Luncheon to the Adopt-A-Book program. In 1997 two community organizations sponsored their own fundraisers in support of the Library Foundation: Mom's Club of Placentia had a fund raiser at Knowlwood Family Restaurants raising \$540 for the parent education and preschool reading materials; and Placentia Linda Hospital and the City of Placentia made the Foundation one of the beneficiaries of their annual 8K/5K Earth Week Run which will be contributing \$3,000 to the Adopt-A-Book Fund at a public presentation on June 3, 1997.

6. Identify the community leaders who will work with this project and describe their qualifications.

The Library Director will serve as the manager of this project. The Library Director and the Foundation's Annual Giving Committee will work with the campaign consultant to develop the letter and insert materials.

Two community leaders have agreed to work with this project by serving as advisers to the Direct Mail Campaign and as Honorary Campaign Co-Chairs: The Honorable Norman Z. Eckenrode and Mr. Al Shkoler.

The Honorable Norman Z. Eckenrode

- 📖 Mayor, City of Placentia, 1980-1981, 1989-1990, 1993-1994, and 1996-1997
- 📖 Member, Placentia City Council, 1978-1984, 1988-present
- 📖 Owner/Operator, Shakey's Pizza Parlor, Brea
- 📖 Girl Scout Council, Vice President of Community Relations
- 📖 Orange County Sanitation Districts Board of Directors
- 📖 Orange County Vector Control Board of Directors

Active in St. Joseph's Church, Junior United Soccer Association, Morse Elementary School PTA, and the Boy Scouts, Mr. Eckenrode is well known in Placentia. He is an enthusiastic Library supporter.

Mr. Al Shkoler

- 📖 Elected Trustee, Placentia Library District, 1992-1996
- 📖 President, Placentia Chamber of Commerce, 1993-1994, and 1994-1995
- 📖 Placentia Citizen of the Year, 1995-1996
- 📖 Organizing Committee, Placentia Library Foundation, 1993-1994
- 📖 Library Board Appointee to Placentia Library Foundation Board of Directors, 1994-1996
- 📖 Foundation Annual Giving Campaign Committee Member, 1994-1996
- 📖 Measure W (Placentia Library District Parcel Tax) Campaign Committee Member, 1997
- 📖 Incoming President of the Rotary Club of Placentia for 1997-1998.

A professional computer database and graphics design consultant, Mr. Shkoler developed the Foundation's donor database in Microsoft Access while serving as a member of the Foundation Board of Directors. Always "on call", Mr. Shkoler has answered countless technical questions for the Library Director and Staff. He also helps the Library Director review automation and direct mail bids.

7a. Outline Plan of Action

The purpose of the Direct Mail Project is to increase the number of contributors to the Placentia Library Foundation by:

- ☞ Sending a Placentia Library Foundation solicitation, which will include a personalized letter, Foundation brochure, business return envelope and bookmark, to the 9,626 "named households" in the City of Placentia which are not in the Placentia Library Foundation database, at a printing and mailing cost of \$2,000 for design and content consulting, and \$5,987 for printing, assembling and postage.
- ☞ Sending a Library Board of Trustees solicitation with the same insert contents, on behalf of Placentia Library Foundation, to approximately 3,000 Library cardholders that live outside the District, at a cost of \$1,868 for printing, assembling and postage.

Library cardholders that live outside Placentia Library District must receive their letter from the Library Board of Trustees because it is the only organization that has a right to access and use the Library's circulation system database. A California State Library General Counsel Opinion on this issue, dated January 9, 1996, is attached to this grant application.

Individuals who respond to the Direct Mail solicitation will be added to the Foundation's database and will receive future Annual Giving Campaign solicitations and the Foundation's newsletter. They will also be invited to the Annual Donor Reception.

The target response rate for the local "named household" mailing is 2.5%; and the target response rate for the non-resident Library cardholders is 3%. The first \$10,000 received from the Direct Mail solicitation will be placed in a reserve fund to finance next year's Direct Mail campaign. The remaining contributions will be deposited in the Adopt- A-Book Fund. A direct mail solicitation that recovers its costs in its first campaign is considered by professional fundraisers to have performed well.

Plan of Action

- ☞ Jun 23-27 Qualified direct mail letter and brochure design consultants identified through NSFRE Orange County and Los Angeles County Chapters.
- ☞ Jun 30 "Requests for Quotes" mailed to potential consultants, for up to 20 hours of content and design consulting, with up to 2 revisions each, for both versions of the letter, the brochure and bookmark. Responses due July 9.
- ☞ Jun 23 -- Annual Giving Campaign Committee develops preliminary themes and content of both versions of the Direct Mail letters and brochure, reviews consultant, printer and mailing house responses and makes recommendation to the Library Board of Trustees.
Aug 13
- ☞ Jul 15 Library Board approves consultant contract.
- ☞ Jul 16-31 Annual Giving Campaign Committee works with consultant to develop and revise letters, brochure, envelope design, return envelope design, and bookmark.
- ☞ Jul 24 "Requests for Quotes" mailed to North Orange County printers and mailing houses. Responses due August 11.
- ☞ Aug 19 Library Board approves printer and mailing house contracts and the content of the letter sent in its name.
- ☞ Aug 20 Items sent to printer, completion date August 25.
Printing house receives edited database for non-resident mailing for magnetic tape preparation.
- ☞ Aug 25 Items sent to mailing house.
- ☞ Aug 29 Items mailed.

7b. Proposed Expenditures

Category	Item Cost	Total
Consultant Services for Content and Design, 20 hours @ \$100		\$2,000
Printing		
12,600 Letters with inside address and salutation, 2 sides 1 color, 1 side 2 color, @ \$.19	2,394	
12,600 window envelopes, 2 color, @ \$.035	441	
12,600 business return envelopes, 2 sides, 1 color	900	
13,600 brochures, 2 colors on 2 sides, folded by printer	1,150	
Sub-Total Printing		4,885
Mail Preparation		
Preparing database (deleting current donors & adding non resident cardholders), @ \$.032	403	
Computer magnetic tape set-up, @ \$.01	126	
Collating, inserting, sorting, taking to Post Office, @ \$.13	1,638	
Sub-Total Mail Preparation		2,167
Postage (using Foundation's non-profit permit), @ \$.063		794
TOTAL PROJECT COST		<u>\$9,846</u>

8. Preparation of a Foundation Plan of Action for 1998

The annual plans of service for Placentia Library Foundation for calendar years 1996 and 1997 addressed the activities for those years only.

In 1997 the Library Board initiated a strategic planning process that involves the Library Board, Friends Board, Foundation Board and Library Staff. Community representatives will participate in various elements of the planning process.

All three boards and the staff will participate in a one-day session to review the state of the Library and the status of each organization. They will also hear presentations on the future of Placentia and of public library services in general. The City of Placentia is contributing the services of its Development Services Director as the project's facilitator.

After the combined session, a series of focus groups will be conducted to discuss various services and issues with representatives from the community and our donors.

After the observations and recommendations from the focus groups have been published, each Board will meet to review and refine its mission statement and develop its own strategic five-year plan.

After each Board completes its work, the entire group will meet again to review and coordinate each of the plans.

A public hearing will give community members another opportunity to participate and make suggestions. After the public hearing, the plans will be adopted and implemented by each Board of Directors.

The completion date for the strategic plan is estimated to be June 1998.

8. Plans for promoting the Foundation to the community

Direct Mail Campaigns

This grant will fund an annual mailing to residents of Placentia Library District who are not in the Foundation database. It will solicit contributions to the Foundation and promote Library services. In as much as possible, after the initial campaign, succeeding campaigns will be funded from the revenues of the previous direct mail campaign. Receipts over and above the cost of providing the next mailing will go to either the Adopt-A-Book Fund or the Book Endowment Fund. Individuals who respond will be added to the Foundation Database and, in future years will be included in the Annual Giving Campaign. Individuals who respond will be listed in *Placentia Library Notations* and invited to the Annual Donor Reception.

Annual Giving Campaigns

An annual letter is sent to donors, volunteers and supporters whose names are in the Foundation database. Letters are customized for the level and frequency of giving. The goal of these letters is to encourage donors to increase their level of support and to share information about Library services. Individuals who respond will be invited to the Annual Donor Reception.

Donor Recognition

Donors are recognized in *Placentia Library Notations*, the quarterly publication of the Foundation, their names are included in a framed poster beside the Circulation Desk, and they are invited to an Annual Donor Reception.

Special Events

The Foundation solicits corporate sponsorships for the Friends of Placentia Library Author's Luncheon each year. This event is held at the local country club and sold out for the first time in 1997. While special events are in the purview of the Friends, the Foundation will be visible at each event.

Newsletter

Placentia Library Notations contains news about Placentia Library District, the Friends of Placentia Library, and Placentia Library Foundation. It is mailed to everyone in the Foundation database.

Participation in Chamber of Commerce and other Community activities

The Foundation participates in the monthly meeting and mixers of the Placentia Chamber of Commerce and shares a booth at the annual Placentia Business Expo with the Friends of Placentia Library.

Public Speaking

The Foundation conducted an estate planning workshop in 1996, and plans to have an orientation for CPAs, attorneys and financial planners in July 1997.

The Library Director and several of the Foundation Board Members are available to speak to community groups.

Plans for continuation of Foundation activities after the grant period

Placentia Library Foundation has taken a studied and careful approach to its organization and operation. The Foundation Board has initiated programs only when it has been confident that it will be able to proceed with them on an annual basis. The programs initiated thus far have been the Annual Giving Campaign, the Book Endowment Fund, a Major Gifts Campaign, a Planned Giving Program, and a Donor Recognition Program. If funded, the Direct Mail Campaign will add another critical element to a well-balanced program.

Foundation Board members are selected on the basis of the skills that they bring to the Board. They know before they accept an appointment that they are expected to be donors and to recruit donors. The Board has adopted a formal policy for Board Development and Orientation.

The Placentia Library Foundation Board of Directors perceives that its role is ongoing. Even if all of the ERAF money were to be returned to the District, the Book Endowment Fund and other capital campaigns would still need to be developed.

After the establishment of an annual direct mail campaign the next element in the Foundation's development will be a capital campaign for the Book Endowment Fund. Another future element will be seeking grants and other resources outside of Placentia Library District.

Placentia Library Foundation
Comparative Responsibilities
April 27, 1994 (Revised)

Library Board

- Elected officials.
- Manage all tax revenues, local revenues (fines & fees), and grants.
- Approve budget and all programs for Library services.
- Set all Library policies.
- Approve all expenditures.
- Hire and evaluate the Library Director.
- Appoints 2 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Friends of the Placentia Library

- Independent of the Library Board of Trustees
- Day to day fundraising through booksales and special events for current year projects.
- Has an annual membership drive with dues ranging from \$5.00 for an individual to \$50 for a lifetime membership.
- Grants and gifts to the Library are coordinated through the Library Director. A Library Board member attends the Friends Board Meetings.
- Appoints 1 of its members to sit on the Board of Directors of the Placentia Library Foundation.

Placentia Library Foundation

- Independent of the Library Board of Trustees.
- Long term funding resource
- Creation and management of endowment, capital and operating funds.
- Annual fund drive, special gifts, directed appeals, bequests, charitable remainder trusts.
- No activities to be in competition with the Friends of the Library.
- Grants and gifts to the Library are to be coordinated through the Library Director.

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)**

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - April 8, 1997**

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 693-1162

Sheldon Singer
1st Vice President
12672 Kona Lane
Garden Grove, Ca. 92641
TEL: 714) 534-3943
FAX: (714) 530-1329
HOME: (714) 530-9255

Mary A. Matheis
2nd Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (714) 476-4488
FAX: (714) 476-2878

Teri Cable
3rd Vice President
12279 Baja Panorama
Santa Ana, Ca. 92705
TEL: (714) 647-5658
FAX: (714) 647-5622

Ron Kennedy
Secretary
24151 Adonis Street
Mission Viejo, Ca. 92691
TEL: (714) 837-7050
FAX: (714) 837-7092

Joan Finnegan
Treasurer
258 Sherwood Street
Costa Mesa, Ca. 92627
TEL: (714) 548-3690
FAX: (714) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

cc: LAFCO Representatives
John B. Withers - IRWD
Phillip L. Anthony - OCWD
Bob J. Huntley - MWDOC
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO

Call to Order

1. Preliminaries

Meeting called to order at 7:40 A.M. by President Sterling Fox.

2. Review Minutes of March 11, 1997 Executive Committee Meeting.

Minutes of March 11, 1997 were approved as presented.

3. Financial Report

Joan Finnegan, Treasurer, presented the Financial Report indicating cash on hand as of April 8, 1997 of \$3,548.82. (Report attached.) Only expense item was reimbursement to ETWD for cost of copies and mailing of materials of \$305.81.

4. Correspondence

None

5. CSDA Report - Government Affairs Day in Sacramento - 5/19/97

All ISDOC members were urged to attend in support of CSDA and to invite their legislative Representative to attend with them. This is important given all the legislative activity pertaining to Special Districts.

Sheldon Singer mentioned that Orange County Sanitation would be holding an open house and tour of facilities for legislators on 5/2/97.

6. LAFCO Report

President Fox reviewed his presentation to the Commission indicating that all necessary points were addressed and that ISDOC's visibility in this way should be helpful.

7. Other Concerns/Comments

Question was raised regarding whether ISDOC Directory was sent to M. Ruane at the County and Assemblyman Pringle - Ron Kennedy will handle.

Phil Anthony discussed the need for ISDOC to make appointments to two key Orange County COG Committees - Executive Management Committee and Technical Advisory Committee.

Ron Kennedy will request additional information regarding level of commitment required and consider appointment to the EMC.

Phill Anthony reported on recent LAFCO meetings regarding Tri-Cities, etc. Committee discussed how complex all consolidations are, even those that seem quite straight forward such as the Tri-Cities dissolution. Phill Anthony agreed to send LAFCO staff report to Pringle's staff to illustrate this. Phill Anthony reported that LAFCO had approved the budget including increased funding for staff.

