

TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator *GC*
 DATE: February 20, 1996
 SUBJECT: VOLUNTEER REPORT FOR THE MONTH OF JANUARY 1996

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY 95-96 January	FY 95-96 YTD	Starting Dates	Cumulative Totals
Andrade, Linda	8.00	32.00	9/95	36.00
Austin, Jane	2.50	11.50	12/95	11.50
Cain, Ruth	0.00	2.00	10/95	2.00
Contampasis, Jeff	0.00	2.00	11/95	2.00
Covington, Darlene	18.75	131.75	3/95	202.75
Dailey, Marjorie	8.00	26.00	10/95	26.00
Deputy, Paul	50.00	307.25	7/82	5,710.00
Farris, John	0.00	35.25	1/94	174.75
Fitzgerald, Joan	27.00	179.50	10/93	655.50
Goldbaum, Mae	7.50	32.50	7/88	324.50
Horrocks, Marjorie	2.00	16.00	10/95	16.00
Hemmerling, Barbara	0.00	2.00	10/95	2.00
Johnson, Beverly	0.00	2.00	10/95	2.00
Joseph, Courtney	17.25	36.50		128.25
Livezey, Jane	8.00	24.00	10/95	24.00
Lord, Audrey	8.00	14.00	12/95	14.00
Marquardt, Melvin	0.00	0.00	9/95	7.50
Mignot, Shirley	6.00	36.00	9/95	36.00
Moore, Susan	0.00	6.25	8/95	6.25
Myers, Claire	18.25	59.00	10/95	59.00
Nakamoto, Blanca	0.00	0.00	10/94	88.50
Olson, Bob	0.00	18.00	9/95	18.00
Olson, Jean	0.00	16.00	9/95	16.00
Redinbo, Sandy	0.00	0.00	10/94	55.50
Reynolds, Penny	16.00	65.00	9/95	70.00
Rice, Sharon	0.00	25.50	4/95	93.75
Robinson, Marcia	0.00	14.75	9/95	22.50
Ryan, Kristen	0.00	3.00	11/95	3.00
Schlichter, Allan	10.00	53.00	10/93	248.25
Shaw, Dixie	2.00	17.50	5/94	53.75
Shkoler, Al	0.00	0.00		53.50
Stark, Sandra	0.00	15.75		19.50
Stoller, Frances	5.25	39.75	9/95	39.75
Tapia, Gerald	2.00	14.50	6/95	17.00
Westberg, Carl	8.50	84.00	9/93	326.75
Wymer, Betty	7.50	7.50	1/96	7.5
J.T.P.A.	0.00	0.00		
S.T.E.P.	93.00	480.00		
TOTALS	315.00	1,762.25		8,521.75

J.T.P.A. / Job Training Partnership Act.
 S.T.E.P. / Senior Training & Employment Program

Volunteer Report for the Month of January 1996

TEMPORARY VOLUNTEERS

	FY95-96 December	FY95-96 YTD		FY95-96 November	FY95-96 YTD
Ashbough, Amanda	0.00	15.50	Kang, Jin	0.00	27.75
Bhavin, Petel	2.00	4.00	Knutpel, Brad	5.00	9.25
Bone, Shawanda	5.00	36.00	Knutson, Andrea	0.00	5.25
Burke, Marsha	0.00	1.75	Kwok, Shirley	3.00	3.00
Cabral, Phillip	0.00	43.00	Lee, Peter	6.00	27.5
Capris, Marcelle	0.00	1.50	Meiners, Christie	0.00	23.00
Chang, Michael	0.00	13.00	Meshreky, Mary	0.00	11.50
Chao, Christine	0.00	9.50	Molina, Inio	5.00	9.25
Chao, Hanna	0.00	64.00	Nunn, Dennis	0.00	55.75
Chao, Sunny	0.00	15.00	Pirayev, Odette	0.00	38.50
Chavez, Alfredo	5.00	9.25	Rahman, Shayan	0.00	13.75
Chiu, Robert	0.00	143.50	Shatal, Dalal	0.00	3.00
Deeble, Blake	0.00	50.00	Taylor, Daniel	0.00	3.00
Ekelund, Lindsey	0.00	34.50	Taylor, Rosemary	0.00	3.00
Gonzalez, Auturo	0.00	15.00	Theodros, Rachel	0.00	9.50
Guadarramo, Cesar	4.25	14.00	Valdivia, Jason	0.00	23.25
Gunewardane, Sharlini	0.00	42.50	Vo, Tai	0.00	20.00
Hartnett, Tom	0.00	41.25	Vetter, Dianna	0.00	3.00
Huang, Jack	9.00	12.00	Wang, Suching	0.00	8.75
Jivan, Neetal	0.00	3.00	Yada, Julie	0.00	21.00
Kamachi, Jennifer	0.00	2.00	Yang, Denny	2.00	86.25
TOTAL	25.25	570.25		21.00	405.25

LVA VOLUNTEERS

Literacy Volunteer Hours 469.00

TOTAL VOLUNTEER HOURS 830.25

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

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

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

	Regular/Temp. Volunteers		Literacy Volunteers	
	FY95/96	FY95/96	FY95/96	FY95/96
January	362.75	361.25	523.00	469.00
February	511.50		509.00	
March	437.50		509.00	
April	554.25		467.00	
May	406.25		546.50	
June	386.75		297.00	
July	433.00		423.00	
August	573.00		333.50	
September	354.25		377.50	
October	432.25		580.00	
November	418.00		449.50	
December	301.00			

Placentia Library District
 Circulation Report
 FEBRUARY 20, 1996

	FY 95-96 YTD	FY94-95 YTD	% CHANGE FY95 TO FY96	FY95-96 JAN 96	FY94-95 JAN 95
1st Time Checkouts	120,963	121,831	-0.71%	19,247	19,001
Phone Renewals	6,964	7,659	-9.07%	1,216	972
In-Building Renewals	15,384	15,834	-2.84%	2,680	2,568
Total Renewals	22,348	23,493	-4.87%	3,896	3,540
TOTAL CHECKOUTS	143,311	145,324	-1.39%	23,143	22,541
On-Time Checkins	119,198	115,956	2.80%	16,276	15,369
Late Checkins	21,985	23,203	-5.25%	3,402	3,423
TOTAL CHECKINS	141,183	139,159	1.45%	19,678	18,792
Hold Placed	2,939	2,735	7.46%	542	474
Hold Cancelled	509	521	-2.30%	80	87
Hold Filled	2,517	2,388	5.40%	0	273
Hold Expired	16	71	-77.46%	6	8
Overdue Items	7,068	7,478	-5.48%	1,045	1,056
Overdue Notices	3,171	3,411	-7.04%	469	477
Billing Notices	3,888	4,186	-7.12%	663	621
Patrons Registered	2,686	2,420	10.99%	441	354
Titles Added	6,004	N/A		769	1,225
Volumes Added	10,114	N/A		1,297	1,631
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	68,172	68,717	-0.79%	11,310	10,614
Juvenile Print	59,810	59,137	1.14%	9,325	9,102
Total Print	127,982	127,854	0.10%	20,635	19,716
Audio	5,910	7,052	-16.19%	901	1,047
Visual	9,530	12,833	-25.74%	1,530	1,778
Equipment	0	0	0.00%	0	0
Total Audio Visual	15,440	19,885	-22.35%	2,431	2,825
TOTAL CIRCULATION	143,311	145,324	-1.39%	23,143	22,541
Placentia Circulation	85,806	86,020	-0.25%	13,709	12,870
% Placentia Circulation	59.83%	58.22%	2.77%	59.43%	57.10%
Anaheim/Yorba Linda Circulation	29,154	29,619	-1.57%	4,836	4,835
% Anaheim/Yorba Linda Circulation	20.33%	20.05%	1.40%	20.97%	21.45%
TYPES OF BORROWERS					
Adult	99,595	110,310	-9.71%	16,327	16,685
Young Adult	1,614	1,108	45.67%	441	201
Juvenile	32,617	32,739	-0.37%	5,024	4,744
New Borrower	10,168	3,535	187.64%	1,351	911
Non Resident	0	0	0.00%	0	0
Other	22	47	-53.19%	0	1
TOTAL BORROWERS	144,016	147,739	-2.52%	23,143	22,541
ATTENDANCE	228,127	236,884	-3.70%	32,548	33,392
Adult Reference - In Building	11,016	12,337	-10.71%	1,813	N/A
Adult Reference - Telephone	4,064	2,277	78.48%	375	N/A
Children's Reference - In Building	5,619	8,166	-31.19%	1,073	1,365
Children's Reference - Telephone	416	395	N.A.	54	100
Total Adult Reference	15,080	14,614	3.19%	2,188	0
Total Children's Reference	6,035	8,561	-29.51%	1,127	1,465
Total In Building Reference	16,635	20,503	-18.87%	2,886	1,365
Total Telephone Reference	4,480	2,672	67.66%	429	100
TOTAL REFERENCE	21,115	23,175	-8.89%	3,315	1,465

New Borrower line indicates 187.64% increase because items were done in batch process

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,853.86	971.48	768.77	173.14			4,667.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	288.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
TOTAL		56,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,798.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,684.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.69	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.48	11,657.76	9,709.07	3,379.57	1,798.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.66	765.00	731.66	215.33	0.00	1,732.03	7,129.08
Jun 1995	Jul 26, 1995	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,584.68	9,073.02	2,146.99	0.00	1,732.03	73,382.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	Oct 5, 1995	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	Nov 9, 1995	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995	Dec 8, 1995	3,678.53	718.12	835.38			255.66	5,487.69
Dec 1995	Jan 26, 1996	3,594.00	852.78	835.38	107.50			5,389.66
Jan 1996	Feb 7, 1996	3,259.95	753.70	835.38	128.50			4,977.53
Feb 1996								0.00
Mar 1996								0.00
Apr 1996								0.00
May 1996								0.00
Jun 1996								0.00
TOTAL		31,175.91	5,006.41	5,847.66	923.85	0.00	255.66	43,209.49
AVG		4,453.70	715.20	835.38	131.98			6,172.78

TOTAL DOLLARS SPENT

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

TOTAL DOLLARS SPENT

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.52	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,056.50	3,917.00	444.59	19,418.09	9,709.05
AVG	1,254.71	326.42	37.05	1,618.17	809.09

TOTAL DOLLARS SPENT

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995	1,213.32	189.00	23.88	1,426.20	713.10
Mar 1995	1,259.16	189.00	17.41	1,465.57	732.79
Apr 1995	1,213.32	204.00	23.88	1,441.20	720.60
May 1995	1,213.32	204.00	46.40	1,463.72	731.86
Jun 1995	1,213.32	204.00	4.48	1,421.80	710.90
TOTAL	15,211.14	2,724.00	256.72	18,191.86	9,095.93
AVG	1,267.60	227.00	21.39	1,515.99	757.99

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996				0.00	0.00
Feb 1996				0.00	0.00
Mar 1996				0.00	0.00
Apr 1996				0.00	0.00
May 1996				0.00	0.00
Jun 1996				0.00	0.00
TOTAL	7,013.90	1,323.00	168.47	8,505.37	4,252.69
AVG	1,001.99	189.00	24.07	1,215.05	607.53

DOLLARS BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.78
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,056.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

DOLLARS BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,125.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,056.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

DOLLARS BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Mar 1995	248.88	255.60	48.24	23.82	682.62	1,259.16
Apr 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
May 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Jun 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
TOTAL	2,924.34	3,118.32	578.88	23.82	8,565.78	15,211.14
AVG	243.70	259.86	48.24	1.99	713.82	1,267.60

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996						0.00
Mar 1996						0.00
Apr 1996						0.00
May 1996						0.00
Jun 1996						0.00
TOTAL	1,754.64	1,750.58	340.48	95.28	4,356.42	8,297.40
AVG	250.66	250.08	48.64	13.61	622.35	1,185.34

TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	658.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00	0.00	40.00	62.00
Feb 1995	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1995	8.00	10.00	2.00	1.00	31.00	52.00
Apr 1995	8.00	10.00	2.00	0.00	30.00	50.00
May 1995	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1995	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	94.00	122.00	24.00	1.00	389.00	630.00
AVG	7.83	10.17	2.00	0.08	32.42	52.50

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996						0.00
Mar 1996						0.00
Apr 1996						0.00
May 1996						0.00
Jun 1996						0.00
TOTAL	56.00	68.00	14.00	4.00	196.00	338.00
AVG	8.00	9.71	2.00	0.57	26.00	48.29

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

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TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: February 20, 1996
SUBJECT: 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996

BACKGROUND:

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1995-1996.

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

RECOMMENDATION:

Receive and file.

Quarterly Financial Report (Fiscal Year 95-96)

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


Placentia Library District
Name Of Library

Instructions:

- Submit one original plus two copies of this report with other reports required.
- Send to: California State Library, Fiscal Office, Room 215 - Literacy, 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	1,391	40,827	42,218	-0-	12,623	-0-	20,007	20,007	
2. Library Materials	-0-	1,000	1,000	-0-	-0-	-0-	-0-	-0-	
3. Operations	7,000	5,380	12,380	1,768	926	2,758	2,093	4,851	
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
5. Indirect	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
6. Total	8,391	47,207	55,598	1,768	13,549	2,758	22,100	24,858	

"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	650	350	1,000	104	-0-	104	-0-	104	
3b. Travel	1,100	1,500	2,600	53	-0-	53	-0-	53	
3c. Office Supplies	750	430	1,180	515	142	750	1,309	2,059	
3d. Printing	1,900	-0-	1,900	496	-0-	1,078	-0-	1,078	
3e. Instr. Resources	500	2,250	2,750	500	784	500	784	1,284	
3r. Communications	1,500	500	2,000	100	-0-	173	-0-	173	
3g. Other	510	350	860	-0-	-0-	100	-0-	100	
TOTAL	7,000	5,380	12,380	1,768	926	2,758	2,093	4,851	


 Signature of Representative of Fiscal Agent or of Library receiving funds
 Elizabeth D. Minter
 Library Director
 01/29/96
 Title Date

Charlene Dumitru
 Contact Person
 Admin. Ass't. (714) 528-1925
 Title Phone

*Sources of "other" funds of \$200 or more attached.

CALIFORNIA LIBRARY LITERACY SERVICE

In-Kind Resource Development (Fiscal Year 95-96)

Placentia Library District

Name of Library

1st Quarter

July-September

2nd Quarter

October-December

3rd Quarter

January-March

4th Quarter

April-June

Instructions: 1. Submit original plus two copies of this report with other reports required.

2. Send to: California State Library, Fiscal Office, Room 215 - Literacy, PO BOX 942837, Sacramento, CA 94237-0001

	Church / Service Groups	Business	Education	County / Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	THIS YEAR'S Goals
a) Space	\$0.00	\$0.00	\$0.00	\$830.00	\$0.00	\$0.00	\$830.00	\$1,690.00	\$500,000
b) Materials	\$0.00	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.00	\$26.00	\$100,000
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000
d) Printing	\$0.00	\$0.00	\$0.00	\$85.00	\$0.00	\$0.00	\$85.00	\$169.00	\$1500,000
e) Professional Services	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$675.00	\$1500,000
f) Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000
Column Totals for QTR	\$0.00	\$26.00	\$300.00	\$915.00	\$0.00	\$0.00	\$1,241.00		
Column Totals for YTD	\$0.00	\$26.00	\$675.00	\$1,859.00	\$0.00	\$0.00		\$2,560.00	Grand Total

	TOTALS		Goals
a) Literacy Instruction	965	1701	4000
a) Talent/Support Serv.	369	633	2000
a) In-Service	144	304	0

Katie Matas
Contact Person

Katie Matas

Signature of person submitting report

Literacy Coordinator

Title

Library Director

Title

1/30/96

Date

(714) 524-8408

Telephone Number

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 95-96)

Placentia Library District
 Name of Library

— 1st Quarter
 July-September

X

2nd Quarter
 October-December

— 3rd Quarter
 January-March

—

4th Quarter
 April-June

Instructions:

1. Submit one original plus two copies 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.		66
2. Adult Learners who began during quarter	2.		27
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	5	
b. Learners who became physically inaccessible this quarter	3b.	7	
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.		
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		93
5. Adult Learners referred to other programs (never instructed) this quarter	5.		2

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.		186
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.		5

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.		27

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
	23	2	41	1	0	9	0	0	76

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	8	31	19	11	5	2	0	76

12. Gender	Male	Female	TOTAL
	18	58	76

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

Placentia Library District

Name of Library



Signature of person submitting this report

Library Director 1/30/96

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408

Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE

Tutor Activity Report (Fiscal Year 95-96)

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

- Instructions:
1. Submit one original plus two copies 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.		60
2. Tutors who began instructing during quarter	2.		11
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	15	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		15
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		71
5. Number of tutors trained during quarter	5.		13
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.		83
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.		24

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		56
10. Prospective tutors awaiting training/matching at end of quarter	10.		2

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 95-96)

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
	3	0	7	0	1	45	0	0	56

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	8	9	16	12	7	4	0	56

13. Gender	Male	Female	TOTAL
	8	48	56

Double Check:

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

14a. Number of library branches used for literacy instruction during quarter	3
Number of additional sites used for literacy instruction during quarter	10

Legislative districts in which instruction occurred during quarter

a: State Assembly District #(s): 72b: State Senate District #(s): 33c: U.S. Congressional District #(s): 39

Placentia Library District

Name of Library

Signature of person submitting this report

Library Director

1/30/96

Title

Date

Katie Matas

Contact Person

Literacy Coordinator

(714) 524-8408

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Action Plan (Fiscal Year 95-96)

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

Instructions:

1. Submit one original plus two copies 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. Promoting the use of computer software in conjunction with tutoring sessions.
4. Working with a local company to develop a workplace tutoring program.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course.
2. Participated in the Chamber of Commerce functions.
3. Held a recognition potluck for students and tutors.
4. Installed educational software in student/tutor computer and set it up to be easily accessible.
5. 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.
6. Began tutoring classes twice a week at a local company for their employees.

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. Worked with local Adult Education to provide classes for students in the Families for Literacy Program.
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. Was contacted by the Rotary District Literacy Chairman to help develop a workplace program.

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. To attend Placentia Chamber functions.
4. Contact tutors by phone to request monthly tutoring hours.
5. To attend Placentia Community Network and Homeless Intervention Shelter Support Services Counsel meetings.

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. Attendance at Chamber of Commerce functions provides the literacy program with visibility in the local business community.
4. Information sharing through the Placentia Community Network makes information on volunteer needs and resources available to the community.
5. Homeless Intervention Shelter residents are made aware of the literacy program through shelter staff and library orientation tours.

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

1. Offer a 15-hour tutor training workshop.
2. Attend Placentia Chamber functions.
3. Speak at various functions to civic and service organizations.
4. Have literacy staff instruct tutors and students in the use of literacy computer software.

Placentia Library District

Name of Library

x 

Signature of person submitting this report

Library Director 1/30/96

Title Date

Katie Matas

Contact Person

○ Literacy Coordinator (714) 524-8408

Title Phone



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: February 20, 1996
SUBJECT: Semi-Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1995-1996

BACKGROUND:

Attached is a copy of the District's Semi-Annual Report to the State Library of California for the Families for Literacy Grant for Fiscal Year 1995-1996.

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 STATE LIBRARY
1995-96 FAMILIES FOR LITERACY PROGRAM

Mid-Year Report
February 15, 1996

NAME OF LIBRARY Placentia Library District

PERSON COMPILING REPORT Johannie Watters FFL Coordinator
Signature Title

PHONE NUMBER (714) 524-8408

A. Program Participants and Partners

1. Number eligible Families participating through 12/31/95 12 (families can participate in a number of different ways; attending programs is just one way to participate)

2. Family Composition

Parents/ Guardians	Other Adult Family Members	Children 0-4	Children 5-8	Children 9-11	Children Over 12
12	0	18	0	0	0

Ethnicity

ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	TOTAL
Asian									
Black									
Hispanic		3	9						12
Native American									
Pacific Islander									
White									
TOTAL		3	9						12

Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Asian					
Black					
Hispanic	18				18
Native American					
Pacific Islander					
White					
TOTAL	18				18

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	TOTAL
Spanish	18				18
Portuguese					
Vietnamese					
English					
Hmong					
Pacific Island Languages					
Other					
TOTAL	18				18

3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburgh HeadStart/Canal Day Care - Referrals of low literacy parents with pre-school children)

<u>Community Partner</u>	<u>Role</u>
City of Placentia	Provides meeting facilities and support services for facilities Provided a Santa Claus for the December holiday party
Garnet Community Center	Refers families to program Provides referrals to social service agencies who can meet other family needs
H.I.S. House	Refers families to program
Placentia Chamber of Commerce	Provides venue for community networking

(continued on next page)

B. Narrative Description of Services Provided

The following is a list of the minimum services which a program must provide in order to receive funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program during the last 6 months. *Feel free to attach additional pages if needed, being careful to clearly identify which service is being described.*

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only pre-schoolers?

Copies of several different titles are made available each time that books are distributed. Parents are allowed to choose the books that they want and are encouraged to include their children in the selection process. Parents can select one book for each child in their family each time that books are distributed.

- 1a. Average number of books per child actually distributed 2.39
- 1b. Total number of books distributed as of 12/31/95 43
- 1c. Number of books received by children under 5 43
- 1d. Number of books received by children over 5 0

(A.3. continued)

Placentia/Yorba Linda
Unified School District

Allows the use of school busses for transportation to and from
the library and ESL classes

Placentia/Yorba Linda
Unified School District
Adult Education office

Secures facilities for ESL classes and child care
Provides a licensed ESL teacher
Prepares and sends flyers advertising the FFL program to all
Placentia residents

Scholastic Book Fairs, Inc.

Provides books for sale at a discount

Yorba Linda HeadStart

Refers families to program

2. Briefly explain the types, structure and content of the regular meetings of parents and children conducted by FFL in public library settings. How often do you hold these meetings? (This should include but not be limited to family parties, event, storytimes.)