Sheldon Singer reported that M. Gotch will be the guest speaker at the May 19th luncheon meeting of ISDOC. Mr. Gotch has extensive LAFCO experience and was the author of AB 1335 (Consolidation Bill passed in 1994).

Teri Cable reported on status of ISDOC publicity in telephone directory.

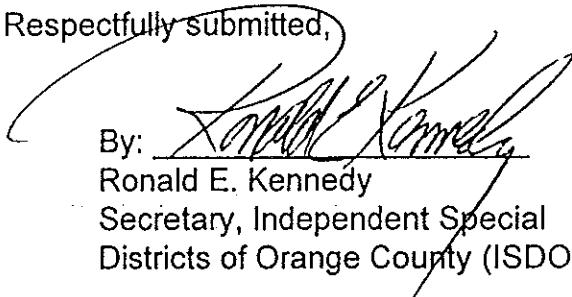
Finally, the Committee discussed the need for LAFCO to develop a "Master Agreement" for dealing with numerous consolidation activities.

8. Adjourn

Meeting was adjourned at 8:40 A.M.

Dated April 8, 1997

Respectfully submitted,

By: 
Ronald E. Kennedy
Secretary, Independent Special
Districts of Orange County (ISDOC)

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF MARCH 9, 1997: \$ 3,854.63

RECEIPTS:


None

EXPENSES:

#1159 El Toro Water District - Copies & mailings of
Agendas for 2/27, 3/11, & 4/8/97 305.81

BALANCE ON HAND AS OF APRIL 8, 1997: \$ 3,548.82

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
(ISDOC)

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - May 13, 1997

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 693-1162

Sheldon Singer
1st Vice President
12672 Kona Lane
Garden Grove, Ca. 92641
TEL: (714) 534-3943
FAX: (714) 530-1329
HOME: (714) 530-9255

Mary A. Matheis (absent)
2nd Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (714) 476-4488
FAX: (714) 476-2878

Teri Cable
3rd Vice President
12279 Baja Panorama
Santa Ana, Ca. 92705
TEL: (714) 647-5658
FAX: (714) 647-5622

Ron Kennedy
Secretary
24151 Adonis Street
Mission Viejo, Ca. 92691
TEL: (714) 837-7050
FAX: (714) 837-7092

Joan Finnegan (absent)
Treasurer
258 Sherwood Street
Costa Mesa, Ca. 92627
TEL: (714) 548-3690
FAX: (714) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

cc: LAFCO Representatives
John B. Withers - IRWD
Phillip L. Anthony - OCWD
Bob J. Huntley - MWDOC
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO

Call to Order

1. Preliminaries

Meeting called to order at 7:35 A.M. by President Sterling Fox.

2. Review Minutes of April 8, 1997 Executive Committee Meeting.

Minutes of April 8, 1997 were approved as presented.

3. Financial Report

Report presented earlier by Treasurer Joan Finnegan, who was excused from this meeting, is attached. Balance on hand as of May 10, 1997 is \$3,125.74.

4. Correspondence

Reported that Greg Heiertz, Irvine Ranch Water District, will represent ISDOC on the Technical Advisory Committee of Council of Governments.

5. CSDA Report - Government Affairs Day in Sacramento - 5/19/97

President Fox encouraged all agencies to send a representative to Government Affairs Day in Sacramento on 5-19-97.

6. LAFCO Report

Sheldon Singer reported that the dissolution of Garden Grove Sanitary District will be effective on 5-31-97.

Sterling Fox reported that he had met with Dana Smith, Executive Director of LAFCO, regarding the need for regular meetings of the Special Districts Advisory Committee and other procedural issues.

7. May 29th Membership Meeting

Mike Gotch, former member of the Assembly, author of AB 1335 and with extensive LAFCO experience, will be the guest speaker.

In the absence of Joan Finnegan, El Toro Water District will be handling meeting arrangements.

8. Director Comments

Phil Anthony introduced an item for consideration - Water District Participation in Demographic Activities (correspondence attached)

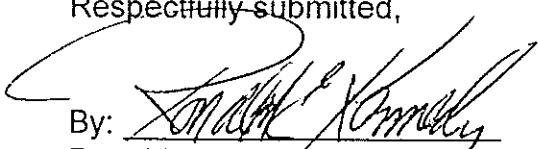
Teri Cable reported that further investigation into the recognition of "Special Districts" in the various telephone directories seem to indicate that the revision required cannot be accomplished.

9. Adjourn

Meeting was adjourned at 8:30 A.M.

Dated May 13, 1997

Respectfully submitted,

By: 
Ronald E. Kennedy
Secretary, Independent Special
Districts of Orange County (ISDOC)

ISDOC
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
TREASURER'S REPORT

BALANCE ON HAND AS OF APRIL 8, 1997:

\$ 3,548.82

RECEIPTS:

None

EXPENSES:

#1160 El Toro Water District - ISDOC Membership
Directories

423.09

BALANCE ON HAND AS OF MAY 10, 1997:

\$ 3,125.74

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer



ORANGE COUNTY DIVISION

Agenda Item 29
Page 9

600 WEST SANTA ANA BOULEVARD, SUITE 214, SANTA ANA, CALIFORNIA 92701
TELEPHONE (714) 972-0077 FAX (714) 972-1816

April 30, 1997

ANAHEIM
BREA
BUENA PARK
COSTA MESA
CYPRESS
DANA POINT
FOUNTAIN VALLEY
FULLERTON
GARDEN GROVE
HUNTINGTON BEACH
IRVINE
LA HABRA
LA PALMA
LAGUNA BEACH
LAGUNA HILLS
LAGUNA NIGUEL
LAKE FOREST
LOS ALAMITOS
MISSION VIEJO
NEWPORT BEACH
ORANGE
PLACENTIA
SAN CLEMENTE
SAN JUAN CAPISTRANO
SANTA ANA
SEAL BEACH
STANTON
TUSTIN
VILLA PARK
WESTMINSTER
YORBA LINDA

Phil Anthony
OCCOG ISDOC Representative
14101 La Pat Place, #10
Westminster, CA 92683

Subject: Water Districts Participation in Demographic Activities

Dear Phil:

I appreciated the opportunity to talk with you on the phone yesterday regarding the potential participation by water agencies in supporting the Center for Demographic Research (CDR) at California State University, Fullerton. As you know, creation of the CDR followed the March, 1995, reorganization of the County Administrative Office which resulted in the layoff staff who were responsible for a wide range of demographic and related activities. The CDR is in its second year of operation, and is funded by a consortium of agencies in Orange County who are users of demographic information.

Attached for your use is a general information sheet on the CDR and the benefits that sponsorship of the Program include. As we discussed, we are looking for a commitment from water agencies of \$35,000 for the next year, which can be met by a single agency or collectively by multiple agencies. This is a nominal cost considering the many products that the CDR produces and the benefits of maintaining staff in Orange County to produce the demographic forecasts. I have also attached a copy of the draft Demographics MOU which describes the structure of this unique partnership and the work products to be developed by the CDR.

Please do not hesitate to contact me at (714) 972-0077 should you have any questions or require additional information. I look forward to hearing from you.

Sincerely,

Daryl Halls
Manager, Legislation and Policy Development

attachment

demo/dhtoanthony.ltr

Questions and Answers

Regarding the Partnership Among Orange County Agencies and California State University, Fullerton to Maintain the Center for Demographic Research

- Q. What is the purpose of the Center for Demographic Research (CDR)?*
- A. The major objectives of the CDR are to 1.) maintain an Orange County presence in the development of short and long-term growth projections, 2.) establish a mechanism to allow for increase participation and oversight of the function by interested and affected Orange County interests, and 3.) reduce the costs of this function.
- Q. How is the CDR being funded?*
- A. The CDR is collaboratively funded by a number of Orange County entities who benefit from having accurate population, housing and employment forecasts. These include the County of Orange, the Orange County Division, League of California Cities, the County Sanitation Districts of Orange County, the Orange County Transportation Authority, the Orange County Fire Authority and the Transportation Corridor Agencies.
- Q. What is the data used for?*
- A. Information produced by the CDR is used for a wide range of activities, including bond-revenue stream analysis, public facilities needs analysis, siting and timing analysis, development of fee programs and general plan activities. Regionally, growth forecasts comprise subregional input to multi-county growth forecasts, providing a planning linkage to public facilities planned in a regional context.
- Q. What would the sponsorship fees be for participation in the CDR by water agencies?*
- A. \$35,000 for this year, which can be funded by a single entity or by multiple entities.
- Q. Is the CDR cost-effective?*
- A. Yes! The CDR, because it minimizes full-time staff by utilizing graduate students and interns, operated at a more than \$500,000 / year savings compared to when the program was housed in the County.
- Q. What are the benefits for water agencies in participating in the CDR?*
- A. The benefits are many, including direct access to the latest population, employment and housing growth forecasts, membership on the CDR Technical Advisory Committee which provides guidance and input into the development of products, and membership on the Management Oversight Committee which considers policy matters associated with CDR activities.
- Q. What would happen if the CDR did not exist?*
- A. Growth forecast information would be prepared by the Southern California Association of Governments, and probably would not be as accurate as the data prepared here in Orange County. Also, access to and participation in the development of demographic products would diminish considerably.

Demographic center will be reborn at CSUF

RESEARCH: Orange County and other entities will kick in funds to keep the bankruptcy-hampered facility running.

By **MARILYN KALFUS**
The Orange County Register

A casualty of the bankruptcy — Orange County's demographics unit — is back in business.

So is the county's former number-crunching boss, Bill Gayk, who lost his job in the financial fallout last year.

Gayk, 52, is director of the new operation, renamed the Center for Demographic Research and relocated to California State University, Fullerton.

Officials will unveil their new logo June 20, to coincide with a county forecast through the year 2020.

"It's very, very important to now where we stand in terms of

population, housing and employment," said Ray Young, director of Cal State Fullerton's Social Science Research Center, which includes the new operation. "One cannot sit back and wait for the census, which occurs every 10 years."

The demographic center is being sponsored by the county, the Orange County division of the League of California Cities, the Orange County Sanitation Districts and the Transportation Corridor Agencies, to the tune of \$275,000 this year.

"These costs are now being shared. The stakeholders are going to be involved," said Tom Mathews, director of planning for the county's Environmental Management Agency, calling that outcome a positive result of the bankruptcy.

Gayk, on board since March, said one reason Cal State Fullerton was selected as the new site was the expertise of Dennis F. Berg, a sociology professor at the school, who was the county's

DEMOGRAPHIC DOLLARS

Four public entities are sponsoring the demographics center at Cal State Fullerton. Research at the center will include population, housing and employment projections previously done by the county. Additional sponsors are expected.

Sponsor	Amount
Orange County	\$150,000
O.C. Sanitation Districts	25,000
League of California Cities, O.C. division	50,000
Transportation Corridor Agencies	50,000
Total	\$275,000

Source: Center for Demographic Research

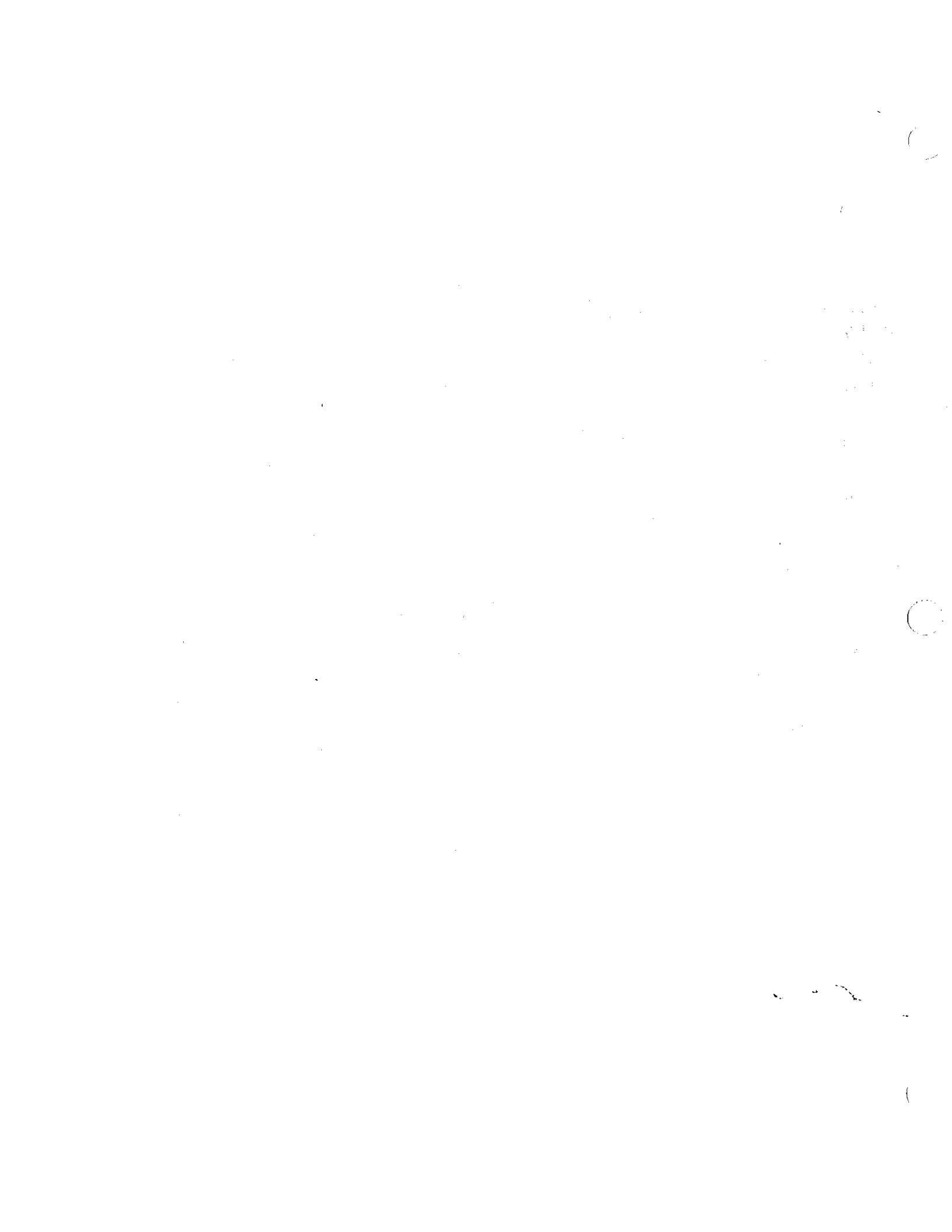
The Orange County Register

original demographer.