Meetings are held once a week for two hours at the Library. Adults and children are separated at the beginning of the program. Adults are instructed in English, reading, reading aloud, book selection, library resources, etc. Adults and children are brought together during the second hour for stories, craft activities, and book distribution.

2a. Total Number of FFL Meetings Held as of 12/31/95 15

2b. Total Number of Attendees as of 12/31/95 225

2c. Total Number Different Families attending programs in public library settings as of 12/31/95 21
(count each family only once) (include in 2c. any families who attend these programs but are not FFL eligible)

2d. Total Number Different, Eligible Families attending programs in public library settings as of 12/31/95 12
(do not count in 2d. families who are not FFL eligible)

- 2e. Do you hold family storytimes outside of the library? If yes, where and how often? How do you then mainstream the FFL families into library storytimes?

All family story times are held at the Library.

- 3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

When a family joins the program, they are given a "Calendar of Home Activities." This calendar has an activity for each day of the year that can be done at home by parents and children. These activities primarily involve reading or the development of pre-reading skills. Parents are encouraged to do these activities at home and are given an opportunity to share their experiences at each week's meeting.

- 4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. Briefly describe how/when you train tutors in these techniques.

Language experience stories are routinely used as part of the adult instruction component of the weekly meeting. The adult learners are asked to write a short story about a personal experience, and the stories are shared. Vocabulary and grammar corrections are made, and discussion follows. At the end of the lesson, the adults are asked to take their story home, recopy it, and illustrate the story with their children. Then they are asked to bring the illustrated story back the following week, and the illustrated stories are shared.

Children's books form an integral part of the weekly program. The adults read children's books out loud to practice their English skills. A vocabulary lesson and discussion follow. In addition to learning new vocabulary, the adults also practice their read aloud skills. Each adult can then take the book that
(continued on next page)

- 5) Do you train parents in book selection for their children other than the use of storytimes and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Training in book selection is done informally. During library tours, participants are shown the different sections of the library that contain appropriate books for different age groups. The differences between the types of books and the reasons for their particular age-appropriateness are discussed.

- 6) Do you provide any other FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

Our family programs are held on weekday mornings when fathers are usually at work and older siblings are in school. Full family participation in reading at home is encouraged and older siblings are welcomed on school in-service days when there is no public school.

- 7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services. Do you provide sessions, trainings, etc, on parenting?

Parents are given training in library skills during the weekly meetings held at the Library. This training includes a tour of each Library department given by the appropriate department head. Training in the Dewey Decimal System and use of the Library's computer catalog system is also included. A special section in the Children's Department called the Parent/Teacher shelf is highlighted. It contains books on reading to children at home, parenting skills, arts and crafts, and any topic that might be of interest to parents or teachers.

Each family is also encouraged to get a library card and is shown the procedures for finding, checking out, and returning books.

(B.4 continued)

she has been reading home to share with her children.

The use of language experience stories is taught as a regular component of each tutor training workshop that is offered through the Literacy Department. These workshops are offered four times a year. All tutors must complete a training workshop before they can begin to tutor.

8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.

Child care services are provided during part of the weekly program at the Library. This allows the adults to separate from their children for a time so they can concentrate on the adult instruction portion of the program. Transportation to and from the Library is also provided to participants without other means of transportation.

Books are given out at the weekly program to families in attendance. When families do activities in the Calendar of Home Activities, they can choose inexpensive children's toys as an incentive to continue doing the activities.

9) How do you recruit your families for FFL? Is that effective? Describe any effective retention strategies?

Recruitment is accomplished through brochures sent out by the Adult Education Department of the Placentia-Yorba Linda Unified School District. The FFL program is offered as a component of one of the regularly scheduled ESL classes. These brochures are written in both English and Spanish and are received by all households in Placentia. The response from these brochures has been very good.

Referrals are also sought through community-based organizations, such as H.I.S. House, a local homeless shelter; the Garnet Community Center, a local service referral agency; and local HeadStart programs.

10) How many FFL staff were budgeted for with FFL or library funds? Was this adequate? Explain.

FFL Position	Hours per week	FFL funded?	If no, where do funds come from?
Coordinator	20	partially	Library budget
Childcare staff	12	yes	

11) How do you determine or measure success in your FFL program? How do you track the progress of your adults and children as they move through their FFL involvement? (please attach copies of any pre and post surveys which you have developed or use)

Weekly attendance is taken and both total attendance and individual consistency is noted. It is also noted if students from a previous semester or year return to the program following a semester break.

C. Lessons Learned This Year

The State Library is very much interested in sharing your successes and difficulties with other program participants and in improving the overall program in future years. Please respond, as fully as possible to the following questions, keeping in mind your original FFL proposal. Attach additional pages as necessary.

- 1) Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success (e.g., talents, library administrative support, communication, etc)?

The FFL program is well integrated into the Library. It is seen as a part of the services that the Library offers as a whole, and not as an add-on program. The entire Library staff is very supportive of the program and extends itself to meet the special needs that sometimes arise due to circumstances in the learners' lives. The Library Director is very supportive of the program and actively seeks ways to increase the program's visibility.

- 2) An important element of FFL is the cooperation between Children's Services and the adult literacy program/FFL program. Describe your relationship with Children's Services in your library and how you have worked together in FFL.

Unfortunately, budget cuts and other constraints have limited the amount of time that the Children's Librarian has been able to offer to the FFL program this year.

- 3) Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Are these actions proving successful?

Our transportation services have not been working as smoothly as we had hoped. We are working through the school district and their service has not always been reliable. Students have not been picked up, or have been picked up late. Bus stops have been added or dropped without the program's knowledge. In addition, we are only able to provide transportation to families living within the school district's area. We have had to turn families away because they have not had their own source of transportation and our transportation services haven't extended into the area in which they live.

(continued on next page)

(C.3 continued)

We are currently trying to resolve these problems by increasing communication with the school district's transportation dispatcher and with the adult learners, so that we have an accurate and current picture of the daily services being provided. We are also investigating alternate transportation sources.

Dr. John H. ...

- 4) If you knew at the outset of your program what you know now, what, if any, changes would you make?

I would like to be more consistent in setting goals for the program. Although there is a continual informal evaluation of the program that goes on, and a more in-depth evaluation that happens biannually, long-term goals and parameters need to be set for the program.

- 5) Are there additional ways in which the State Library or the Family Literacy Specialist could provide you with additional help, training, or information? Please be specific.

I thought the Family Literacy Symposium held in San Francisco in December was wonderful. It is invaluable being able to listen to and learn from other people in the field.

- 6) How do you see the future of the Families for Literacy Program in your library? What aspects have you already incorporated into regular library services? What aspects of the FFL program could you offer in your setting by reallocating resources or without outside (funding other than that provided by your library or community) funding? What are the barriers to achieving incorporation?

The Families for Literacy program will continue as long as funding remains. The Library continues to provide funding for the program, and additional sources of funding are being sought. Because local finances continue to be uncertain, however, it is difficult to determine the amount of local funding that will be available to the program.

7)

Please share any anecdotes or interactions that occurred in the course of your program that would give us a better understanding of the benefits to individual families gained through your FFL program. Attach additional pages as necessary. *(These are particularly helpful to Dr. Starr as he gives presentations about our FFL programs and uses these anecdotal stories as illustrations of our impact on individual families.)*

A year and a half ago, a mother and her two pre-school age children joined the program. Last summer, they continued to come to the Library and brought along their 7 year old sister. All three of the children participated in the Library's Summer Reading Program. Last summer, their father applied for a tutor, was matched, and is currently meeting weekly with his tutor. The whole family has become involved in the Literacy program through the mother's initial involvement in FFL.

LIBRARY NAME: Placentia Library District

D. Financial Report

Fiscal Year 1995-96

Category	Budget		Expended as of Dec. 31, 1995	
	CLSA	OTHER	CLSA	OTHER
1. Personnel	14,400	31,567	6,300	14,718
2. Library Materials				
3. Operative Total	5,600	1,400	465	706
3a. Contract Services				
3b. Travel		500		28
3c. Office Supplies/ Communications		500		57
3d. Printing	600	200	324	
3e. Instructional Resources		200		611
3f. Children's Books Resources	1,000		93	
3g. Other**	4,000		48	
4. Equipment				
5. Indirect		116	58	
TOTAL	20,000	33,083	6,823	15,424

E. M. ...

Signature of Representative of Fiscal Agent
or of Library Receiving Funds

Library Director

Title

**If any single expenditure over \$300 here, please explain on separate sheet

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 20, 1996
SUBJECT: Orange County Bankruptcy Settlement Agreement

BACKGROUND:

A meeting of the Orange County Investment Pool (OCIP) member agencies was held on Thursday, February 8, 1996, at Irvine City Hall. Trustee Shkoler and Library Director Minter attended the meeting. Reports were given by all of the consultants to the OCIP. The handouts from the meeting will be distributed and reviewed at the Library Board Meeting.

The main issues at the moment are getting sufficient Settlement Agreement approvals returned by the end of February to meet the requirements (Placentia Library District's form was submitted after the January Board Meeting), and the management of the lawsuits against Merrill Lynch and the other third party litigants. There was a brief discussion of a request being considered by the OCIP Committee to permit the "Option B" agencies to benefit from the third party settlements -- the opinions expressed were not supportive of this concept. Copies of the most Merrill Lynch updates from OCIP Counsel Patrick Shea are Attachments A and B.

RECOMMENDATION:

No action is recommended at this time.

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LAW OFFICES OF
PILLSBURY MADISON & SUTRO LLP

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SAN JOSE
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ORANGE COUNTY
SACRAMENTO
MENLO PARK
TOKYO
HONG KONG
NEW YORK

(619) 544-3177

January 22, 1996

VIA TELECOPIER

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST

Re: In re County of Orange,
Bankruptcy Case No. SA94-22272-JR

County of Orange v. Merrill Lynch & Co., Inc. et al.

Dear Pool Participant:

This letter will update you regarding the status of the County of Orange litigation against Merrill Lynch.

The principal parties have commenced taking depositions. Merrill Lynch appeared in Court today on a motion to stay the County's discovery until the depositions of Merrill Lynch employees can be coordinated with discovery proceedings in other bankruptcy-related litigation. Specifically, Merrill Lynch sought to avoid producing its representatives for deposition, including Mr. Michael Stamenson, until the County filed all of its complaints against other professionals and brokerage houses. Merrill Lynch argued that its representatives would otherwise risk being deposed in each adversary proceeding. (There are currently only two filed adversary proceedings - Merrill Lynch and KPMG Peat Marwick.) In addition, Merrill Lynch sought to lift the current stay on obtaining documents and testimony from Pool Participants. The Merrill Lynch motion was unsuccessful on both issues.

In denying the Merrill Lynch request for consolidation, the Court reiterated its intention that the parties proceed with all non-Pool Participant discovery without limitation. In addition, the Court continued the stay on pool participants discovery to pending the hearing on the County's motion to strike portions of the Merrill Lynch Answer. That motion is scheduled to be heard February 16, 1996 at 9:30 a.m.