The unit actually began operating in January, with Gayk as a consultant, but all the sponsorships weren't final until this spring, Young said.

Gayk said the center's products will be available to the public. It is developing an Internet Web page that he hopes will be up this month. Also under consideration: A 900-prefix telephone number to help recoup costs.

OC Register 6/4/96



Agenda Item 30

SUMMARY ACTION MINUTES
REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION
OF ORANGE COUNTY, CALIFORNIA

Wednesday, February 5, 1997
10:00 a.m.

The regular meeting of the Local Agency Formation Commission of Orange County was held on January 8, 1997 at 10:00 a.m. Members of the Commission present were: John B. Withers, Chair, Todd Spitzer, Robert Huntley, Charles V. Smith, Randal J. Bressette and David Boran.

Alternate Members present: Philip Anthony and Tom Harman
Alternate Members absent: William G. Steiner
Members Absent: None
In Attendance: Dana M. Smith, Executive Officer; Joyce Crosthwaite, Assistant Executive Officer; Clark Alsop, General Counsel; and Laura Reinsimar, Commission Clerk

1. Minutes of January 8, 1997 MEETING

On motion of Commissioner Bressette, duly seconded and carried, the Commission approved the minutes of the January 8, 1997 meeting as submitted.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, DAVID BORAN, ROBERT HUNTLEY,
CHARLES V. SMITH, TODD SPITZER AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS PETER HERZOG
ABSENT: COMMISSIONERS NONE

2. Commission Discussion

2.1 Induction of New LAFCO Commissioner

Peter Herzog, City Council Member of the City of Lake Forest was appointed by the League of California Cities to LAFCO. Mr. Herzog was sworn in by the Commission Clerk.

2.2 Selection of LAFCO Chair and Vice-Chair

The Commission voted to appoint a commissioner to serve as LAFCO Chair and as LAFCO Vice-Chair.

On motion of Commissioner Boran, duly seconded and carried, the Commission reappointed John B. Withers to LAFCO Chair.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, TODD SPITZER, DAVID BORAN,
ROBERT HUNTLEY, CHARLES V. SMITH AND PETER HERZOG
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS JOHN B. WITHERS
ABSENT: COMMISSIONERS NONE

On motion of Commissioner Withers, duly seconded and carried, the Commission appointed Randal J. Bressette to LAFCO Vice-Chair.

AYES: COMMISSIONERS JOHN B. WITHERS, TODD SPITZER, DAVID BORAN, PETER
HERZOG, ROBERT HUNTLEY AND CHARLES V. SMITH
NOES: COMMISSIONERS NONE

ABSTAIN: COMMISSIONERS RANDAL BRESSETTE
ABSENT: COMMISSIONERS NONE

3. Public Hearing for "Cerro Villa Drive Reorganization" (RO96-13)

The Commission considered a reorganization to allow detachment of 7.4 acres from the City of Orange and annexation of the same to the City of Villa Park. This item was continued from the January LAFCO hearing.

On motion of Commissioner Bressette, duly seconded and carried, the Commission approved the "Cerro Villa Drive Reorganization".

AYES: COMMISSIONERS RANDAL J. BRESSETTE, TODD SPITZER, DAVID BORAN,
ROBERT HUNTLEY, CHARLES V. SMITH, PETER HERZOG
AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS NONE

4. Continued Commission Discussion

4.1 March LAFCO Meeting Date Rescheduled

Executive Officer Smith provided the Commission with an overview on the CALAFCO Day for commissioners. The goal is to spread the word of LAFCO's successes and the difficulties encountered. The day will also serve as an educational tool to share this information with California legislators.

On motion of Vice-Chair Bressette, the Commission approved the change in the LAFCO meeting date from March 5 to March 12, 1997 due to the CALAFCO Legislative Day which is taking place on March 5 in Sacramento.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, ROBERT HUNTLEY, TODD SPITZER,
DAVID BORAN, CHARLES V. SMITH, PETER HERZOG AND
JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS NONE

4.2 Senate Local Government Committee Report

Executive Officer Smith provided the Commission with a legislative update from the Senate Local Government Committee's Interim Hearing which was held on January 29, 1997. A complexity of issues that are facing LAFCO were discussed. There was consensus by the Special Districts Association, Association of Water Agencies, the League of California Cities and the CSAC on the issue that funding levels for LAFCOs are inadequate.

4.3 Legislative Report

The Executive Officer will provide an update of the legislative activities affecting LAFCO to the LAFCO Legislative Subcommittee.

4.4 Executive Officer Business Report

Executive Officer Smith provided an update of LAFCO business activities to the Commission. Ms. Smith discussed several issues including phase two of the South County Issues Discussion Group Study which is being conducted by Ralph Anderson & Associates.

5. Public Comments

None.

6. Commissioner Comments

Chairman Withers reminded the Commission that the recruitment for the Alternate Public Member position is underway and the deadline to submit applications is February 17, 1997.

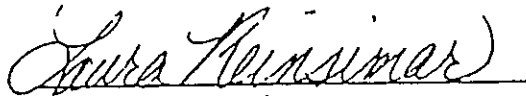
7. Other Business

None.

8. Adjournment

There being no further business before LAFCO at this session, Chairman Withers declared the meeting adjourned at 11: 10 a.m.

ATTEST:


Commission Clerk

SUMMARY ACTION MINUTES
REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION
OF ORANGE COUNTY, CALIFORNIA

Wednesday, March 12, 1997
10:00 a.m.

The regular meeting of the Local Agency Formation Commission of Orange County was held on March 12, 1997 at 10:00 a.m. Members of the Commission present were: John B. Withers, Chair, Randal J. Bressette, Vice-Chair, Todd Spitzer, Peter Herzog, Robert Huntley, and David Boran.

Alternate Members present: Philip Anthony and Tom Harman
Alternate Members absent: William G. Steiner
Members Absent: Charles V. Smith
In Attendance: Dana M. Smith, Executive Officer; Joyce Crosthwaite, Assistant Executive Officer; Scott Smith, General Counsel; and Laura Reinsimar, Commission Clerk

1. Minutes of February 5, 1997 MEETING

On motion of Commissioner Boran, duly seconded and carried, the Commission approved the minutes of the February 5, 1997 meeting as submitted.

AYES: COMMISSIONERS DAVID BORAN, ROBERT HUNTLEY, RANDAL J. BRESSETTE, PETER HERZOG, TODD SPITZER AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

2. Public Hearing for "Home Depot Reorganization" Cities of Laguna Niguel and San Juan Capistrano (CA95-04)

Joyce Crosthwaite, LAFCO Assistant Executive Officer received a request for continuance from the City of San Juan Capistrano and recommended that the Commission to take action only on the continuance. At 10:05 a.m. Commissioner Spitzer left the meeting. Dana M. Smith, LAFCO Executive Officer asked that the item be continued to April 2, 1997.

3. Public Comment

Pat Bates, Mayor of Laguna Niguel supported the dialogue with Schuller Properties and said that both the City of Laguna Niguel and Home Depot are prepared to bring this to a conclusion. She distributed a hand out to the Commission. Frank Hazelton, LSA also encouraged a resolution and distributed a hand out to the Commission.

4. Commissioner Comment

Commissioner Anthony asked if representatives of the City of San Juan Capistrano were present. Ms. Crosthwaite said that Schuller Properties had requested a 30-day extension to respond and that the City of San Juan Capistrano was continuing to meet with representatives of Schuller Ministries. Chairman Withers asked staff to contact the City of San Juan Capistrano.

On motion of Commissioner Boran, duly seconded and carried, the Commission approved the minutes of the February 5, 1997 meeting as submitted.

AYES: COMMISSIONERS DAVID BORAN, ROBERT HUNTLEY, RANDAL J. BRESSETTE, PETER HERZOG, TODD SPITZER AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE

Local Agency Formation Commission
Regular Meeting - March 12, 1997
Page 2

ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

5. Public Hearing on "Rossmoor Wall" Reorganization Cities of Los Alamitos and Seal Beach (RO96-11)

Ms. Crosthwaite recommended that the subject territory be annexed to the Rossmoor Community Service District. At 10:15 a.m. Commissioner Spitzer returned to the meeting.

6. Public Comment

David Cosgrove, Attorney of Ruttan and Tucker requested a revision to Term and Condition number 3 on the staff report. He requested modification of this item to ensure that the Community Service District enters into an agreement for maintenance, repair and construction obligations. Robert Dominguez, City Manager of the City of Los Alamitos and Keith Till, City Manager of the City of Seal Beach also agreed with the request.

7. Commissioner Comment

Commissioner Herzog complimented all parties on their agreement.

On motion of Commissioner Huntley, duly seconded and carried, the Commission approved the "Rossmoor Wall" Reorganization.

AYES: COMMISSIONERS ROBERT HUNTLEY, PETER HERZOG, DAVID BORAN, RANDAL J. BRESSETTE, TODD SPITZER AND JOHN B. WITHERS

NOES: COMMISSIONERS NONE

ABSTAIN: COMMISSIONERS NONE

ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

8. Public Hearing on Policy on Criteria for Special District Consolidations

The Commission asked for public comment on the draft consolidation policy. Sterling Fox requested that independent districts be separated from dependent special districts. Hank Panian discussed equity issues and was concerned that the concept of equity will not be enforced in the future.

9. Commission Discussion

Chairman Withers recommended incorporating the issue of equity into the policy. Commissioner Huntley stated that the process ensures equitable access and opportunity and that in fact that equity cannot be provided in all cases. He also asked if Special Districts can call elections. Ms. Smith said that they cannot call for an election. Chairman Withers said that Assemblyman Pringle has incorporated this into the bill (AB 556) introduced. Ms. Smith said she would look into this and update the Commission.

On motion of Commissioner Herzog, duly seconded and carried, the Commission adopted the Policy on Criteria for Special District Consolidations.

AYES: COMMISSIONERS PETER HERZOG, RANDAL J. BRESSETTE, ROBERT HUNTLEY, DAVID BORAN, TODD SPITZER AND JOHN B. WITHERS

NOES: COMMISSIONERS NONE

ABSTAIN: COMMISSIONERS NONE

ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

10. Public Hearing on Dissolution of Tri-Cities Municipal Water District (RO96-08)

Chairman Withers continued this item to a future LAFCO hearing. In response to a letter from the applicants, Ms. Smith will issue a Certificate of Filing for the Tri-Cities Proposal No. RO96-06.

11. Public Comment

Don Roberson, Tri-Cities Municipal Water District said that their attorney is working jointly with Coastal Municipal Water District to reach a consensus to make Coastal MWD the operating agency and owner. He also requested that LAFCO pull proposal number RO96-06.

On motion of Commissioner Herzog, duly seconded and carried, the Commission continued the hearing for RO96-08.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, PETER HERZOG, ROBERT HUNTLEY,
DAVID BORAN, TODD SPITZER AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

12. Commission Discussion

12.1 Update on CALAFCO Legislative Day

Ms. Smith provided an update on CALAFCO Day to the Commission. Commissioners Withers, Bressette, Spitzer and Ms. Crosthwaite attended. Ms. Smith said they met with over 40 legislators and approximately 75 locally elected officials and staff attended.

12.2 Update on Garden Grove Reorganization

Ms. Crosthwaite said she will be monitoring the progress of the Reorganization to ensure completion of the Terms and Conditions. She added that it may be necessary to bring the proposal back to the Commission to change or modify the Terms and Conditions. Commissioner Bressette questioned when staff would bring the item before the Commission. Ms. Crosthwaite said it will be placed on the May or June agenda at the latest. Chairman Withers discussed possibly forming an ad hoc committee on this matter. Ms. Crosthwaite recommended waiting until the April LAFCO hearing to allow staff adequate time to research the problem.

12.3 Selection of LAFCO Alternate Public Member

The Commission conducted interviews for the vacant position of Alternate Public Member on LAFCO. Candidates interviewed included Ron Middlebrook, Beverly Olsen, Fred Smoler and Susan Wilson. Susan Wilson was unanimously appointed to the position.

On motion of Commissioner Huntley, duly seconded and carried, the Commission unanimously approved the appointment of Susan Wilson to the Alternate Public Member position on LAFCO.

AYES: COMMISSIONERS ROBERT HUNTLEY, TODD SPITZER, RANDAL J. BRESSETTE,
DAVID BORAN AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS CHARLES V. SMITH AND WILLIAM G. STEINER

13. Public Comment

None.

14. Commissioner Comments


Chairman Withers commended Ed LaBahn, Board Member and Mike Dunbar, General Manager of South Coast Water District for their work.

Ms. Smith recognized Nora Dresser, intern at LAFCO for volunteering her time and expertise to staff.

15. Adjournment

There being no further business before LAFCO at this session, Vice-Chairman Bressette moved to adjourn the meeting. Chairman Withers declared the meeting adjourned at 11: 50 a.m.

ATTEST:


Commission Clerk

SUMMARY ACTION MINUTES
REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION
OF ORANGE COUNTY, CALIFORNIA

Wednesday, April 2, 1997
10:00 a.m.

MAY 2

The regular meeting of the Local Agency Formation Commission of Orange County was held on April 2, 1997 at 10:00 a.m. Members of the Commission present were: Randal J. Bressette, Vice-Chair, Todd Spitzer, Peter Herzog, David Boran and Chuck Smith.

Alternate Members present: Philip Anthony and Susan Wilson
Alternate Members absent: Tom Harman and William G. Steiner
Members Absent: John B. Withers and Robert Huntley
In Attendance: Dana M. Smith, Executive Officer; Joyce Crosthwaite, Assistant Executive Officer; Clark Alsop, General Counsel; and Laura Reinsimar, Commission Clerk

1. Minutes of March 12, 1997 MEETING

On motion of Commissioner Boran, duly seconded and carried, the Commission approved the minutes of the March 12, 1997 meeting as submitted.