To All Pool Participants
January 22, 1996
Page 2


The parties reached an agreement regarding the exchange of SEC transcripts. Pursuant to this arrangement, Merrill Lynch and the County will exchange all SEC transcripts. The employees of Merrill Lynch and the County, including the Board of Supervisors, were given ten days to object to the production of their transcripts. If no objection is asserted, the transcript must be produced.

Finally, the Court ruled that the deposition of Mr. Stamenson will go forward on January 29, 1996. Mr. Stamenson has until January 25, 1996 to file any objection to the production of his SEC transcript. The Court has scheduled a hearing for Friday, January 26, 1996 at 3:30 p.m. to rule on the objections, if any.

In general, these rulings indicate an intent by the Court to keeping the case moving.

I will continue to keep you updated regarding the status of this matter. If you have any questions, you can reach me at (619) 544-3177.

Very truly yours,,


Patrick C. Shea *by ves*

PCS/sgm

cc: Official Committee of Pool Participants and Counsel

LAW OFFICES OF
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ORANGE COUNTY
SACRAMENTO
MENLO PARK
TOKYO
HONG KONG
NEW YORK

544-3177

February 12, 1996

VIA TELECOPIER

TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS DISTRIBUTION LIST

Re: In re County of Orange
Case No. SA94-22272JR

Pool Participant Discovery in County of Orange
v. Merrill Lynch

Dear Pool Participants:

On February 16, 1996 there will be a hearing before Judge Ryan in which a number of significant issues will be addressed, including continuance of the stay on Merrill Lynch's subpoenas and other discovery directed to Pool Participants.

It is possible that Judge Ryan could allow some type of Pool Participant discovery to proceed, at least on a limited basis. This letter outlines some initial steps in anticipation of responding to the subpoenas if Judge Ryan allows Pool Participant discovery to proceed.

Merrill Lynch has subpoenaed most Pool Participants requesting the production of various categories of documents. You should check your files to confirm whether you have received any subpoena.

The subpoenas served by Merrill Lynch request broad categories of documents from January 1, 1974 through the present. Based upon the time frame itself, the requests in the subpoena are so broad as to make any response extremely difficult. Accordingly, we attempt at the outset to define and narrow the scope of the document requests. The County was successful in narrowing the scope of the request to the time period between January 1990 and the present. We will attempt to limit the request to Pool Participants to this same time frame.

TO: Orange County Investment Pool
February 12, 1996
Page 2

If the Court allows Pool Participant discovery to go forward, we will request Merrill Lynch to voluntarily limit the scope of the document requests in this regard. If we are unable to obtain such limitations, we may file objections to the subpoenas based upon, among other things, the scope of the requests, potential invasion of the attorney/client privilege, and other bases. The various constituents (i.e., the schools, cities, etc.) may also feel compelled to file their own objections. Finally, each Pool Participant might want to discuss with your counsel whether you should file your own response.

It is premature at this time to begin assembling documents for production. Once we have confirmed the scope of the document production, we can begin gathering the documents requested. To assist you in this endeavor and to ensure some conformity in the process, I will distribute a checklist for the document production. I will forward an update after the February 16, 1996 hearing.

Should you have any questions regarding the process, you can call me at (619) 544-2177.

Very truly yours,


Patrick C. Shea *PCs*

cc: Official Committee of Pool Participants
and Counsel

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 20, 1996
SUBJECT: Budget and Legislative Activities

BACKGROUND:

The District has received a letter from Mike Belote, Esq., California Advocates, offering to renew our legislative services contract with them for the current California Legislative Session. The cost proposed is \$3,000, plus reimbursable expenses not to exceed \$100 per month without prior authorization by the Contract Administrator (the Placentia Library Director). The letter is Attachment A.

Several things have changed during the past few months:

With the departure of Linda Elliott as the Director of the Palos Verdes Library District, Buena Park Library Director Colleen McGregor and I have agreed that this is a good time for our Districts to make the transition from a joint Los Angeles County and Orange County coalition to an Orange County coalition. Mr. Belote can now focus his energies specifically on the needs of the Orange County Independent Special District Libraries.

The California Constitution Revision Commission (CCRC) has had several changes in membership as a result of the election of Curt Pringle as Speaker of the California Assembly. While it is rumored that the Commission will not now present the "community charters" concept to the voters this year, the activities of this group continue to need to be closely observed. Mr. Belote will assist us with this. The most recent CCRC newsletter is Attachment B.

California Special District Association Lobbyist Ralph Heim will be the speaker at the Independent Special Districts of Orange County quarterly membership meeting on Thursday, February 29 at 7:00 P.M. The meeting will be held at the Headquarters of the Municipal Water District of Orange County, 10500 Ellis Avenue, Fountain Valley. Mr. Heim's topic will be "Special Districts' Government at the Crossroads." All trustees are urged to attend. This is not a dinner meeting, but refreshments will be served. The meeting notice is Attachment C.

The most recent reports from the California Library Association Lobbyist are Attachment D.

RECOMMENDATION:

Approve renewal of Legislative Services Contract with California Advocates for the 1996 California Legislative Session at a cost of \$3,000 to be paid from the County Exempt Account.

Page 809 / 108



CALIFORNIA ADVOCATES, INC.

Park Executive Bldg., 925 L Street, Suite 350, Sacramento, CA 95814 (916) 441-5050

February 16, 1996

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

Dear Elizabeth:

On behalf of California Advocates, this letter constitutes a proposal to continue representing the Orange County coalition of independent library districts, consisting of the Placentia Library District and the Buena Park Library District. For 1996, we propose a fee of \$6,000, payable in equal monthly installments for the balance of the year, to be divided equally between the Placentia and Buena Park districts. As in the past, telephone, travel, and other direct expenses would be billed separately, but will not exceed \$100 per month without your express authorization.

We have enjoyed working with the coalition in the past, and expect a busy year for 1996. In particular, the activities of the California Constitutional Revision Commission will make it necessary to tell the story of cost effective, efficient independent library districts which are close to, and responsive to, the will of local voters. Other issues relating to the allocation of scarce local resources may arise as they have in the past.

We will look for an opportunity to meet with you and Colleen McGregor from Buena Park in the near term to plan our activities for this year, and appreciate your commitment to the coalition.

Sincerely,



Michael D. Belote

MDB/el



■ ■ ■

MARK YOUR CALENDAR!

Independent Special Districts of Orange County QUARTERLY MEETING

Thursday, February 29, 1996

7:00 p.m.

MWDOC Headquarters
10500 Ellis Avenue
(Ellis & Ward)
Fountain Valley

SPEAKER: RALPH HEIM

Ralph is our man in Sacramento - The
Legislative Representative for California
Independent Special Districts.

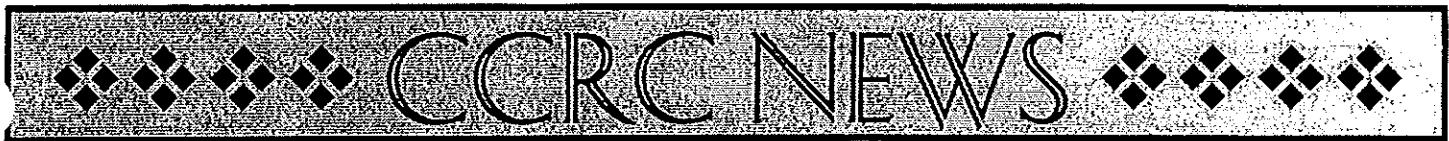
He will speak on.....

SPECIAL DISTRICTS' GOVERNMENT AT THE CROSSROADS

Light refreshments will be provided.

■ ■ ■





CALIFORNIA CONSTITUTION REVISION COMMISSION

NOVEMBER, DECEMBER 1995 AND JANUARY 1996

1201 K STREET, SUITE 1740

William Hauck, Chair
Donald Benninghoven,
Vice Chair
George Babikian
Anne Bakar
Andrew Baron
Elizabeth Cabraser
Patricia Castillo
Betty Tom Chu
Lewis Coleman
Russell Gould
Kamala Harris
Alan Heslop
Elizabeth Hill
Hon. Phillip Isenberg
Hon. Lucy Killea
Hon. Bill Leonard
Jane Pisano
Chui Tsang
Judge Roger Warren
Leon Williams

Fred Silva
Executive Secretary

Ellen Moratti
Deputy Executive Secretary

DeDe Lind
Executive Assistant

A Message From the Chairman

Following 20 months of meetings, hearings, workshops, and several volumes of correspondence, the Commission will enter its final phase in 1996 by completing its recommendations to the Governor and Legislature. More than 200 people testified at the Commission's hearings, over 200 attended the video conferences, and more than 1,500 participated in a community forums co-sponsored with the League of Women Voters of California. The Commission also received comments via the Internet. We appreciate all of the thoughtful comments we received.

In February, the Commission will finalize its recommendations for submission to the Governor and Legislature. The recommendations will be drafted into legal language, and the Legislature will determine the process that will be used to decide what will go on the ballot in November 1996. Additionally, the Commission will submit a report explaining the background and reasons for its final recommendations. You are welcome to request copies of any of the documents produced by the Commission. A summary of the Commission's final recommendations will be published in our March newsletter.

In order for any of the recommendations to be placed on the November ballot, both houses of the legislature must approve them by a two-thirds vote (54 in the Assembly and 27 in the Senate).

Bill Hauck
Chairman

NOTICE OF 1996 MEETINGS

January 1996

Discussion of Preliminary Recommendations

Friday, January 12
9:00 a.m. to 5:00 p.m.

1201 K Street
Seventh Floor Meeting Room
Sacramento



Symposium On A Single House Legislature

Thursday, January 18
9:00 a.m. to 5:00 p.m.

Friday, January 19
9:00 a.m. to 12:00 p.m.

6000 J Street
Residents Hall Complex
California State University, Sacramento
Sacramento



February 1996

Discussion and Action on Final Recommendations

Monday, February 5
9:00 a.m. to 5:00 p.m.

Tuesday, February 6
9:00 a.m. to 3:00 p.m.

1201 K Street
Chamber of Commerce Meeting Room
12th Floor
Sacramento

SUMMARY OF CCRC PUBLIC HEARINGS

Over the past three months, the Commission held a series of public hearings to solicit feedback on its preliminary recommendations. In addition to the four public hearings, the Commission - with the assistance of the League of Women Voters and Pacific Bell - held a series of four video teleconferences.

The public hearings and video teleconferences were designed to give interested parties the ability to provide input on the Commission's preliminary recommendations. Additionally, the Commission received many written comments and suggestions both by mail and over the Internet. The following is a brief summary of the testimony received by the Commission.

Issues of Concern

State Governance

Structure: In general, the Commission received praise for its work in this area. However, some concerns were expressed about the Commission's proposals to make the legislature a one-house body and to reduce the number of elective statewide offices. Some witnesses continued to express an interest in changing the State's "winner take all" election system to a system of proportional representation. Still others expressed concerns about various proposals that would provide more flexibility for elected officials to revise initiatives both before and after submission to the voters.

Operations: The Commission heard testimony from representatives of public employees that the contracting for services recommendation would be harmful to public employees, and that standards must be part of any proposal that would expand the State's ability to contract for services. They also argued that the state would experience little, if any, cost savings.

State Budget and Fiscal System

Most witnesses were supportive of the Commission's recommendations which are designed to enhance the state's fiscal integrity. However, some did express concern about the proposals to lower the vote threshold from two-thirds to majority on the budget bill and to allow the enactment of a multi-subject budget implementation bill. Others, however, agreed that these changes would in fact help get the budget approved and enacted on-time.

K-12 Education Structure, Powers, and Finance

While the Commission received praise for its recommendation to explicitly recognize K-12 education

as a fundamental interest, concerns were raised by the community colleges over not being included as a part of the fundamental interest and the modifications to the Proposition 98 funding formula. Some witnesses argued for retaining the State Superintendent as an elected official, while others argued for the Commission's recommendation to make it appointive.

A number of witnesses expressed concern over the consequences of eliminating the constitutional status of county offices of education and county superintendents, and leaving these issues to statute instead.

Most witnesses supported the Commission's proposal to allow local governments to raise additional sales or property tax revenues to supplement the State's per pupil block grant. Some argued that the proposal should allow for a majority vote - rather than two-thirds - to raise local property taxes. Others, however, opposed allowing any increase in the property tax at all.

State/Local Relationship

Some representatives of local government supported the Commission's recommendation to repeal certain exemptions (pre-1975 mandates, crimes & infractions) to the Constitution's mandate reimbursement requirements; others, however, argued that the Commission's proposal was not practical because it would create a huge hole in the State budget. Critics of the Commission's approach argued that ACA 8 (Goldsmith) offers a better approach to the issue of state-mandated local programs by revising the current mandate reimbursement requirement.

Local Government Structure, Finance, and Powers

The Commission's proposal to allow local governments to adopt "community charters" received much attention. Many witnesses were supportive of the concept, but argued that the Commission needs to provide more details as to how the community charter process would work. For example, witnesses requested more information on how the proceedings would be initiated, what powers would be involved, what are the goals of a community charter, etc.

Representatives of special districts expressed concern over the potential impact of community charters on their continued existence.

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING • 926 L STREET • SUITE 1400
SACRAMENTO, CA 95814 • (916) 448-2196 • FAX (916) 448-4808

February 7, 1995

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: CAPITOL UPDATE

I. CONSTITUTION REVISION COMMISSION HOME RULE CHARTER PROPOSAL GENERATES LENGTHY DEBATE

In a surprising move last week, Assembly Speaker Curt Pringle, removed four of former Democratic Speaker, Willie Brown's appointments to the Constitution Revision Commission, and named four new replacements. The new appointees are Dr. Larry Arnn, president of the Claremont Institute and co-chair of the California Civil Rights Initiative Campaign; Dr. Steven Frates, second Vice President of the Girl Scouts of San Diego and Imperial Counties; Dr. Edward Erlar, professor of political science at CSU, San Bernardino and member of the California Advisory Commission on Civil Rights; and Richard Rider, retired stockbroker, financial planner and 1994 Libertarian candidate for Governor. The four new appointees replace former Commissioners Elizabeth Cabraser, Kamala Harris, Assemblyman Phil Isenberg and Dr. Chui Tsang.

The new appointees got to flex their muscles during a two-day meeting on Monday and Tuesday, when the California Constitution Revision Commission debated the merits of the Home Rule Community Charter proposal (see January 11 memo), which would require local governments in each county to draft a county-wide charter for submittal to the voters. The Commission had hoped to finalize its recommendations by late Tuesday afternoon, but the preliminary vote to determine if the controversial charter proposal was even "on the right track" was 10 to 7, with three of the four newly-appointed commissioners joining Senator Bill Leonard, Legislative Analyst Liz Hill, Dr. Alan Weslop, and Andy Baron in voting against the charter component. Debate centered on many issues such as the arbitrary nature of the mandate to reduce the number of governmental units by 10 percent, the concern that the local charter re-organization now imposes a

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Post-It™ brand fax transmittal memo 7671		# of pages > 0
To MCLS/SLS Directors	From MCLS HQ	
Co. Ron Hayden Huntington Beach PL	Co.	
Depl. Rob Richard State Ave PL	Phone #	818/603-0244
Fax# SUC CURZON, COUN	Fax #	818/603-0097

significant unfunded state mandate, and the disproportionate representation on the local charter panel.

Given the controversy surrounding the local charter concept and the sheer magnitude of its unresolved issues, the Commission has decided to convene another meeting on February 22 to further refine its recommendations. Other issues still pending are education finance, budget reserve requirements, and prohibiting legislative fundraising while in session.

Interestingly, the Commission voted to delete one of the substantive earlier recommendations -- establishment of a unicameral legislature. Several of the Commissioners expressed concern that this provision "would taint the package." However, the Commission did unanimously agree to limit the legislative session to 6 months, which prompted one new Commissioner to state, "Okay, but I think that's still five months too long!"

II. END OF SESSION LEGISLATIVE REPORT

Faxed earlier to you this afternoon was a copy of the final legislative report for the first half of the 1995-1996 session. In this report, those bills that were chaptered in 1995, became effective on January 1, 1996. In our next report to you, those bills will be dropped, as they are 1995 session bills only. This report also reflects those measures that did not meet the deadline of January 31, 1996 for bills to pass from their "house of origin." Those bills are considered to be "dead" for the session and similarly, will be dropped on the next report.

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1995/96 LEGISLATION
First Half: Final Report
January 31, 1996 - 1995-96 Session

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>SB 134-MARKS & KELLEY</u> Support	The Public Library Learning and Literacy Expansion Act of 1996: Would authorize the issuance of General Obligation bonds in the amount of \$350 million for library construction and renovation.	Died in Senate Appropriations
<u>SB 323-KOPP</u> Watch	Among other things, would require that public agencies ensure that systems used to collect and hold public records be designed to ensure ease of public access to information on computer tapes.	Assembly Governmental Organization
<u>SB 403-HAYNES</u> Disapprove	Expands the scope of an existing crime, requiring that all "harmful matter" be placed and offered in an "adults only" area of a business establishment, and holds responsible any person "knowing" the matter to be harmful.	Died in Senate Judiciary
<u>SB 438-KELLEY</u> Watch	City of Rancho Mirage bill which would allow a city that withdrew from county fire protection services and a city and county public library system, to form a subsidiary district to provide fire protection and library services.	Died in Senate Local Government
<u>SB 600-CAMPBELL</u> Watch	Transfers the authority to increase court filing fees for county law libraries from the board of supervisors to the board of law library trustees in a county. Also increases the filing fees for small claims court and puts the increase into the law library trust fund.	Assembly Judiciary Failed Passage

95-96 Final
1st half

[Formerly authored by Senator
Dills.]

SB 657-MADDY
Watch

Omnibus tax reform measure: Chapter 498, 1995
Makes numerous changes.
to property tax laws.

SB 717-THOMPSON
Support

Would authorize the county Chapter 895, 1995
of San Joaquin, upon voter
approval, to levy a sales
tax for the purpose of
funding countywide library
programs and operations.

SB 767-DILLS
Support

Would exempt from the Died in Senate
Sales Tax, the gross Appropriations
receipts from the sale of
books to certain libraries,
defined as a "public library,"
that lost a share of property
taxes through the repeal
of the Special District
Augmentation Fund.

SB 829-CRAVEN
Watch, as amended

Sponsored by California Died in Senate
Media Library Educators Education
Association. As introduced,
would preclude school
libraries from contracting
with city, county, or special
districts for library services.
As amended, allows contracting
if public agency employs a
credentialed library media
teacher. Put over by author
until January as "2 year bill."

SB 1035-PEACE
Approve

Requires the Public Assembly Utilities
Utilities Commission to & Commerce
ensure that a modern
communications infra-
structure is available to
all Californians on a
nondiscriminatory and timely
basis for improved delivery
of education and government
services.

SB 1300-PETRIS
Support

Maintains the 10% and 11% Died on Senate Floor
income tax rate while
reducing higher education
fees and dedicating revenues
from the top rates to post-
secondary education and
library needs, including
instructional equipment
replacement.

95-96 Final
1st Half

SCA 13-HURTT
Oppose

"Protect Proposition 13 Act": Among other things, would require a 2/3rds vote for any taxes, or assessments, including benefit assessments.

Senate Local Govt. Failed passage.

SCA 15-HAYNES
Oppose

Same as SCA 13

Died in Senate Local Govt. & Senate Constitutional Amendments

SCR 6-ALQUIST
Watch

Would create the Joint Legislative Committee on Information Services in State Government to oversee the technology infrastructure of the state.

Assembly Rules

SCR 8-PEACE
Watch

Creates a Joint Committee on Coordination of Public Policy Research to oversee the State Library and the units, bureaus, and divisions therein. Will make recommendations regarding the role of the Library in promoting the use of technology, equipment and programs as they pertain to public libraries & school libraries.

Chapter 53, 1995

AB 4-BATES
Watch

Requires the Office of Information Technology to work with appropriate agencies and groups to make copies of public information, already computerized, available to the public in computer-readable form, via schools, libraries and other government entities.

Died in Assembly Consumer Protection, Govt. Efficiency & Economic Development

AB 142-BOWEN
Watch

Requires agency documents that are public record and in an electronic format, be made available in electronic format, to any person requesting that information.

Died in Assembly Governmental Organization

AB 278-ALIEN
Disapprove

Requires an establishment that sells, rents, distributes, or offers to distribute harmful matter, to create an "adults only" section for such matter and keep all contained therein.

Died in Assembly Public Safety

95-96 Fin
1st H 10

<u>AB 295-BALDWIN</u> Disapprove	Expands the definition of "obscene matter" to include, among other things, various types of film and computer media, negatives, slides, etc.	Senate Judiciary
<u>AB 309-ALPERT</u> Support	Public Library Learning and Literacy Expansion Act of 1996. Would authorize the issuance of \$500 million in General Obligation Bonds for library construction and renovation.	Died in Assembly Appropriations
<u>AB 318-KATZ</u> Disapprove	Would prohibit all transfers from city-owned utilities to the city's general fund, thereby indirectly impacting funding for libraries and other city programs.	Senate Local Government
<u>AB 536-ARCHIE-HUDSON</u> Support	As amended, would enact the School Technology Revenue Bond Act, authorizing the issuance of bonds (totaling \$400 million) to school districts willing to pledge an amount up to the equivalent of 25% of the funds from the California State Lottery Education Fund. The leveraged money would be used for computer based networks and telecommunications systems for instructional purposes.	Chapter 869, 1995
<u>AB 575-KNOX</u> Watch	Formerly an education technology bill. Amended late in session to become a completely new bill dealing with psychiatric hospitals.	Chapter 976, 1995
<u>AB 776-AGUIAR</u> Oppose	Re-defines the term "obscene matter" with reference to a contemporary community standard, rather than the current statewide standard.	Died in Assembly Public Safety
<u>AB 796-HANNIGAN</u> Watch	As introduced, would have authorized the transfer of unreserved and unrestricted fund balances in county special and restricted funds to the county general fund for the general purpose of the county. As amended,	Chapter 454, 1995

95-96 Final
1st Half

allows the Board of Supervisors to transfer funds from the County Penalty Fund only.