AYES: COMMISSIONERS TODD SPITZER, PETER HERZOG, DAVID BORAN,
PHILIP L. ANTHONY AND RANDAL J. BRESSETTE
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS CHARLES V. SMITH
ABSENT: COMMISSIONERS WILLIAM G. STEINER, ROBERT HUNTLEY AND JOHN B. WITHERS

2. Induction of New LAFCO Alternate Public Member

Susan Wilson was inducted to the LAFCO Commission as an Alternate Public Member.

3. Public Hearing for "Home Depot Reorganization" Cities of Laguna Niguel and San Juan Capistrano (CA95-04)

Assistant Executive Officer Joyce Crosthwaite provided the Commission with a staff report on the "Home Depot Annexation" to the City of Laguna Niguel. The proposal involves the annexation of 21 acres of a portion of unincorporated island to the City of Laguna Niguel. The remainder of the unincorporated island includes the Schuller property which is located to the south. Staff proposed amending the spheres of influence for the Cities of Laguna Niguel and San Juan Capistrano. Ms. Crosthwaite said that approval of the Home Depot annexation leaves the remaining 70 to 80 acres as a county island which causes concern for future development and recommended continuing the Schuller property to the July 1997 LAFCO hearing.

3.1 Public Comment

Linda Lindholm, Mayor Pro-tem, City of Laguna Niguel and Frank Hazelton of LSA & Associates supported staff recommendations and stated their willingness to cooperate with the City of San Juan Capistrano.

Michael Tidus, Attorney for Schuller Properties did not support the separation of properties. Commissioner Smith asked if Schuller Properties is considering annexing to the City of Laguna Niguel. Mr. Tidus said that Schuller Properties was open to all options. Commissioner Anthony noted that the properties have always been separate and that notification to both property owners has occurred repeatedly. Cheryl

Jim Holloway, Director Community Services, City of San Clemente said that the City's position changed because of the litigation and other concerns. He hopes to meet with Capo Beach Water District to resolve the issue of protecting employee jobs and also to achieve efficiencies. He added that the City of San Clemente has operations and managers in place and the technology to serve as the successor to Tri-Cities MWD.

5. Commission Comment

Executive Officer Smith said that the Commission may decide to continue this item to the May LAFCO hearing while the agencies work out the revised terms and conditions. She added that the Commission could approve the dissolution today and continue only the terms and conditions.

Clark Alsop, Counsel said Ms. Smith's recommendation would be an alternative but would not be a final action. He added that this recommendation would serve more as an intent and the Commission would need to direct staff to prepare revised terms and conditions and this would serve as the final action.

Commissioner Smith agreed with this recommendation. He disagreed on LAFCOs directing public agencies and subordinating their management's policy making decisions. He said the agencies involved should do this themselves and that staff should remove this from the terms and conditions. He recommended taking action to prepare revised terms and conditions.

Vice-Chairman Bressette asked for specific Commission direction for staff. Commissioner Anthony made a motion and Vice-Chairman Bressette seconded the motion to dissolve TCMWD, select the City of San Clemente as the successor agency if they can work out a reasonable arrangement with Capo Valley Water District and prepare acceptable terms and conditions. Vice-Chairman Bressette seconded the motion.

Commissioner Spitzer made a substitute motion to dissolve TCMWD and recommended returning at a later date with staff direction on the funding mechanism. He said that it is the City of San Clemente's responsibility to work this out with Capo Beach Water District.

Executive Officer Smith asked the Commission to direct staff to prepare an analysis of the terms and conditions that support the City's proposal so the Commission can evaluate what was done previously with the revised analysis. She added that this will allow the Commission to be able to evaluate both sets of analyses.

Commissioner Smith seconded Commissioner Anthony's motion.

Vice-Chairman Bressette asked that Commissioner Anthony withdraw his motion, and he himself withdraw his motion. Mr. Bressette asked Commissioner Spitzer to restate his motion.

Commissioner Spitzer restated his motion to dissolve TCMWD and to come back in 30 days to make a recommendation on the terms and conditions with respect to the City of San Clemente and CMWD proposals. Commissioner Smith added that the potential consolidation with MWDOC should be included.

Executive Officer Smith asked the Commission to amend its motion to include the approval of staff's recommendations to deny the competing proposal of the consolidation of TCMWD and MWDOC, certify the environmental review as categorically exempt, and amend the sphere for TCMWD and designate it as a zero sphere of influence.

On motion of Commissioner Spitzer, duly seconded and carried, the Commission unanimously approved the intent to dissolve TCMWD; recommended continuing the terms and conditions to the May LAFCO

Local Agency Formation Commission
Regular Meeting - April 2, 1997
Page 2

Ellison, Chief Operating Officer of Schuller Ministries said she became aware of the annexation on February 13, 1997 during a meeting with Supervisor Thomas Wilson.

George Scarborough, City Manager, City of San Juan Capistrano requested time for review and comment.

Mike Ruane, CEO office, County of Orange agreed with the staff report and recommendations. Jeff Nichols, Home Depot Real Estate Manager asked the Commission to approve the annexation. Tim Casey, City Manager, City of Laguna Niguel said that Schuller Properties have been fully noticed and that the City would allow the City of San Juan Capistrano 50 days to review the development plans.

At 11:00 a.m. the Public Hearing was closed.

Commissioner Smith did not review the Environmental Impact Report and therefore abstained from voting on the annexation.

On motion of Commissioner Herzog, duly seconded and carried, the Commission approved the "Home Depot Annexation" to the City of Laguna Niguel, and continued the proposed annexation of the Schuller site to San Juan Capistrano until the July LAFCO hearing.

AYES:	COMMISSIONERS	PETER HERZOG, PHILIP L. ANTHONY, DAVID BORAN, TODD SPITZER AND RANDAL J. BRESSETTE
NOES:	COMMISSIONERS	NONE
ABSTAIN:	COMMISSIONERS	CHARLES V. SMITH
ABSENT:	COMMISSIONERS	WILLIAM G. STEINER, ROBERT HUNTLEY AND JOHN B. WITHERS

4. Public Hearing on "Dissolution of Tri-Cities Municipal Water District" (RO96-08 and RO96-06)

Executive Officer Dana Smith thanked all individuals who worked on the project. She introduced Richard Miller of Project Design Consultants who prepared the report on the dissolution of Tri-Cities Municipal Water District.

Mr. Miller provided a report on the proposed dissolution of Tri-Cities MWD.

Vice-Chairman Bressette asked if there would be a savings on rates. Mr. Miller said rates could be decreased in the future. Commissioner Anthony asked why San Diego County should continue to be provided water when they have been unwilling to negotiate on the property tax exchange. Executive Officer Smith said it is important to continue providing water since the County of San Diego funded the pipeline.

4.1 Public Comment

Ron Van Blarckom, Attorney representing Coastal Municipal Water District said he supported staff's recommendations and urged action on the terms and conditions as written. Harry Weinroth, Assistant General Manager of TCMWD, opposed the dissolution of the district, adding that the equity issue must be established.

Steve Apodaca, Council Member, City of San Clemente thanked staff for their hard work, guidance and suggestions. He asked the Commission to approve the reorganization and noted that the City of San Clemente changed its position and proposed that the City serve as the successor agency.

At 11:40 a.m. Commissioner Boran left the meeting.

hearing; denied the competing proposal of the consolidation of TCMWD and MWDOC; certified the environmental impact report as categorically exempt; and amended the sphere for TCMWD and designate it as a zero sphere of influence.

AYES: COMMISSIONERS TODD SPITZER, CHARLES V. SMITH, PETER HERZOG, PHILIP L. ANTHONY, SUSAN WILSON AND RANDAL J. BRESSETTE
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS WILLIAM G. STEINER, DAVID BORAN, ROBERT HUNTLEY AND JOHN B. WITHERS

6. Commission Discussion

6.1 Update on Garden Grove Reorganization No. RO141

Assistant Executive Officer, Joyce Crosthwaite presented the Commission with an update on the Garden Grove Reorganization. She said that the affected agencies are working on meeting the approved terms and conditions prior to July 1, 1997. This item will be set for the May LAFCO public hearing.

6.2 LAFCO Counsel Contract Renewal

The Commission approved the renewal of the annual contract for legal services with Clark Alsop, Attorney of Best, Best & Krieger.

On motion of Commissioner Spitzer, duly seconded and carried, the Commission approved renewal of the contract for legal services with Best, Best & Krieger.

AYES: COMMISSIONERS TODD SPITZER, PHILIP L. ANTHONY, CHARLES V. SMITH, PETER HERZOG, SUSAN WILSON AND RANDAL J. BRESSETTE
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS WILLIAM G. STEINER, DAVID BORAN, ROBERT HUNTLEY AND JOHN B. WITHERS

6.3 Draft LAFCO Budget

The Executive Officer presented the budget which was approved by the Budget Subcommittee .

Vice-Chairman Bressette thanked the subcommittee which included Chuck Smith, Philip Anthony, Tom Harman for their work on the budget.

On motion of Commissioner Spitzer, duly seconded and carried, the Commission approved the LAFCO Budget as submitted.

AYES: COMMISSIONERS TODD SPITZER, PHILIP L. ANTHONY, CHARLES V. SMITH, PETER HERZOG, SUSAN WILSON AND RANDAL J. BRESSETTE
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS WILLIAM G. STEINER, DAVID BORAN, ROBERT HUNTLEY AND JOHN B. WITHERS

Local Agency Formation Commission
Regular Meeting - April 2, 1997
Page 5

The Executive Officer discussed the augmentation budget which was distributed to the Commission. This report included two additional positions to bring the total new positions to four.

Commissioner Smith, as member of the Budget Subcommittee directed staff to prepare an augmentation budget. He made a substitute motion on the budget. The previous motion made by Commissioner Spitzer was rescinded.

On motion of Commissioner Smith, duly seconded and carried, the Commission approved the LAFCO Budget which requests the addition of four new staff positions as indicated in the augmentation budget.

AYES:	COMMISSIONERS	CHARLES V. SMITH, PETER HERZOG, PHILIP L. ANTHONY, SUSAN WILSON, TODD SPITZER AND RANDAL J. BRESSETTE
NOES:	COMMISSIONERS	NONE
ABSTAIN:	COMMISSIONERS	NONE
ABSENT:	COMMISSIONERS	WILLIAM G. STEINER, DAVID BORAN, ROBERT HUNTLEY AND JOHN B. WITHERS

7. Public Comment

None.

8. Commissioner Comments

The Commission requested that Environmental Impact Reports related to proposals be distributed on an "at request" basis and not be distributed with each Commissioner's agenda package.

9. Adjournment

There being no further business before LAFCO at this session, Vice-Chairman Bressette moved to adjourn the meeting and declared the meeting adjourned at 1:45 p.m.

ATTEST:


Commission Clerk



California Library Services Board

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

(916) 654-0266

MEMORANDUM

TO: Members, California Library Services Board

FROM: Richard Terry, CLSA Program Coordinator

DATE: May 15, 1997

SUBJECT: CLSB Actions taken at the May 8-9, 1997 Meeting

*Alvin Habbertad
for RT*

Purpose of the California Library Services Act:

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

Goals of the California Library Services Board:

From this time forth the California Library Services Board will be known as a pro-active Board with an impact on State and Federal Legislation.

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

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

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

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

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

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

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

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on May 8-9, 1997:

1. Adoption of Agenda

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

2. Approval of Minutes

It was moved, seconded (Dawe/Steinhauser) and carried unanimously that the California Library Services Board approve the draft minutes of the February 20-21, 1997 CLSB meeting as corrected.

Legislative Committee

3. It was moved by the Legislative Committee (Dawe) and carried by a vote of 7 yes, 1 no (Spence) and 2 abstentions (Frizzelle, Kennedy) that the California Library Services Board take a position of support for Senate Bill 1100, Public Library Foundation waiver.
4. It was moved by the Legislative Committee (Dawe) and carried unanimously that the California Library Services Board take a position of support for Assembly Bill 403, Literacy for Public Safety.
5. It was moved by the Legislative Committee (Dawe) and carried unanimously that the California Library Services Board take a position of support for Senate Bill 356, State Literacy Resource Center.

Transaction Based Reimbursement

6. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board adopt, subject to the concurrence of the State Department of Finance, reimbursement rates for the CLSA Transaction-Based Reimbursement Program for the 1997/98 fiscal year as follows: for interlibrary loans, a reimbursement rate of \$3.29 per eligible transaction; for direct loan, a reimbursement rate of \$.75 per eligible transaction; and that the CLSB Chief Executive Officer inform all participants of the 1997/98 reimbursement rates as soon as Department of Finance concurrence is obtained.
7. It was moved, seconded (Kallenberg/Patria) and carried unanimously that the California Library Services Board continue to support full funding for the Transaction Based Reimbursement program either through the ECP (Enrollment/Caseload/Population) or BCP (Budget Change Proposal) process, which ever is most appropriate.

Special Services - Literacy

8. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to prepare a Budget Change Proposal to seek additional 1998/99 local assistance funding to fully fund the programs of the CLSA California Library Literacy Service for consideration at the August 1997 Board meeting.
9. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to prepare a Budget Change Proposal to seek additional 1998/99 local assistance funding to expand Families for Literacy services in California libraries for consideration at the August 1997 Board meeting.

10. System Reference

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to prepare a Budget Change Proposal for additional 1998/99 local assistance funding for the System Reference Program to meet additional costs to the program for newly formed library jurisdictions that affiliate with a CLSA system by 1997/98 for consideration at the August 1997 Board meeting.

11. System Communication and Delivery

It was moved by the Budget Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to prepare a Budget Change Proposal for additional 1998/99 local assistance funding for the System Communication and Delivery Program to meet additional costs to the program for newly formed library jurisdictions that affiliate with a CLSA system by 1997/98 for consideration at the August 1997 Board meeting.

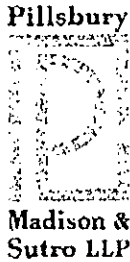
12. State Reference Centers

It was moved by the Budget Committee (Spence) and carried unanimously that the California Library Services Board direct staff to develop concepts for a potential Budget Change Proposal for the 1998/99 State Budget to implement the State Reference Centers Program.