AB 797-ARCHIE-HUDSON
Support

\$500 million Educational Technology Infrastructure Bond Act of 1996, which upon approval of the voters, in the November 1996 election, would provide grants to school districts and public colleges for the installation of wiring and cabling for technological modernization, and the acquisition of new computer equipment.

Died on Assembly Floor

AB 871-BALDWIN
Disapprove

Expands the definition of "matter" to include any negative, videotape, computer disk, laser disk, recording, etc. Also prohibits the advertisement of these items.

Senate Judiciary

AB 906-AGUIAR
Support

Local Government Budget trailer bill which, among other things, eliminates maintenance of effort (MOE) requirements for cities, counties, special districts, including the Public Library Fund MOE requirement.

Conference Committee

AB 1143-VILLARAIGOSA
RLC

As amended, contains the language from AB 906, which among other things, eliminates the maintenance of effort (MOE) requirements for cities, counties, special districts, including the Public Library Fund MOE requirement.

Died on Assembly Floor

AB 1190-MORRISSEY
Watch Close

Would enact the "Sales Tax Reduction Act," to reduce the basic statutory sales tax rate annually by 1/2%, beginning on January 1, 1997 and continuing through January 1, 2002.

Died in Assembly Rev & Tax

AB 1302 K.MURRAY
Support

Education technology bill amended significantly to pertain to grants for schools only. Only minimally benefits public libraries now, as the oversight council would develop a phase-in plan for

Chapter 767, 1995

02/07/96 17:28:31
FEB-07-96 WED 18:09

-> 010 683 8897 Metro

Agenda Item 27
Attachment D

Page 8
95-96 Final
1st Half

the "funding and implementation of a statewide tele-communication network, providing connectivity between all segments of education and public libraries."

ACA 13-JOHNSON
Oppose

"Protect Proposition 13 Act:" sponsored by the Howard Jarvis Taxpayers Association. Among other things, would require a two-thirds vote to levy any special tax, a majority vote for general taxes, and puts severe limitations on benefit assessment levies.

Assembly Local
Local Government

clareport.96
2/6/96

Feb 13

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1995/96 LEGISLATION
(as of February 13, 1996)

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>SB 323-KOPP</u> Watch	Among other things, would require that public agencies ensure that systems used to collect and hold public records be designed to ensure ease of public access to information on computer tapes.	Assembly Governmental Organization
<u>SB 1035-PEACE</u> Drop	As introduced, would require the Public Utility Commission to ensure that a modern communications infra-structure is available to all Californians on a nondiscriminatory and timely basis. As amended, now only pertains to "Caller I.D."	Assembly Utilities and Commerce
<u>SCR 6-ALQUIST</u> Watch	Would create the Joint Legislative Committee on Information Services in State Government to oversee the technology infrastructure of the state.	Assembly Rules
<u>AB 295-BALDWIN</u> Disapprove	Among other things, expands the definition of "obscene matter" to include various types of film and computer media, negatives, slides, etc.	Senate Judiciary
<u>AB 318-KATZ</u> Disapprove	Would prohibit all transfers from city-owned utilities to the city's general fund, thereby indirectly impacting funding for libraries and other city programs.	Senate Local Government
<u>AB 871-BALDWIN</u> Disapprove	Expands the definition of "matter" to include any negative, videotape, computer disk, laser disk, recording, etc. Also prohibits the advertisement of these items.	Senate Judiciary
<u>AB 906-AGUIAR</u> Support	Local Government Budget trailer bill which, among	Conference Committee

Post-It brand fax transmittal memo 7671 # of pages = 2

To	MCLS/SLS Directors
From	MCLS HQ
By	Ron Hayden, Huntington Beach PL
Co.	
Phone #	018/683-8244
Fax #	018/683-8244
Dist	SAC CARSON, CSUN

02/15/96 11:15:26
FEB-15-96 THU 10:15

->

010 683 8097 Santiago

Agenda Item 27
Attachment D
Page 10

02

Feb 13

other things, eliminates
maintenance of effort (MOE)
requirements for cities,
counties, special districts,
including the Public Library
Fund MOE requirement.

AB 1026-McPHERSON
RLC

As recently amended,
requires the Secretary of
State to place all reports
and documents associated
with candidates for elective
office and reports of
lobbyists, on the largest,
non-proprietary, non-profit,
cooperative public computer
network in a format that makes
this information easily
understood.

Senate
Rules

clareport.96
2/14/96

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: February 20, 1996
SUBJECT: Review of Health Insurance Carrier Contract for 1995-1996

BACKGROUND:

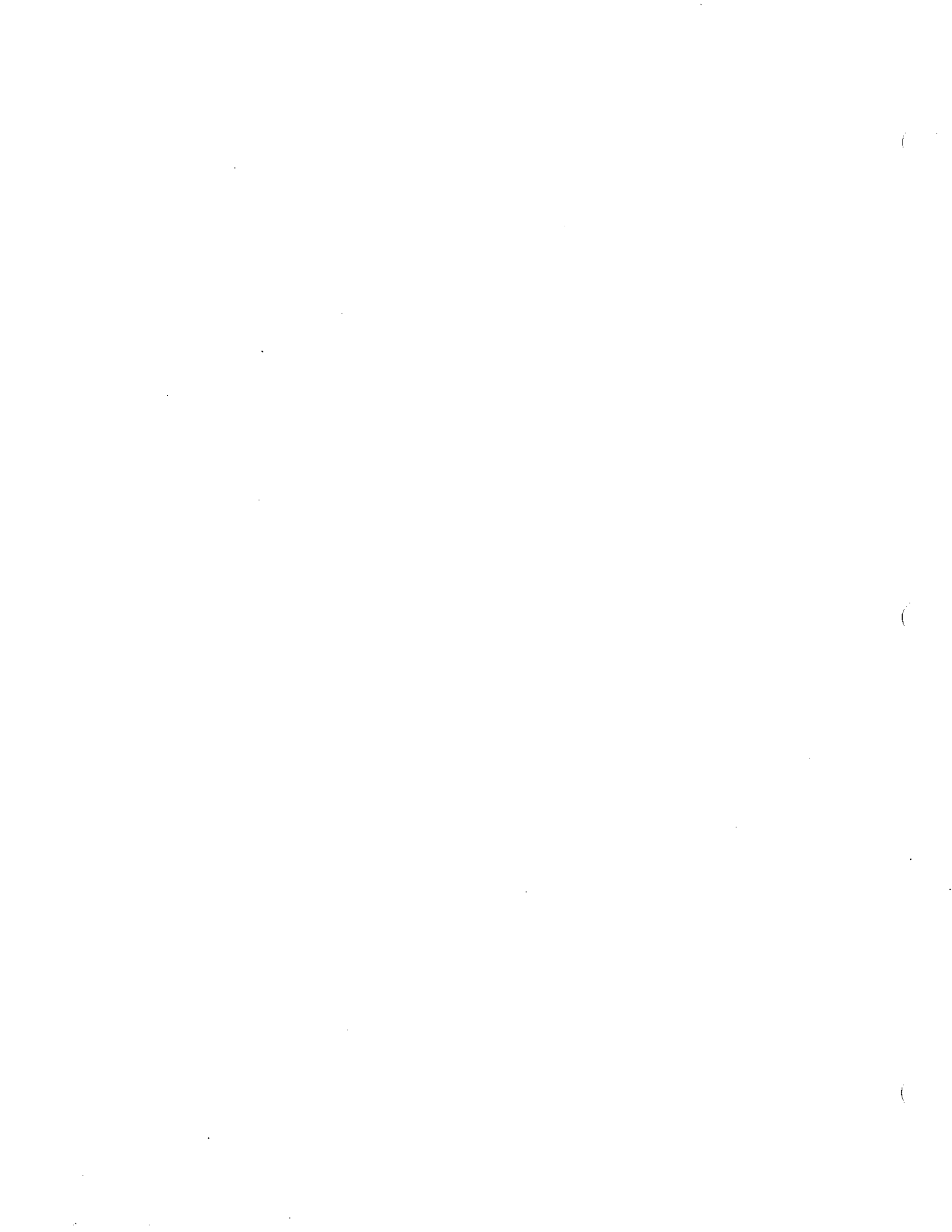
The Library's group medical insurance policy carrier, CareAmerica, has sent notice of rates for fiscal year 1995-1996 (Attachment A). Rates for HMO Plan 1900 medical care with prescription benefit, life insurance and accidental death and disability insurance will remain the same as last year. A increase of \$1.51 per employee has been applied to the Options Rider. This results in an total rate increase of 1.19% for the year.

Staff recommendation is for renewal with CareAmerica based on both cost and services provided.

RECOMMENDATION:

Renew health insurance contract with CareAmerica and authorize the Library Director to sign all contract documents.

Prepared by: Charlene Dumitru, Administrative Assistant



RENEWAL RATES
MARCH, 1996

EXHIBIT A

PLACENTIA LIBRARY DISTRICT

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS	
HMO:	0.80
HMO RX:	0.80
OPTIONS RIDER:	0.90

HMO PLAN CARE 1900 + \$10 Rx

AGE BAND	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
0-29	82.58	220.74	189.18	298.19
30-39	97.90	233.25	206.78	326.36
40-49	121.86	252.14	214.65	341.91
50-59	146.29	301.38	214.13	368.54
60-64	184.54	382.07	253.35	427.55
65+	216.58	443.50	287.93	502.98

	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
OPTIONS RIDER (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	13.64	31.38	23.88	42.30

LIFE AND AD&D INSURANCE MONTHLY PREMIUM RATES
(IF APPLICABLE)

AGE BAND	LIFE	AD&D		RATES/\$1,000
0-29	0.14	0.05	=	.19/\$1000
30-39	0.18	0.05	=	.23/\$1000
40-49	0.40	0.05	=	.45/\$1000
50-59	1.08	0.05	=	1.13/\$1000
60-64	1.68	0.05	=	1.73/\$1000
65+	3.50	0.05	=	3.55/\$1000

**RENEWAL RATES
MARCH, 1996**

EXHIBIT B

PLACENTIA LIBRARY DISTRICT

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: \$100 DEDUCTIBLE/\$5000 MAXIMUM	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS	
HMO:	0.80 HMO RX: 0.80
OPTIONS RIDER:	0.90

		HMO PLAN		CARE 1900 +		\$10Rx		
AGE BAND	SINGLES		EMPLOYEE + SPOUSE		EMPLOYEE+ONE OR MORE CHILDREN		FAMILY	
	#BEs	RATE	#BEs	RATE	#BEs	RATE	#BEs	RATE
0-29	1	82.58	0	220.74	0	189.18	0	298.19
30-39	3	97.90	0	233.25	1	206.78	0	326.36
40-49	2	121.86	1	252.14	0	214.65	1	341.91
50-59	1	146.29	0	301.38	0	214.13	0	368.54
60-64	1	184.54	0	382.07	0	253.35	0	427.55
65+	0	216.58	0	443.50	0	287.93	0	502.98
TOTALS	8	950.83	1	252.14	1	206.78	1	341.91

RENEWAL PREMIUM

TOTAL FOR HMO PLAN **\$1,751.66**

**OPTIONS RIDER
(\$100 DEDUCTIBLE/\$5000 MAXIMUM)**

	#BEs	RATE
SINGLE	8	13.64
BE + SP	1	31.38
BE+C/CH	1	23.88
FAMILY	1	42.30

TOTALS **206.71**

TOTAL FOR RIDERS **\$206.71**

TOTAL RENEWAL PREMIUM	\$1,958.38
CURRENT TOTAL PREMIUM	\$1,935.32
PERCENTAGE INCREASE	1.19%

TO: Library Board of Trustees

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

DATE: February 20, 1996

**SUBJECT: Nomination of a Candidate for Election as a Special District Representative to LAFCO
(The Local Area Formation Commission)**

BACKGROUND:

Attachment A is a request from LAFCO Executive Officer Dana Smith requesting nominations for an election of a special district representative on the Commission.