Attachment A

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

May 1	Families for Literacy 1997/98 Application due at California State Library
May 16	California Library Literacy Service 1997/98 Applications postmarked to the California State Library (first year funding)
May 23	California Library Literacy Service 1997/98 Plans of Service postmarked to the California State Library (for programs in years 2-5)
June 2	1997/98 System Plans of Service due at California State Library
June 2	System Advisory Board Rosters due at California State Library
June 16	1996/97 System Annual Report, Uniform Expenditure Report Forms and Instructions mailed.
On or about June 30	1997/98 Budget adopted
July 15	4th Quarter 1996/97 ILL claims due at California State Library
August 20-22	CLSB Meeting, Sacramento (upon adoption by the CLSB)
September 2	1996/97 System Annual Reports, System Uniform Budget, System Uniform Expenditure Reports due at California State Library



ATTORNEYS AT LAW
 101 WEST BROADWAY SUITE 1800
 SAN DIEGO, CALIFORNIA 92101-4219
 TELEPHONE: (619) 234-5000 FAX: (619) 236-1995
 internet: pillsburylaw.com

Writer's direct dial number / email:
 (619) 544-3177

June 2, 1997

VIA FACSIMILE TRANSMISSION

TO: ORANGE COUNTY INVESTMENT POOL
 PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange
 Case No. SA CV 96-0765 GLT
 Bankr. Case No. 94-22272 JR

Dear Pool Participants:

We continue to monitor the status of various post-confirmation issues in the County's bankruptcy case.

Today District Court Judge Taylor denied McGraw-Hill Companies, Inc.'s motions to dismiss the County's complaint and to strike the complaint's punitive damage allegations. McGraw-Hill will now have twenty days to respond to the County's complaint, making its answer due by June 23, 1997.

If you have any questions, please call me.

Very truly yours,

Patrick C. Shea

cc: Official Investment Pool Participants
 Committee and Counsel

SAN DIEGO LOS ANGELES NEW YORK ORANGE COUNTY SACRAMENTO SAN FRANCISCO SILICON VALLEY WASHINGTON, D.C. HONG KONG TOKYO

21057144.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Review of Library Revenue Issues
DATE: June 24, 1997

*accept review /
prop / mnt*

BACKGROUND:

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

At the May 20, 1997 the Board reviewed the three categories of Library revenues.

1. Property Tax -- only three things can impact the property tax revenues:
 - Significant increase in property valuations
 - Reversal of ERAF
 - Voter-approved local library tax


2. State Funds -- three issues are important to rebuilding the State revenues:
 - Legislative and gubernatorial approval of full funding of the Public Library Fund (PLF)
 - Legislative and gubernatorial approval of full funding of Transaction Based Reimbursements (TBR) at a realistic cost of providing those services
 - Avoiding dilution of the limited funds available to public libraries by sharing them with the academic, school and special libraries (SB409)

3. Local Revenues

RECOMMENDATION:

Discuss and give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Fiscal Year 1997-1998 Budget Presentation
DATE: June 24, 1997

BACKGROUND:

The proposed Fiscal Year 1997-1998 Budget will be presented at the Meeting.

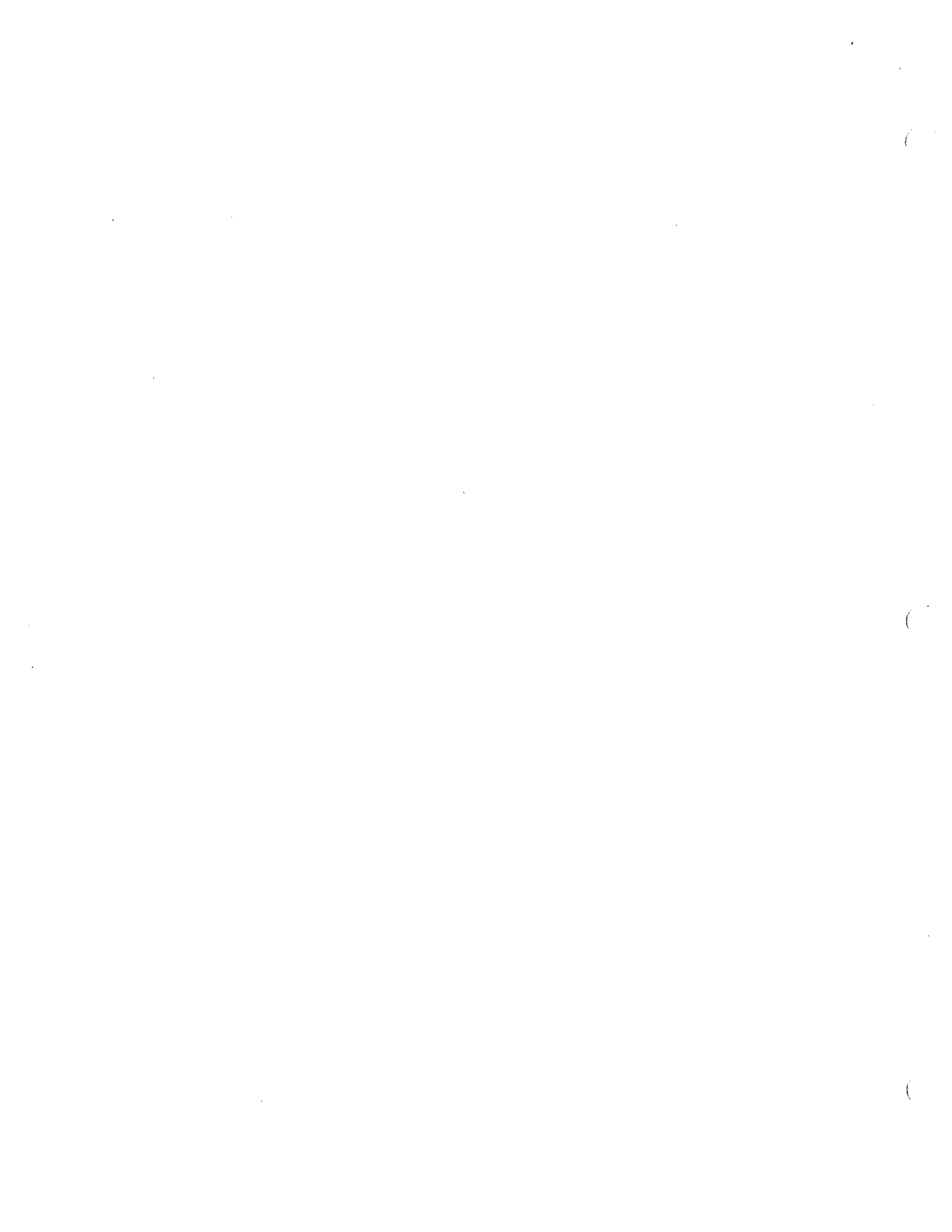
The Orange County Auditor Budget Forms for all Placentia Library District Funds will be presented at the July Board Meeting.

RECOMMENDATION:

Review and Adopt

Placentia Library District
 Revenue Budget for Fund 707 for Fiscal Year 1997-1998
 June 24, 1997

Object Code	Category	FY1990-1991	FY1991-1992	FY1992-1993	FY1993-1994	FY1994-1995	FY1995-1996	FY1996-1997	FY1996-1997	FY1996-1997	FY1997-1998
		Actual	Actual	Actual	Actual	Actual	Actual	Budgeted	Nov 96 Revision	YTD May 31	Estimate
6210	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	706,000	692,535	673,850	705,331
6230	Prior Secured	24,856	37,363	47,569	100,660	6,809	26,545	53,000	45,000	28,818	30,000
	TOTAL SECURED	848,688	930,097	872,387	768,740	651,626	670,229	759,000	737,535	702,669	735,331
6211	PUBLIC UTILITY	25,633	27,090	28,058	24,362	25,128	24,898	25,000	25,000	22,568	23,019
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	50,000	33,000	27,219	47,500
6240	Prior Unsecured	978	1,258	435	815	461	1,221	500	500	0	500
	TOTAL UNSECURED	65,416	74,214	57,307	47,455	47,700	48,532	50,500	33,500	27,219	48,000
6690	HOMEOWNER	19,790	20,375	18,101	13,993	12,454	17,059	15,500	14,750	12,665	14,900
	TOTAL ESTIMATE PROVIDED										
	BY ORANGE COUNTY AUDITOR	959,527	1,051,776	973,853	854,549	736,908	760,717	850,000	810,785	765,120	821,251
6260/6540	PENALTIES/DELINQUENCIES	4,289	6,019	7,676	2,158	0	399	0	0	448	400
6280	SUPPLEMENTAL - CURRENT	72,614	48,227	34,058	10,037	8,242	10,682	10,000	10,000	9,582	11,500
6300	SUPPLEMENTAL - PRIOR	2,103	3,704	4,939	3,644	2,312	430	2,000	1,065	1,066	1,065
6610	INTEREST	46,331	40,373	36,599	31,037	13,041	19,501	15,000	12,000	14,078	11,000
	TOTAL CATEGORIES NOT ESTIMATED										
	BY ORANGE COUNTY AUDITOR	125,337	98,323	83,272	46,876	23,595	31,012	27,000	23,065	25,174	23,965
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,150,099	1,059,125	901,426	760,503	791,729	877,000	833,850	790,294	845,216
6970	STATE LIBRARY	144,764	123,758	105,612	86,938	74,112	66,803	70,500	50,000	52,103	52,887
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS					5,324	0	20,000	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		0	0	0	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	17,115	32,866	36,424	32,251	32,775	36,000	36,000	22,693	25,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS			9,102	(8,005)	(750)	0	0	0	7	0
	TOTAL REVENUE	1,243,597	1,290,972	1,206,705	1,016,782	871,441	891,308	1,003,500	919,850	865,097	923,103



PLACENTIA LIBRARY DISTRICT											
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998											
May 20, 1997											
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED
0100	Salaries & Wages	624,948.00	700,238.65	752,402.94	554,886.10	518,987.81	500,513.55	544,905	499,120		481,259
0200	Retirement (Social Security & Pension Contribution)	86,162.64	87,508.99	101,063.84	90,067.88	73,368.39	70,239.67	76,084	70,000		70,591
	Health Insurance/Care America			38,981.19	28,676.84	19,117.42	16,445.45	23,825	20,000		21,324
	Long Term Disability			2,485.32	3,313.49	2,492.04	2,596.21	2,149	2,000		2,072
	Vision Service Plan			2,013.44	1,355.45	1,263.69	1,299.83	1,067	1,000		937
	Dental			5,702.00	5,912.24	4,219.10	4,725.54	4,475	3,900		3,715
0500	Total Employee Insurance	40,194.04	37,302.50	49,181.95	39,738.02	27,092.25	25,067.03	31,516	26,900		28,049
0310	Unemployment Insurance	2,115.00	1,717.00	2,579.76	5,567.31	415.46	0.00	500	1,000		0
10350	Workers Compensation - General	8,979.77	7,602.28	6,098.85	2,731.32	3,864.00	5,870.00	6,500	6,000		6,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	834,369.42	911,327.34	692,990.63	623,727.91	601,690.25	659,505	603,020		585,899
0700-00	Communications - Telephone	5,841.73	0.00	3,534.15	4,121.95	1,928.80	1,565.58	2,500	2,000		2,000
0700-01	Communications - Modem/Fax			0.00	0.00	2,713.84	3,881.88	3,600	3,600		900
0700-02	Communications - Internet/Database			6,092.77	4,869.85	483.46	437.14	500	500		3,500
0700-05	Communications - Broadband Cataloging Access					5,320.19	4,634.69	5,160	5,160		5,160
0700-07	Communications - 321 Grant					134.20	170.37	150	150		150
0700-08	Communications - Adult Literacy			896.35	485.82	553.09	298.54	250	250		250
	Total Communications	5,841.73	0.00	10,543.27	9,477.62	11,133.58	10,988.20	12,160	11,660		11,960
0900-00	Food - General Fund	0.00	88.83	0.00	1.99	205.98	85.98	100	100		0
0900-07	Food - 321 Grant					0.00	0.00	50	50		50
0900-08	Food - Adult Literacy					30.43	43.74	50	50		50
090-009	Food - Family Literacy			32.26	315.85	35.74	178.43	0	0		0
	Total Food	0.00	88.83	32.26	317.84	272.15	308.15	200	200		100
1000-00	Household Expense	3,311.71	4,479.02	3,996.68	3,172.21	3,177.16	4,164.33	3,500	3,500		3,500
1100-00	Insurance	13,065.63	14,716.87	14,649.00	18,374.25	15,223.66	2,692.13	12,225	11,500		10,552