Currently this LAFCO seat is held by Robert Huntley.

At its meeting on March 19, 1996, the Board will be asked to instruct President Dinsmore on the casting of the District's ballot for the election.

RECOMMENDATION:

1. Nominate a Candidate.
2. Authorize the Library Director to Submit the Nomination to the LAFCO Executive Officer.



LAFCO

Orange County

Local Agency Formation Commission

January 29, 1996

CHAIRMAN
WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

TO: Independent Special Districts Selection Committee

VICE-CHAIRMAN
CHARLES V. SMITH
MAYOR
CITY OF WESTMINSTER

FROM: Dana M. Smith, Executive Officer
Local Agency Formation Commission

DAVID BORAN
REPRESENTATIVE OF
GENERAL PUBLIC

RE: Election of Special District LAFCO Representative

JAMES H. FLORA
COUNCILMAN
CITY OF LA HABRA

The government code dictates that the Executive Officer notify the Independent Special Districts Selection Committee (ISDSC) when there is a vacant special district seat on the Commission. Robert J. Huntley's term as a special district representative expires on March 15, 1996.

JAMES SILVA
SUPERVISOR
SECOND DISTRICT

At this time I am requesting nominations for that seat. A nomination form is attached. Resumes and other written material should accompany the form. Nominations, which should be mailed to the LAFCO office, will be accepted until 5:00 P.M. on February 28th, 1996.

JHN WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

The election will be conducted by mail. After the close of nominations, I will send a ballot and voting instructions to each committee member. The voting period will last thirty (30) days. As you are aware, the ISDSC consists of the presiding officer of the legislative body of each independent special district. Each member of the ISDSC is entitled to one vote.

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT
OF ORANGE COUNTY

For your information, LAFCO has sent a draft copy of the bylaws for the proposed Special Districts Advisory Committee to all districts for comments. We are planning to take the bylaws back to the LAFCO Commission at their meeting in April. If approved at that time, LAFCO staff would be calling a meeting of the ISDSC in April to select the members of the Advisory Committee.

ALTERNATE
VERNON S. EVANS
REPRESENTATIVE OF
GENERAL PUBLIC

If you have any questions, please call Joyce Crosthwaite, Assistant Executive Officer, at (714) 834-2471.

ALTERNATE
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

ALTERNATE
PHILIP L. ANTHONY
DIRECTOR
ORANGE COUNTY
WATER DISTRICT

Sincerely,



DANA M. SMITH
Executive Officer

DANA M. SMITH
EXECUTIVE OFFICER

Attachment

NOMINATION FORM

Candidate for Special District Member of Local Agency Formation Commission (LAFCO)

TO: Independent Special District Selection Committee

The undersigned hereby nominates the person named below for the election to LAFCO as a regular special district member.

INDEPENDENT SPECIAL DISTRICT SUBMITTING NOMINATION

name of district

CANDIDATE INFORMATION

(must be elected or appointed special district officer residing in Orange County but shall not be a member of a city council or County Board of Supervisors)

name of candidate

title

district

SIGNATURE OF INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE SUBMITTING
NOMINATION:

signature

name (type or print)

title (must be presiding officer or designated alternate member of board)

district

date

Statement of Qualifications and/or Resume must be attached
DUE IN LAFCO OFFICE BY 5:00 P.M. ON FEBRUARY 28th, 1996

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 20, 1996
SUBJECT: **Proposed LAFCO (Local Area Formation Commission) Bylaws for Special Advisory Committee**

BACKGROUND:

Attachment A is a request from LAFCO Executive Officer Dana Smith requesting that the Board review the proposed Bylaws for the Special Advisory Committee for LAFCO.

RECOMMENDATION:

1. Determine Board Position.
2. Authorize the Library Director to Submit the Board's Action and/or Comments to the LAFCO Executive Officer.

LAFCO

Orange County

Local Agency Formation Commission

CHAIRMAN
WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

January 30, 1996

VICE-CHAIRMAN
CHARLES V. SMITH
MAYOR
CITY OF WESTMINSTER

TO: Special Districts

FROM:: Local Agency Formation Commission (LAFCO)
Dana M. Smith, Executive Officer

DAVID BORAN
REPRESENTATIVE OF
GENERAL PUBLIC

SUBJECT: Review of Bylaws for Special Advisory Committee for LAFCO

JAMES H. FLORA
COUNCILMAN
CITY OF LA HABRA

The Orange County LAFCO is forming a Special Districts Advisory Committee. The purpose of the Committee includes assisting LAFCO by reviewing proposals affecting special districts, making recommendations to the Commission, identifying potential areas of conflict and recommending reorganizations to improve the efficient delivery of service.

JAMES SILVA
SUPERVISOR
SECOND DISTRICT

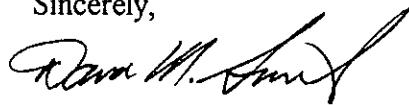
Attached are the goals and proposed bylaws of the Special Districts Advisory Committee. Please review them and forward your comments, if any, to Dana Smith, Executive Officer, at our mailing address. We are planning to take this item to the April 3 Commission hearing for their approval so we will need your comments **no later than March 15, 1996.**

HN WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

If you have any questions, please call me at 843-2556.

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT
OF ORANGE COUNTY

Sincerely,



DANA M. SMITH
Executive Officer

ALTERNATE
VERNON S. EVANS
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

Attachment

ALTERNATE
PHILIP L. ANTHONY
DIRECTOR
ORANGE COUNTY
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

**ORANGE COUNTY
LOCAL AGENCY FORMATION COMMISSION
SPECIAL DISTRICTS ADVISORY COMMITTEE
BYLAWS**

**SECTION I
FORMATION AND PURPOSE**

A. Authorization for Formation

Local Agency Formation Commission "Authorization of staff to work with the independent special districts of Orange County to prepare a draft of rules and regulations [bylaws] establishing a special district advisory committee" dated October 5, 1995.

B. Statement of Purpose

Recognizing the diversity of special districts and the need for knowledgeable recommendations to the Orange County Local Agency Formation Commission (LAFCO), the Commission hereby creates the Orange County LAFCO Special Districts Advisory Committee. The purposes of the Committee are to:

1. Assist LAFCO in the performance of its duties by (1) reviewing, before consideration by the Commission, those proposed boundary changes, spheres of influence adoption or amendment, or other special studies that affect special districts and require technical insight and expertise, and (2) making recommendations to the Commission.
2. Identify areas of potential conflict between cities, county service areas, and special districts and facilitate voluntary resolution of those conflicts rather than by format action of LAFCO.
3. Identify districts that are no longer functioning and make appropriate recommendations.
4. Assist districts that desire reorganization as a means of providing better service.
5. Assist LAFCO in coordinating its decisions with other agencies.
6. Review, study, and recommend changes to the Cortese-Knox Act, as amended by the Gotch Bill AB 1335.

SECTION II MEMBERSHIP

A. Composition

The Orange County LAFCO Special Districts Advisory Committee shall consist of twelve (12) members. Members shall consist of staff from special districts. They shall be selected with a formula that is based upon the direct proportion of special district categories in Orange County, with at least one member from each type of district to ensure a diversity of skills and occupations. (For example, water districts make up a particular percentage of special districts in Orange County: Their representation would be in proportion to their percentage of the total).

Membership is restricted to those special districts located entirely within Orange County, or those in which Orange County is its principal county. The County of Orange shall be permitted a nonvoting representative, who shall be appointed by the County Chief Executive Officer.

B. Selection Procedure

Members of the Special Districts Advisory Committee shall be selected by the Independent Special District Selection Committee of Orange County, as constituted in Government Code Section 56332. If a vacancy occurs subsequent to a regular election, and more than sixty (60) days prior to the next regular election, the Committee chairperson may make an interim appointment until the next regular election.

C. Term of Membership

Members shall serve two-year terms that will expire on May 31. Members may serve more than one term.

D. Termination of Membership

Any member may be removed at any time and without cause by a majority vote of the Independent Special District Selection Committee.

A member may be removed if he or she is absent from four (4) consecutive regular meetings.

A member shall be ineligible to continue as a member if he or she ceases to be a staff person of his or her special district.

Special Districts Advisory Committee Bylaws
Page 3

**SECTION III
OFFICERS**

A. Number and Selection

The officers of the Committee shall be Chairperson, Vice Chairperson, and Secretary. The Committee may create and appoint such additional officers as may be necessary to carry out the work of the Committee.

The officers shall be chosen annually at the regular June meeting, or the first regular meeting held thereafter. Each officer shall hold office until resignation, removal, other disqualification to serve, or until a successor has been chosen.

B. Duties of the Chairperson

The Chairperson shall preside at all meetings of the Committee, appoint members and provide instructions to all subcommittees. The Chairperson, the Vice Chairperson, or other designated committee member may attend and represent the Committees at any meeting of LAFCO.

C. Duties of the Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson. The Vice Chairperson shall also preside as the Chairperson of all subcommittees and shall report to the Chairperson on the progress of the subcommittee's activities.

D. Duties of the Secretary

The Secretary shall be a member of the LAFCO staff and shall (1) set agenda items; (2) prepare and mail agendas and other notices to the Committee; (3) take, transcribe, and distribute minutes of committee meetings; and (4) perform such other tasks as are necessary to conduct the business of the Committee.

**SECTION IV
MEETINGS/PLACE OF BUSINESS**

- A. All regular and special meetings of the Special Districts Advisory Committee shall be posted, noticed, and conducted in compliance with the Ralph M. Brown Act.

Special Districts Advisory Committee Bylaws
Page 4

- B. Regular meetings of the Special Districts Advisory Committee shall be scheduled on the third (3rd) Thursday of each month. If the regular meeting date of the Local Agency Formation Commission (LAFCO) on the first (1st) Wednesday of the following month is a holiday, the regular meeting of the Special Districts Advisory Committee shall be on the fourth (4th) Friday.

Special meetings may be called at any time by the Chairperson or by seven (7) of the committee members. Notice of such special meetings shall be mailed or delivered to each member, and must be received at least twenty-four (24) hours before the time set for said meeting.