PLACENTIA LIBRARY DISTRICT											
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998											
May 20, 1997											
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED
1300-00	Maintenance of Equipment - General Fund	3,005.13	7,575.16	4,453.27	6,793.53	5,577.32	8,574.33	25,100		20,000	20,000
1300-07	Maintenance of Equipment - 321 Grant				0.00	0.00	0.00	0		0	0
1300-08	Maintenance of Equipment - Adult Literacy				0.00	969.00	517.16	1,000		1,000	1,000
1300-09	Maintenance of Equipment - Family Literacy				0.00	0.00	0.00	0		0	0
	Total Maintenance of Equipment	3,005.13	7,575.16	4,453.27	6,793.53	6,346.32	9,091.49	26,100		21,000	21,000
	HVAC										
	Carpet Cleaning			13,623.83	4,141.52	2,390.82	7,734.32	6,500		7,500	7,500
	Groundskeeping, City of Placentia			2,894.55	3,176.25	800.00	0.00	1,500		1,000	1,000
	Plumbing			23,537.42	27,101.43	21,979.52	18,626.60	21,000		18,750	18,750
	Electrical			523.71	1,146.60	765.56	110.00	500		1,200	1,200
	Cleaning Service			982.57	1,174.22	3,601.71	3,372.00	3,740		2,500	3,000
	Locksmith			13,060.20	11,683.04	11,400.00	11,400.00	11,700		11,700	11,700
	Other			87.45	827.12	55.19	1,262.10	200		200	200
	Total Maintenance of Building & Grounds	44,124.45	60,144.19	55,851.09	48,674.56	44,632.12	49,966.61	45,640		44,350	44,850
1400-00	Memberships - General Fund	2,199.00	3,452.19	3,325.25	2,978.50	2,154.65	2,285.65	2,400		2,400	2,500
1600-07	Memberships - 321 Grant				0.00	0.00	135.00	0		0	0
1600-08	Memberships - Adult Literacy				0.00	135.00	238.00	150		150	150
1600-09	Memberships - Family Literacy				0.00	0.00	0.00	0		0	0
	Total Memberships	2,199.00	3,452.19	3,325.25	2,978.50	2,289.65	2,658.65	2,550		2,550	2,650
	Miscellaneous Expense - General Fund										
1700-00	Miscellaneous Expense - 321 Grant	0.00	349.86	0.00	2,439.95	702.50	(702.50)	0		0	0
1700-07	Miscellaneous Expense - Adult Literacy				0.00	0.00	0.00	0		20	0
1700-08	Miscellaneous Expense - Family Literacy				0.00	28.03	0.00	0		0	0
1700-09	Miscellaneous Expense - Family Literacy				0.00	0.00	0.00	0		0	0
	Total Miscellaneous Expense	0.00	349.86	0.00	2,439.95	730.53	(702.50)	0		20	0



PLACENTIA LIBRARY DISTRICT												
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998												
May 20, 1997												
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED	
	Library Supplies											
	Printing											
	EZ Copy - copy cards for sale to patrons											
	Publications											
	Paper											
	Drinking Water Service											
	Other Office Supplies											
1800-00	Total Office Supply Expense - General Fund											
1800-07	Literacy Dept Educ 321 Grant Supply Expense											
	Printing											
	Publications											
	Paper											
	Other Office Supplies											
1800-08	Total Adult Literacy Office Supply Expense											
1800-09	Family Literacy Supply Expense											
	Total Office Expense											
1803-00	Postage Expense - General Fund											
1803-01	Postage Expense - LSCA II Grant											
1803-08	Postage Expense - Adult Literacy											
1803-09	Postage Expense - Family Literacy											
	Total Postage Expense											

PLACENTIA LIBRARY DISTRICT												
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998												
May 20, 1997												
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED	
	Care Resources (Employee Assistance)			693.00	453.00	280.00	385.00	650		650	420	
	Pension Fund Operating & Investment Mgmt. Expenses			5,029.59	4,487.59	5,640.50	4,797.61	5,800		5,800	5,000	
	Anaheim Library Automated Library System			42,631.10	37,392.39	37,960.12	37,377.87	39,000		39,000	40,000	
	Clipping Service			368.52	390.52	392.52	392.52	400		400	420	
	Tax Collection Services & Fees by Orange County			545.51	472.55	138.85	402.58	450		450	450	
	Advertising			552.50	97.50	72.97	270.82	200		200	200	
	Medical Exams			324.00	552.00	760.00	252.50	500		500	500	
	Collection Services - Accounts Receivable			0.00	0.00	2,700.00	0.00	3,700		3,700	3,700	
	Audit & Accounting Services			2,950.00	3,200.00	3,530.00	2,950.00	3,750		3,750	3,750	
	Payroll Preparation			2,367.28	5,120.72	2,441.95	2,370.03	2,500		2,500	2,500	
	Election Expenses			0.00	0.00	0.00	0.00	15,000		18,000	0	
	Staff Training in Library			0.00	0.00	0.00	0.00	0		0	0	
	Other			8,101.87	10,835.99	2,693.76	2,643.91	0		0	0	
1900-00	Total Specialized Services - General Fund	61,688.26	64,407.71	63,563.37	63,004.16	57,610.67	51,842.84	69,950		74,950	56,940	
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	0.00	0.00	11,243.26	1,507.39	0		0	0	
1900-07	Specialized Services - 321 Grant				0.00	0.00	250.00	0		0	0	
1900-08	Specialized Services - Adult Literacy	6,093.95	2,069.14	1,077.40	630.00	2,653.08	1,305.31	2,750		2,750	2,750	
1900-09	Specialized Services - Family Literacy	0.00	2,467.26	812.00	(25.00)	5,503.00	5,714.25	0		0	0	
1900-18	Tax Collection Services & Fees by Orange County	0.00	13,553.04	2,401.91	1,863.22	1,813.96	1,823.82	2,200		2,200	2,200	
	Total Specialized Services	78,060.21	82,497.15	67,854.68	65,472.38	78,825.97	62,443.61	74,900		79,900	61,890	
2000-00	Legal Notices - General Fund	0.00	600.27	521.08	110.88	141.75	112.50	500		1,200	500	
2000-01	Legal Notices - LSCA II Grant	0.00	600.27	521.08	110.88	141.75	112.50	500		1,200	500	
	Total Legal Notices	0.00	600.27	521.08	110.88	141.75	112.50	500		1,200	500	
2100-00	Rents/Leases-Equipment	0.00	82.00	0.00	0.00	0.00	0.00	0		0	0	



PLACENTIA LIBRARY DISTRICT												
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998												
May 20, 1997												
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED	
2200-00	Semi-Annual Bond Payment	71,800.00	71,800.00	0.00	35,900.00	35,900.00	35,900.00	7,900	7,900	7,900	71,800	
2300-00	Small Tools/Instruments			497.32	0.00	0.00	0.00	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0.00	745.48	14.95	27.21	414.19	2,817.81	100	100	100	100	
2400-01	Special Department Expense - Books	122,463.09	115,541.59	109,878.89	23,263.83	50,853.68	17,151.49	18,446	10,000	10,000	10,000	
2400-02	Special Department Expense - Video	5,790.92	5,115.55	957.33	0.00	27.45	243.00	1,000	500	500	500	
2400-03	Special Department Expense - Electronic	0.00	2,776.83	0.00	0.00	4,431.22	46,181.66	10,000	10,000	10,000	10,000	
2400-04	Special Department Expense - Periodicals	10,233.49	4,159.91	39,890.38	9,243.74	9,414.09	4,966.48	26,000	26,000	26,000	26,000	
2400-05	Special Department Expense - Audio	5,411.88	7,461.82	4,027.65	1,180.01	0.00	503.90	2,400	1,000	1,000	1,000	
2400-07	Special Department Expense - 321 Grant	0.00	4,461.67	0.00	0.00	215.34	0.00	0	0	0	0	
2400-08	Special Department Expense - Adult Literacy	0.00	590.51	1,439.19	2,252.85	1,381.15	637.76	500	500	500	500	
2400-09	Special Department Expense - Family Literacy	0.00	143,899.38	156,327.17	36,892.83	69,966.11	72,502.10	58,446	48,100	48,100	48,100	
2600-00	Transportation/Travel - General	0.00	60.00	0.00	0.00	0.00	0.00	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	8,427.00	10,805.00	6,292.83	5,355.11	6,590.33	1,695.33	0	0	0	1,000	
2700-01	Transportation/Travel - Meetings, Staff Local				0.00	1,867.75	2,362.54	1,500	3,500	3,500	2,000	
2700-02	Transportation/Travel - Meetings, Board Out of Town				0.00	61.48	886.78	750	500	500	750	
2700-03	Transportation/Travel - Meetings, Board Local				0.00	699.00	727.52	500	500	500	500	
2700-04	Transportation/Travel - Meetings, LSCA II Grant				0.00	0.00	0.00	0	0	0	0	
2700-07	Transportation/Travel - Meetings, 321 Grant				0.00	2,631.92	2,421.02	2,750	2,750	2,750	2,750	
2700-08	Transportation/Travel - Meetings - Adult Literacy			728.00	1,408.01	137.00	120.72	500	500	500	500	
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	941.50	941.50	1,141.37	91.65	81.04	0	0	0	0	
	Total Transportation/Travel - Meetings	8,427.00	10,805.00	7,962.33	7,904.49	12,079.13	8,294.95	6,000	7,750	7,750	7,500	



PLACENTIA LIBRARY DISTRICT											
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1997-1998											
May 20, 1997											
OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY92 ACTUAL	FY93 ACTUAL	FY94 ACTUAL	FY95 ACTUAL	FY96 ACTUAL	FY97 BUDGETED	NOV 96 REVISIONS	FY97	FY98 PROPOSED
	Electricity			56,813.70	57,098.74	48,474.74	47,635.00	51,000		43,000	45,000
	Gas			2,917.30	2,938.77	2,938.78	3,066.02	3,300		3,000	3,500
	Water			1,888.97	1,683.49	1,803.99	1,913.25	1,925		1,900	2,500
2800-00	Total Utilities	59,583.61	66,780.08	61,619.97	60,816.00	53,217.51	52,614.27	56,225		47,900	51,000
	TOTAL SUPPLIES & SERVICES	455,081.18	489,826.07	426,417.49	327,367.64	369,774.27	342,008.14	337,795		313,130	361,002
3700-00	Taxes, Assessments (Sales Tax)	0.00	1,262.82	610.04	623.32	1,284.00	1,154.00	1,200		1,200	900
4000-00	Equipment	0.00	19,583.43	711.12	3,863.73	4,725.29	4,722.66	5,000		2,500	2,500
4000-07	Equipment - 321 Grant	0.00		0.00	0.00	0.00	0.00	0		0	0
4000-08	Equipment - CLC Grant	0.00	472.96	0.00	2,202.42	2,150.05	0.00	0		0	1,000
4000-09	Equipment - FFL Grant			0.00	0.00	0.00	0.00	0		0	0
4000-11	Equipment	11,181.79	2,245.40	0.00	0.00	0.00	0.00	0		0	0
	Total Equipment	11,181.79	22,301.79	711.12	6,066.15	6,875.34	4,722.66	5,000		2,500	3,500
4200-00	Structures/Improvements	0.00	107.75	0.00	0.00	0.00	0.00	0		0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	22,409.52	711.12	6,066.15	6,875.34	4,722.66	5,000		2,500	3,500
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	70,000.00				0
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	34,733.31	(545.75)	0		0	0
	TOTAL EXPENSES	1,228,662.42	1,347,867.83	1,339,065.99	1,027,112.74	1,036,394.83	1,019,029.30	1,003,500		919,850	951,301
										0	923,103.00
											(28,197.64)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish a Library Board Officer Selection Policy, Second Reading
DATE: June 24, 1997

BACKGROUND:

At its meeting on April 15, 1997 the Library Board requested that a discussion of the adoption of a Library Board Selection Policy be placed on the May 20, 1997 Agenda.

The item was discussed and continued until the June 24 Meeting. No amendments of the proposed Policy were made at the June 24 Meeting.

Trustee Pappas and Library Director Minter met on May 7th and prepared the following proposals to initiate discussion:

The premise for this proposal is that there is a desire within the Library Board of Trustees for Library leadership to be developed for each of its members, and that the responsibilities of Office be shared in an equitable manner.

- A non-binding rotation list will be created for the Board positions of President and Secretary.
- Trustees will not be added to the President's rotation list until the end of their first full year of service.
- Names will be added to both lists at the bottom of the current list for each office, at the time the name is eligible to be added. If more than one name is being added to the list at a time, the individuals will draw numbers to determine the order of placement on the list.
- The first list will be established by drawing numbers.
- Any Trustee may decline to serve in an office without stating a reason. In that case, the position will be offered to the next Trustee on the list. However, if each Trustee has declined the position, when the rotation comes back around to the first Trustee who declined, that Trustee shall be expected to accept the Office unless there are extenuating circumstances.
- The Office of President will be filled first. After that position is filled the position of Secretary will be filled, with the President being passed over on the list. (The President's position in the Secretary's rotation list will remain the same.)
- This system will be implemented with the Board officer election to be held in December 1997.

*Minter / Pappas
 del into pref meet -*

Trustee commitments, apart from the Library Board Meetings, will also be shared to the fullest extent possible. These include, but are not limited to:

- Independent Special Districts of Orange County (ISDOC) – quarterly evening meetings, once a year there is a NOON luncheon meeting.
- Local Area Formation Commission (LAFCO) Nominating Committee – District must be represented by its President or another delegate who has been appointed by formal Resolution of the Board. This body meets only when there is a vacancy for the Special District representatives on LAFCO. These meetings are sometimes held at the same time as ISDOC.
- Orange County Investment Pool (OCIP) Bankruptcy Committee – meetings are usually held during the day and are informational in nature. If votes are required they are presented at Board Meetings. This group met frequently during the first two years of the Bankruptcy. If future meetings are called, they will probably deal with the third party litigations (Merrill Lynch, etc.). These meetings are usually held in Irvine or Fountain Valley, and the advance notice is often short. It is at these meetings that we get first hand briefings from the Committee's Attorney (Patrick Shea), and the CPAs.
- California Special Districts Association (CSDA) – Annual Conference and Legislative Day.
- CSDA Worker's Compensation Authority Board of Directors – 4 meetings per year, including one at the CSDA Annual Conference.
- California Association of Library Trustees and Commissioners (CALTAC/CLA) – Spring workshop for all Trustees and an Annual Conference (part of California Library Association Conference).
- Placentia Chamber of Commerce monthly breakfast meetings, includes time for visiting with community leaders and owners/managers of small businesses and a presentation by a speaker, 7:15 – 8:30 A.M.
- Placentia Chamber of Commerce monthly mixers, includes time for visiting with community leaders and owners/managers of small businesses, 5:30 – 7:00 P.M. The time is very flexible, like an open house, and one can come and go as needed.
- Placentia Library Foundation Board of Directors – 4 Board meetings per year plus active committee assignments. Two Board delegates to the Foundation are elected by the Trustees at the Board's Annual Meeting each December.
- Friends of Placentia Library Board of Directors – 10 Board meetings per year, currently rotated among Trustees.

RECOMMENDATION:

Discuss and amend the proposal, and adopt the Board Officer Selection Policy.

TO: Elizabeth Minter, Library Director
FROM: Peggy Burkich, Circulation Supervisor *pb*
DATE: June 24, 1997
SUBJECT: PURCHASE OF COLLECTION AGENCY SERVICE ACCOUNTS

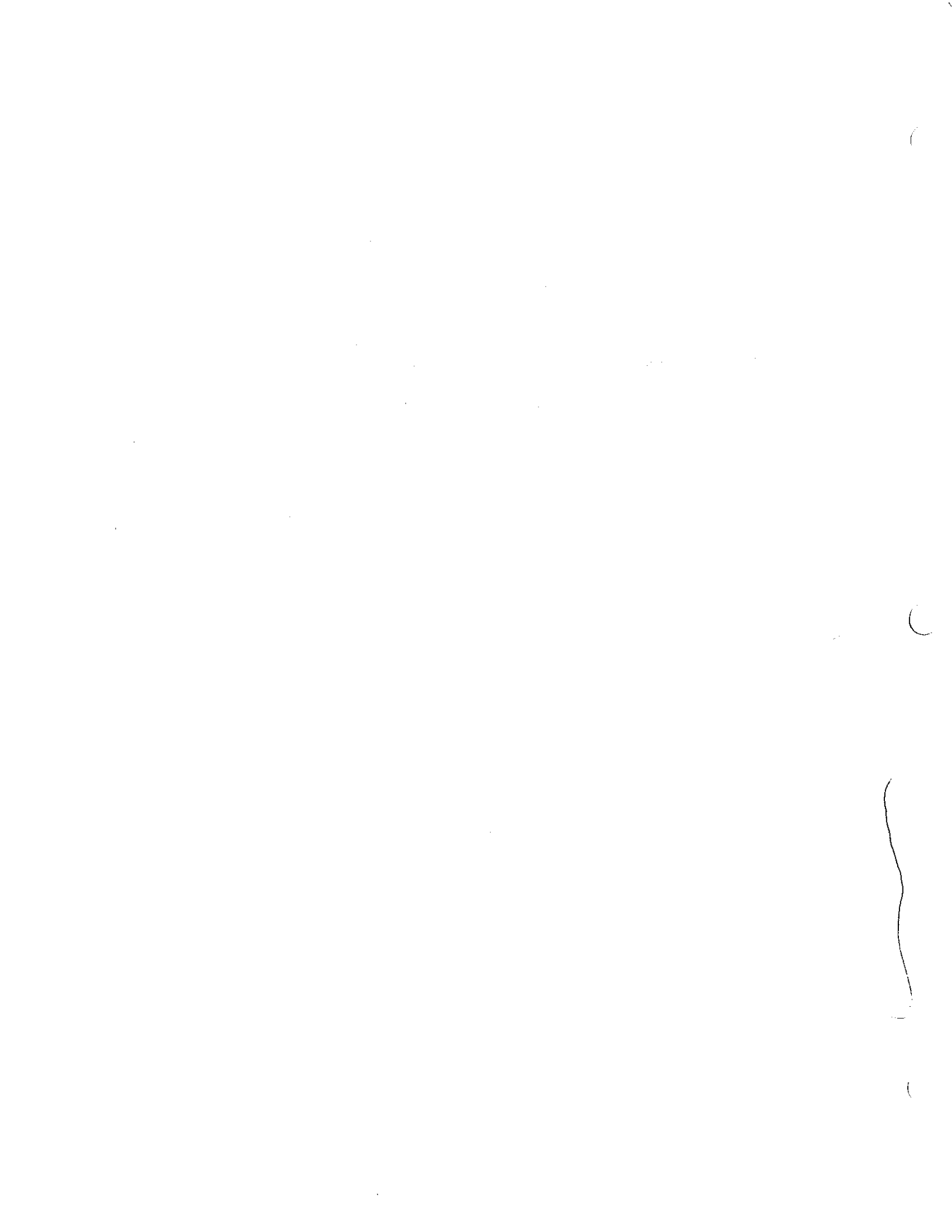
BACKGROUND:

In January, 1995 the Placentia Library District signed a collection agency contract with Weldon and Associates for three years. At that time the library purchased 500 service accounts at \$3,710.00 to be paid over a three month period. These accounts have been depleted.

At the present time we have 30 accounts ready to be sent to Weldon and Associates.

RECOMMENDATION:

The recommendation is to purchase 100 additional collection accounts from Weldon and Associates at \$1,028.26.



TO: Elizabeth Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor

PB

DATE: June 24, 1997

SUBJECT: PURCHASE OF COLLECTION AGENCY SERVICE ACCOUNTS

BACKGROUND:

In January, 1995 the Placentia Library District signed a collection agency contract with Weldon and Associates for three years. At that time the library purchased 500 service accounts at \$3,710.00 to be paid over a three month period. These accounts have been depleted.

RECOMMENDATION:

The recommendation is to purchase ¹⁰⁰~~200~~ additional collection accounts from Weldon and Associates at ~~\$1,685.48.~~

7 1,028.25



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: June 24, 1997

SUBJECT: Program Committee Report for the Month of May 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	MAY97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	19
Conversation Groups	7	14
<i>CHILDREN'S SERVICES</i>		
Librarian's Visits to Schools	1	78
Schools' Visits to the Library	1	18
Summer Reading Program Visits	3	1740



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian

Date: June 24, 1997

Subject: May Activities in the Children's Department

Programming- During the month of May there were no Storytimes.

School Out Reach- The Children's Librarian was involved in several activities with community schools during May. Morse Elementary School had a bookmark drawing competition as part of the school's Bookfair festivities. The Children's Librarian acted as one of the celebrity judges for the event. A classroom visit was made to 78 children in two third grade classes at Sierra Vista Elementary. The Librarian told the children about the library, how to get a library card, special events at the library and informed the students about the new internet access at the library. Children were given library card applications to take home and a special bookmark to keep. 18 children from a Ruby Drive Elementary second grade class came into the library for a tour. They were shown around the library by the Librarian and had a short storytime at the end of the tour. The children were sent home with library card applications, and each received a special bookmark.

Summer Reading Program-It's almost time for the Summer Reading Program, and things are well under way. Replies have been received from businesses in the community regarding prize donations for the Summer Reading Program. Borders Books, Camelot Golfland, McDonalds, Cinemapolis, Movieland Wax Museum, and Hometown Buffet are some of the business that have supplied prizes . Classroom promoting the Summer Reading Program have begun. The Librarian and a dedicated team of volunteers visited the Morse, Wagner, and Golden Elementary schools. Many thanks to the volunteers who made the school visits possible. More school visits are scheduled for June.

Out in the Community- The Librarian attended the Placentia Business Expo and assisted in promoting the Placentia Library District to business and members of the community.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: June 24, 1997
SUBJECT: Publicity materials produced for May 1997

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. Friends of Placentia Library book sale
5. Afghan for sale at Circulation Desk.
6. Literacy asking for volunteers to take the tutor training program.
7. Placentia Library Literacy Services offering INS-approved citizenship examination.
8. Summer Reading Program to begin June 22.
9. Friends of Placentia Library bookstore and on going sale in lobby.
10. Storytime for children to begin in June.
11. Holiday schedule for Memorial Day.
12. Special Summer Reading kick-off program for families on Sunday, June 22.

Newspaper articles published:

1. Friends of Placentia Library to hold Super Sale of Used Books.
2. City Hall to host open house.
3. Placentia City official Web site - www.Placentia.org.
4. Libraries Shelve Stuffy Image.
5. County Libraries to help patrons get caught up in the Web.
6. Library to reopen without stench (Laguna Beach Library).
7. Committee want to build city library (Costa Mesa).

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly MAY 15 1997

City Hall to host open house on Saturday

Learn how the city works and what it has to offer at an open house from 9 a.m. to noon on May 17 at the Placentia City Hall, 401 E. Chapman Ave.

Activities include facility tours, a book sale sponsored by the Placentia Library and police K-9 demonstrations. Information on earthquake preparedness, literacy, bike licensing and child fingerprinting will be provided as well.

Registration for summer swim lessons, day camp and youth sports programs will begin at 9 a.m. for Placentia residents and 11 a.m. for non-residents.

Bring recyclable items to be eligible to win a bicycle. Call the Recreation Office at 993-8232.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily MAY 22 1997

PLACENTIA 332

The Placentia Founders Society will present a free ragtime concert Sunday at the Bradford House, 136 Palm Circle. Bill Mitchell and his trio will perform from 2:30 to 4 p.m. with a break for questions and discussion. For more information, call the Bradford House at (714) 993-2470.

- Janet Van Vleet
(714) 704-3704

pacific clippings

post office box 11789
santa ana, calif. 92711

Fullerton Observer
Weekly MAY 15 1997

• May 17 & 18— Super Sale of Used Books, Friends of the Placentia Library, Sat 10am to 1pm, Sun 1pm to 4pm, Placentia Library, 411 E. Chapman Ave., Placentia, 526-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily MAY 17 1997

PLACENTIA 332

Come grab a bag of books for a buck at the Placentia Library and Friends of the Placentia Library's book sale from 3:30 to 4 p.m. Sunday at the library, 411 E. Chapman Ave. Purchase magazines and paperbacks from 10 a.m. to 1 p.m. today on the library patio and hardcover books from 1 to 4 p.m. Sunday in the library meeting room. Proceeds go to the library. For more information, call (714) 528-1906. ...

COLUMN ONE

Libraries Shelve Stuffy Image

■ Faced with competition from TV and computers, librarians are offering pajama parties and video nights. They aim to show that recreation and information can intersect.

By JOCELYN Y. STEWART
TIMES STAFF WRITER

The movie was about to begin. The kids had settled into their seats, the pizza was ordered.

Rita Buckley stood at the front of the multipurpose room, adjusting the sound of "Inde-

pendence Day" on the big-screen TV. "Loud enough?" she asked the group.

"Louder!" they said.
"Louder?" she asked again.
"LOUDER!" they called back.

That's enough, she decided. "This is a library after all," the librarian said, with mock concern.

But all night long, nobody said "shhh."

Across the country, the public library is shaking off its dusty image as a hushed and intimidating place. With programs ranging from pajama parties with hot chocolate and storytelling to Friday night videos—such as the recent "Independence Day" screening at the Platt Branch of the Los Angeles Public Library in Woodland Hills—libraries are redefining their

role in the lives of youngsters.

"We entice kids who might not otherwise know about the library," said Mary Somerville, president of the American Library Assn. and director of the Miami-Dade Public Library System. "We really have to market our services."

The library's less stodgy persona is no overnight metamorphosis. Pressed into action by competition from TV and personal computers, libraries have long been moving in the direction of the creative.

Now the trend is accelerating, pushed by twin concerns: the need to rescue reading as a habit by American youngsters, and libraries' recognition that the future hinges on a reassertion of their role as a center of cor-

Please see LIBRARIF

LIBRARIES

Continued from A1

city. Today's marketing-minded librarians are trying to show that the worlds of recreation, education and information can intersect at their doors.

And in neighborhoods where recreational outlets are few, libraries are filling a bigger void than ever.

"The library is often the one place where kids feel secure and where they can dream," Somerville said. "It's a wonderful oasis for them. Libraries are often, in the lives of many children, the only place where they have access to a computer."

Or someone who can read them a story.

In recent years, libraries have stepped up the number of special reading programs offered to their young patrons. In 1989, 29% of all libraries surveyed by the National Center for Education Statistics offered group programs for infants through 2-year-olds. Now, 50% provide programs for this age group.

At branches of the Los Angeles public library, "grandparents" read to kids who visit the library

or the Read Aloud Program, elementary school children from the Robert Taylor housing project are paired with high school teenagers. The boys and their big brothers meet weekly and read together.

But the program offers much more. In sessions organized by the teen mentors, the boys learn life skills: etiquette, proper conduct when in public, how to tie a tie. They discuss current events. Together with their big brothers, the boys have enjoyed their first evening on the town: a seven-course dinner at a fine restaurant and then a visit to the theater.

"It has done wonders," librarian Vernell Madden said. "A lot of the little guys have improved in their academic subjects. Some behavior problems have been countered and they had a good time. . . . This was something really needed in this community."

Like their counterparts in Chicago, librarians in suburban Los Angeles have learned that just as books can open new horizons, new experiences can also lead to books.

A recent visit from a live shark left young readers in Agoura searching for books about sea creatures.

More than 120 kids packed the tiny Las Virgenes county library—so many that the librarians cleared

Library, uses to describe these programs. Workshops on Japanese animation, makeup and even a comic book festival have pulled kids into the city library system.

Librarians hope an upcoming Festival on Wheels, part of the city library's 125th anniversary celebration, will be a magnet for teenage boys. The May 17 event at the Central Library will include displays of classic and customized cars—including lowriders—as well as bicycles and motorcycles. There will also be workshops on auto design and customizing, career seminars and a Cars of the Future design competition.

"Reading can be a [labor-intensive] activity in a kid's life," said Penny Markey, coordinator of youth services for the County on Los Angeles Public Library. "It's more work than sitting in front of a television set. It doesn't have the built-in attraction of computer games. [Libraries] are in competition with those things."

But libraries are finding new allies. The juvenile literature market has reached \$2.47 billion in sales, which means youngsters today have more books written specifically for them than any other generation. Celebrities are participating in library story times and penning their own children's tales.

Angeles County library, who dons a purple nightgown and matching slippers once a week.

Signs That Approach Is Working

The children and teenagers also seem to appreciate the youth councils created by the Los Angeles Public Library seven years ago to give them a say in the programs offered.

Video night at the Platt Branch was the idea of 13-year-old Grace Giles and 12-year-olds Georgina Ferrera, Amy Downing and Pamela Kohanchi. Members of the branch's recently formed Teen Council, they picked the movie—with Buckley's approval—and they chose the snacks.

While there is no way to quantify the usefulness of such programs, at the very least they are attracting kids to the library—and getting them inside where the books are is the first step, Buckley said.

After one visit, they might see that "librarians here are really nice. You get to know them by name and they try to help you," said Gregg Fuller, 12.

They might also realize the interesting things in books and the other benefits the library offers.

norary, not just read books," said Grace, herself a dedicated reader.

"We come here every Saturday, just to hang," Jennifer Samuel, 13, said during a video intermission. "It's cool."

At Mid-Valley Regional Library in North Hills, teens have their own reading area stocked with the compact discs they like to hear, popular novels, useful materials for school projects and fun stuff.

"We go from the serious to 'Real World Diary' and 'Everything You Need to Know About Friends,'" said librarian Catherine Ortiz, a recent library school graduate. "I try to give the students what they want."

In cities like Los Angeles and Miami, huge demographic shifts have also mandated change in response to new communities of people from countries where public libraries are not a tradition.

Not only are children in need of an introduction to the library, but so are their parents. The Los Angeles Public Library is working with Spanish-language media to encourage kids and their parents to use the library.

alone. Many of the children are "latchkeys" who have no other place to go after school, said Ann Connor, manager of children's services. The presence of the "grandparents"—trained volunteers—makes the library a more inviting place for kids and offers an intergenerational experience.

At Orangewood Children's Home, a facility for abused and abandoned children in Orange County, the library helps kids see the fun that comes with reading and offers ways for them to cope with their situation, said Lynn Eisehnut, coordinator of children's services for the Orange County Public Library.

During a "mystery meal," librarian Pam Carlson hands teen participants a special "menu" that lists the names of young adult authors she has discussed. The diners select an author and only when the fish arrives do they learn what they've ordered. Katherine Paterson might be a biscuit, Judith Orthees, a piece of cake.

Eventually they receive a full meal, albeit, somewhat out of order.

More than a game of mystery, the meal is a way of looking at life.

"There are just some things you can't control—it's not your fault," Eisehnut said. "They're at Orangewood through no fault of their own. Kids will often blame themselves. It's just another way of letting them know."

In one of Chicago's poorest neighborhoods, libraries offer a mentoring program that has received national recognition for its

the parking lot and split the group in two. Half remained inside looking at books, while half stayed outside viewing fossils and the shark.

The shark's visit was free, courtesy of the state Department of Fish and Game, said librarian Azar Hazrati who organized the event.

"We try to know the resources in our community and find out what is available to us," she said. Like the shark or a high school drama class willing to perform a play for younger children.

Making Most of Resources

Such resourcefulness is necessary in light of the budget constraints faced by most municipalities. Some library programs are paid for with funding raised by Friends of the Library groups at each branch. Others are staged by the librarians themselves, using their own talent and skills.

More costly performances and programs are often funded by donations and grants, said Connor of the Los Angeles Public Library.

This year, a "substantial" grant from the Ahmanson Foundation paid for two professional performances at each branch of the Los Angeles Public Library. A gift from United Airlines paid for a third performance, Connor said. A fund-raising effort by the Department of Water and Power helped pay for young adult programs.

"Nontraditional" is the word Al-

Actress Debbie Allen has hosted a massive festival of reading in Los Angeles, reading her favorite stories to a packed audience. The next year, Martin Landau read "Pinocchio." And each year in April, celebrities and politicians read stories at local libraries as part of the Los Angeles library's "Night and Day of a Thousand Stars."

Nationally there's even a campaign endorsed by First Lady Hillary Rodham Clinton encouraging pediatricians to prescribe that mothers read to their children.

The Los Angeles Public Library will kick off its Summer Reading Program in June with L.A. Kids Read, a festival of storytellers, puppeteers, face painting, music, dance groups and free refreshments.

With a 200-seat children's theater and a 60-seat puppet theater, the Central Library has changed from a research-oriented facility to one that is user friendly for kids and their families, Connor said.

"The vision of this department has really changed a lot," Connor said. As a result of all the new programs, "the usage of this department has skyrocketed," she said. At the branches, librarians have found one sure way to appeal to young children: invite them to visit in their pajamas for an evening of stories and related arts and crafts.

Even the grown-ups wear pajamas.

"Certainly, I'm not that gorgeous in my pajamas, but the kids seem to enjoy the fact that I come in them."

not limited to recent arrivals.

According to a 1991 Gallup study, only 26% of high school dropouts possessed a library card. Only 47% of individuals with incomes under \$20,000 are likely to hold a library card, compared to 73% of those with incomes of \$50,000 or more.

"In the more than 3,000 squ miles that we cover, we have all kinds of communities with huge socioeconomic differences," said Markey of the Los Angeles library.

Aides Reach Out to Community

Librarians are even venturing into the waiting rooms of clinics where low-income, often poorly educated women receive prenatal care.

"We want to motivate the parents to serve as a catalyst for their children," Markey said.

At the Bellflower County Health clinic recently, books were far from the minds of the pregnant women waiting to be examined—until county library aides Rossana Llamas and Esther Martinez began to speak.

With missionary zeal, they explained the importance of reading to children—even in the womb. And they described the programs offered at the library, emphasizing to the mostly Spanish-speaking group that the services are free.

"It's very important that you support your children," Martinez said. "It's very important that you have a library card to be able to select books."

Although the Clifton M. Brakensiek Library was just across the walkway—visible through the glass doors of the clinic—many of the women had never visited, and most did not have a library card.

Before the morning was over, Llamas and Martinez introduced several young mothers to the library, handed out applications for library cards and referred one 23-year-old to a literacy program.

As patients checked in and out at the clinic counter, Llamas read "Salta Ranita, Salta," "Mi Casa," and later, "How Many Bugs in a Box" to children.

Afterward, 8-year-old Schronda Robertson—there with her mother, two brothers and baby sister—decided to take over.

She picked up "Spot's First Words," held it open so her 1-year-old sister Chantel could see, and began.

"Hat. Mirror. Shoe. Tabl Schronda read, dutifully pointing out the pictures, before turning the page.

"And, that's the end," she said like a polished storyteller. "Want to read it again?"

Chantel cooed, looked around, shook her bottle and grabbed for a reporter's notebook

MAY - 8 1997

Library to reopen without stench

332
UPDATE: Exhaust fumes and trash-bin odors were being drawn in through a vent at the Laguna Beach facility.

By LIAM M. TRUCHARD
 The Orange County Register

LAGUNA-BEACH — It took a smoke bomb to finally clear the air at the Laguna Beach Library.

The facility, closed since March 24 because of a stench that caused employees to become ill, will reopen Monday now that county officials have determined the source of the mystery stench — an open vent in the basement that was allowing odors into the building.

The investigation, which officials estimate will cost \$40,000-\$50,000, used high-tech tests to locate the origin of the odors — including putting video cameras in the building's pipes.

But it was the not-so-high-tech smoke bomb that uncovered a pathway leading from a 3-by-5 vent in an unused basement room to the rest of the structure.

Orange County Librarian John Adams said auto exhaust fumes, trash-bin odors and possibly even sewer gases were being drawn in through the vent and dispersed through the building via pipe and conduit passages. Those passages have now been sealed and the vent closed off.

"There is nothing hazardous in the facility," Adams said.

Dr. M. Joseph Fedoruk, medical director of the Center for Occupational and Environmental Health at the University of California, Irvine, conducted several tests and reviewed the data collected by the county. He said he is certain odors were causing the employees' illnesses.

Adams said officials are still unsure why the odors started causing illnesses in March and not before.

Besides the repairs, the 25-year-old library has been thoroughly scoured, including steam cleaning the carpets, disinfecting the bathrooms and cleaning air ducts.

"This library is cleaner than any other location in Orange County," Adams said. "While we were at it, we washed the windows."

The six-week closure will not affect the Laguna branch's funding, which is based on usage throughout the year.

pacific clippings

post office box 11789
 santa ana, calif. 92711

Los Angeles Times
 OC Edition

Daily MAY 28 1997

County Libraries to Help Patrons Get Caught Up in Web

By SHELBY GRAD
 TIMES STAFF WRITER 333

SANTA ANA—Orange County's library system plans to install computers with Internet access at all 27 branches by next year. In a move officials hope will open up the World Wide Web to those who haven't yet had the opportunity to surf the Net.

The plan, outlined in the system's 1997-98 budget proposal, marks a rare upgrade for libraries that have suffered through five years of sharp cuts in hours and materials acquisitions.

"This will allow people who don't have a computer at home or at work to log on and find out what this is all about," County Librarian John M. Adams said Monday. "We consider it an important function of the public library to provide this access to people."

Because of its financial woes, the system has fallen behind other library agencies in providing Internet-linked services to library patrons.

Currently, only the San Clemente and San Juan Capistrano branches have Web-searching computers, which were purchased last year with the help of private donors. The terminals are so popular that patrons must make reservations to use them.

Two libraries in Irvine will receive Internet terminals later this week, and the remaining branches are scheduled to go online over the next 12 months, Adams said. The county plans to spend about

\$100,000 in library funds and use additional state grants to purchase the needed equipment and software.

Adams said the computer acquisitions mark the beginning of a rebound for the financially ailing county library system, which has seen its operating budget drop from \$27 million to \$17.5 million over the last five years.

During that time, the budget for new material acquisitions was cut from \$6 million to \$3 million, and some libraries saw their operating hours slashed. The cutbacks resulted from the state's decision in 1991 to balance its budget by limiting the amount of tax revenue given to libraries and other special districts.

But Adams said he expects the upcoming budget to include ex-

panded hours for some libraries as well as a modest increase in the materials budget.

"We see the service programs will stop constricting and begin increasing again," he said.

The county's library advisory committee will review the proposed budget next month. The Board of Supervisors also will take a vote on a preliminary spending plan in late June.

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

Costa Mesa Breeze
Weekly MAY 29 1997

Committee wants to build city library

By ANTONIO A. PRADO
The Costa Mesa Breeze

332
A group of local residents has banded together to raise money to build Costa Mesa a library of its own.

The Costa Mesa Library Formation Committee soon plans to file for official nonprofit organization status, granting the group a tax exemption and clearing the way for its fundraising campaign.

"Our goal is to have a city library, city run and directed," Kenton White, a former Huntington Beach assistant city librarian and member of Costa Mesa's Library Services Committee, said Tuesday. "The problem is that the city doesn't know how to fund one, so we said we would do it privately.

"They said 'where are you going to get the money?'" he added. "We proposed the same way that they did the Performing Arts Center."

White said that at least \$15 million is needed to build a new library in the city. He estimates annual operating costs to be at least \$3.5 million.

White said the formation committee plans to use the same private fund raising approach used by the founders of the Orange County Performing Arts Center more than a decade ago.

"We want a library of some architectural stature," White said, adding that his group is looking at potential locations along Adams Avenue, Harbor Boulevard and Fairview Avenue.

The committee's goal is to have a major local library closer to the city's center.

The committee hopes that the goal of building a cultural and educational icon for Costa Mesa will encourage businesses and the public to help.

Committee members include a number of former and current city Library Services Committee members, as well as former Mayor Sandra Genis, municipal activist Eleanore Humphrey and public relations professional Joan Murphine.

White said the committee is working with people who helped form a city library in Rancho Mirage — Assistant State Librarian Richard Hall and UC Irvine's community outreach representative Barbara Al-Bayati.

The committee, formed in February, will also have to work out if and how Costa Mesa would split from the countywide library district that now runs two branches of the Orange County Public Library in the city.

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

The Register
Daily

MAY - 2 1997

PLACENTIA 332

The city's official Web site is now online — at www.Placentia.org — and ready for browsing. Visit the site's five main areas: City Council, business center, city information, departments and services, and forms and requests. The business center provides 24-hour access for businesses to do things such as download business-license applications and obtain useful phone numbers. Information on city recreation and the library is also available.

— Ann Pepper/(714) 704-3777

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KM*

DATE: June 24, 1997

SUBJECT: **Placentia Library Literacy Services Report for the month of May**

Program Statistics

Active tutors: 61

Active students: 74

Students waiting to be matched: 27

Percentage of tutors reporting (May hours): 87%

Tutoring hours reported: 321

Other volunteer hours reported: 109

Total volunteer hours: 430

Citizenship Exam. The citizenship exam was administered Saturday, May 17, 1997. Nineteen people took the exam. The next exam is scheduled for Saturday, June 21, 1997.

Conversation Groups. Twice-a-week conversation groups met throughout the month of May. The groups were led by an intern from California State University, Fullerton. New groups will be formed as volunteer leaders become available.

Southern California Library Literacy Network (SCLLN). The May 20, 1997 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network. Literacy materials were distributed at the Chamber Spring Business Showcase.

SAFETY COMMITTEE MEETING
MAY 21, 1997
MINUTES

I. Call to Order: 3:20 P.M.

II. Members Attending: Katie Matas
Jerry Conn
Esther Guzman
Cindy McClain

III. Old Business

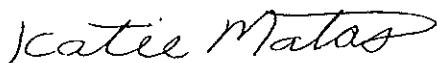
1. A new paper towel dispenser was installed in the public women's restroom at a lower level in response to a patron complaint that the old one was too high to reach.

IV. New Business

1. New sidewalks were installed by the emergency exits to make them handicapped accessible.

The next meeting will be June 25, 1997 at 3:15 P.M.

Respectfully submitted,



Katie Matas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 24, 1997
REPORT NO 3521

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	May, 1997		2700	01		7.87		
N09212 Cheryl Willauer 411 E. Chapman Ave. Placentia, CA 92870	May, 1997		2700	01		41.58		
Fedex P.O. Box 1140 Memphis, TX 38101-1140	June 9, 1997		1803	00		20.40		
Literacy Pro Systems 19028 Stevens Creek Blvd., STE D Cupertino, CA 95014	May 27, 1997	1106	1800	08		1,826.37		

The claims listed above (totaling \$ 1,896.22) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,896.22

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00692A SDRMA 2400 Venture Oaks Way, Ste 460 Sacramento, CA 95833			1100	00		5,024.74		

The claims listed above (totaling \$ 5,024.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

5,024.74

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE June 24, 1997
REPORT NO 3523

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	Only SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	June 24, 1997 Pay period #14 June 20, 1997 July 3, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JULY 3, 1997								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

19,926.00

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	June 24, 1997 Pay period #15 July 4, 1997 July 17, 1997		0100	00		18,510.00		
	FICA		0200	00		1,416.00		
PLEASE WIRE ON THURSDAY, JULY 3, 1997								

The claims listed above (totaling \$ 19,926.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

19,926.00