- C. Time and Place of Meeting

Meetings of the Committee shall be held at the County of Orange, Hall of Administration Building 10, Civic Center Plaza, Santa Ana, California. Meetings shall commence at 10:00 a.m., or when a quorum is present, whichever occurs sooner. The specific meeting room will be determined monthly, prior to preparation of that month's agenda, and will depend on availability of meeting rooms.

SECTION V
VOTING

- A. Vote Entitlement

Each committee member shall be entitled to one vote, even though that member may be a board member or staff person of more than one special district.

- B. Quorum

The presence of seven (7) or more members shall constitute a quorum for the transaction of business at any regular or special meeting of the Committee.

- C. Number of Votes Required to Carry Action

Adoption of any recommendation or other action shall require a majority affirmation vote. When seven (7) or fewer votes are cast, a minimum of four (4) affirmative votes shall be required to carry action.

- D. Disqualification

When a committee member is a board member or staff person of a district that is a subject

Special Districts Advisory Committee Bylaws
Page 5

district of a proposal (as defined by Government Code Section 56077), that member shall be disqualified from voting on the Committee's action regarding that proposal.

**SECTION VI
SUBCOMMITTEES**

The Advisory Committee may create such subcommittees as the business of the Committee may require, each of which shall exist for such period and have such authority and perform such duties as the Committee from time to time determines.

**SECTION VII
PLACE OF BUSINESS**

The principal business office of the Special Districts Advisory Committee is at LAFCO, 12 Civic Center Plaza, Room 235, Santa Ana, California 92701.

**SECTION VIII
AMENDMENT**

These bylaws may be amended by a majority vote of the Committee at any regular or special meeting.

**SECTION IX
FEES AND EXPENSES**

LAFCO shall not be responsible for payment of fees or expenses incurred by Committee members who attend meetings. Districts from which Committee members are appointed will share in costs.

TO: Library Board of Trustees

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

DATE: February 20, 1996

SUBJECT: Travel Authorizations for Library Assistant Jerry Conn to attend a Safety Management Seminar in Sacramento, February 20, 1996, with expenses to be paid from the District's Staff Development Account with the Santiago Library System; and for Library Board President Dinsmore to attend the farewell dinner in honor of Linda Elliott, former Library Director of Palos Verdes Library District, Doubletree Hotel, San Pedro, Thursday, February 29, 1996.

BACKGROUND:

1. Ratify travel for Library Assistant Jerry Conn to be the District's Safety Committee Representative at a Safety Seminar recommended by the Special District Risk Management Authority, in Sacramento, on Tuesday, February 20, 1996.

Cost Summary

Registration	\$195.00
Air Travel	144.00
Meals	25.00
Local Transportation/Mileage/Parking	<u>\$ 75.00</u>
TOTAL	<u>\$429.00</u>

Participation to be funded through the District's Staff Development Account with the Santiago Library System. The current balance in this account is approximately \$900.

2. For Library Board President Dinsmore to represent the District at the farewell dinner in honor of Linda Elliott, recently-departed Library Director of the Palos Verdes Library District, at the Doubletree Hotel, San Pedro, Thursday, February 29, at a cost of \$40.00 plus mileage.

RECOMMENDATION

1. Ratify attendance by Library Assistant Jerry Conn at the Safety Management Seminar, Sacramento, February 20, 1996, with expenses to be paid from the District's Staff Development Account with the Santiago Library System.
2. Approve payment of \$40.00 plus mileage for Library Board President Dinsmore to attend the farewell dinner in honor of Palos Verdes Library District's Library Director Linda Elliott, Doubletree Hotel, San Pedro, Thursday, February 29, 1996.

EDM
Shelby Conn

TO: Library Board of Trustees

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

DATE: February 20, 1996

SUBJECT: Policy on Staff Use of Library Computer Equipment Outside the Library

BACKGROUND

As a result of the installation of the Local Area Network (LAN) in the Reference and Children's Departments on February 28, the five 386 computers currently being used as standalone reference workstations will no longer be needed for reference services. They are not compatible with the new LAN because of their slow speed and operating capacity. However, these computers will be useful for various staff applications.

One of the needs is to have some equipment that can be used by District employees who are taking computer classes at the District's request, or working on special projects.

Current District Policy forbids the removal of property or equipment from the Library. I am proposing that a specific policy be adopted which allows the Library Director to authorize the use of "out-of-service" Library computers by staff at their homes, or other designated locations, as authorized in writing by the Library Director. The authorization is to state the purpose of the loan, the time period of the loan, and the serial numbers of each item included. The staff member removing the equipment from the Library will be required to sign the authorization which shall then be kept in that person's personnel file until the equipment is returned. In the case of a staff member leaving Library employment, the final paycheck will not be issued until all equipment listed on an authorization has been returned.

These computers will continue to be covered on the Library's maintenance and insurance policies until they are taken completely out of service.

RECOMMENDATION

Adopt as Library Policy:

Staff may submit a request to the Library Director for permission to use "out-of-service" Library computers at their home, or other designated location, whenever they are taking Library-requested computer classes, or working on special projects related to their work at the Library. These loans will be for a specific time period as determined by the Library Director. The Authorization from the Library Director granting this type of request shall state the purpose of the loan, the time period of the loan, and the serial numbers of each item included. A staff member whose request has been granted by the Library Director will be required to sign the Authorization, and a release of any liability by the Library for any damage the equipment may cause to that person's home or personal property. The signed Authorization shall be kept in the employee's personnel file until the equipment is returned. In the case of a staff member leaving Library employment, the final paycheck will not be issued until all equipment listed on an Authorization has been returned.

Pass / Pass
include staff request

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
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TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian *SA*
 DATE: February 20, 1996
 SUBJECT: Program Committee Report for the Month of January 1996.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JANUARY 96	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
Placentia Pride	1	6
<i>CHILDREN'S SERVICES</i>		
Story Hour	5	106
Tour of the Library	3	61
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	4
Tutor Training	1	18
Families For Literacy	4	63

TO: Elizabeth Minter, Library Director
FROM: Kay Schneider, Librarian II 
DATE: February 7, 1996
SUBJECT: Activities in the Children's Department for January 1996

Caldecott Winners & Newbery Winners and honor books were announced at the midwinter convention of ALA this month. Karen Cushman won the Newbery for *The Midwife's Apprentice* and Peggy Rathman for *Officer Buckle and Gloria*. Extra copies of these books as well as the honor books have been ordered. Also titles from the ALA's list of best books for children published in 1995 have been ordered.

Bulletin Boards and Displays - This month's bulletin board features a giant picture of Clifford the Big Red Dog and invites children to "meet favorite friends in books" which is also the overall for the winter sessions of preschool story hours. A display of books with "favorite friends" such as Curious George, Babar, Winnie the Pooh, etc. has been very popular.

Summer Reading Program 1996 - The children's department staff is still working to develop programs and activities around the theme (Camp Read S'More) to make it a great summer for the children in the Placentia Library. We have most of our clip art and have begun designing the materials needed to run the program. The room will be decorated with various wildlife reading books out in the woods. Jeannine Walters has contacted many local businesses requesting food coupons to be used as prizes. Jeannine Walters and Cheryl Willauer attended a performers showcase featuring performers with programs appropriate for the summer programs. These will be scheduled within the next two weeks. Wells Fargo will again be providing bookmarks and booklogs for us and to several other library systems.

PreSchool Story Hours & Tours - Story hours resumed in December after a Holiday break and 106 children have attended 5 sessions this month. Three classes with 61 children visited the children's department in January.

Resignation - I will be leaving the Placentia Library staff on March 14, 1996 to relocate with my husband to Shanghai, China. I have greatly enjoyed working with you since your arrival as Director at the Library as well as with all of the excellent members of our staff. I would particularly like to commend the fine staff of the Children's department for their dedication to providing quality library service to the children of Placentia.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: February 13, 1996
SUBJECT: Publicity materials produced for December 1995

Information on the Placentia Library cable channel #53:

1. Authors luncheon featuring Elizabeth Forsythe Hailey.
2. Friends of the Library on-going book sale.
3. Friends of the Library bookstore now open. Volunteers needed to sort and sell books.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Library hours.
8. January quotes.
9. Placentia Library Trustees.
10. Storytime for children.
11. Holiday closing for President's day.

Newspaper articles published:

1. Preschool storytime at Placentia Library.
2. Magazine adoption program.
3. Orchid Society of Southern California to meet at the Library.
4. After School Specials for children ages 7-12 to start.
5. Special holiday closing for Presidents Day on Feb. 18 & 19; Library will be open February 12.
6. Library offers new titles for children.
7. Authors abound. Placentia proves to be a fertile ground for published works, all available at the Library.

Newsletter:

Attached are copies of the Placentia Library Newsletter that will appear in the Spring edition of the Placentia Quarterly.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 11 1996

Library offers new titles for children

332
The childrens' department in the library at 411 E. Chapman Ave. announced the following list of new titles:

- ▶ **Drawing Book of Faces** by Ed Emberley, a simple step-by-step instruction book for drawing, with a wide variety of faces reflecting various emotions and professions.
- ▶ **Spot's First Walk** by Eric Hill, a puppy finds many animals and surprises when his mother sends him out on his first walk. Flaps conceal parts of the illustrations.
- ▶ **Rough and Ready Outlaws and Lawmen** by A.S. Gintzler, a history book full of pictures and information about outlaws like Billy the Kid, and lawmen of the Old West.
- ▶ **Emily Eyefinger and the Lost Treasure** by Duncan Ball, the further adventures of a young girl who has an extra eye on the end of one finger, which comes in handy when she helps to save the reputation of a famous artist and discovers a lost treasure from ancient Egypt.
- ▶ **A Village Full of Valentines** by James Stevenson, each animal who lives in a little village celebrates Valentine's Day in a different way.
- ▶ **That's Philomena** by Catherine Bancroft, when Philomena hears her brother and sisters calling her "Philomeany" she devises a plan to make them realize that she is a nice big sister after all.
- ▶ **The Lettuce-Leaf Birthday Letter** by Linda Taylor, a forgetful mail

NEW BOOKS

- rabbit tries to deliver a birthday greeting to several wrong animals before he finds the right one, but he seems to make his customers happy wherever he goes.
 - ▶ **Ronald Morgan Goes to Camp** by Patricia Reilly Giff, Ronald Morgan is afraid he won't get a medal at camp because he's not especially good at swimming or running or singing, but on Medal Day he discovers that he is really good at.
 - ▶ **Strudwick: the Sheep in Wolf's Clothing** by Robert Kraus, Strudwick the sheep dresses up in a wolf's costume to trick the rest of the sheep, but he's the one who's fooled.
 - ▶ **God's Gift** by Jean Hosking Richards, a simple retelling of the story of Genesis and how God created the first man and then made creatures, including the first woman, to keep Him company.
 - ▶ **Elephants Aloft** by Kathi Appelt, using only prepositions as text, relates the adventures of two elephants as they travel to Africa to visit their Aunt Rwanda.
 - ▶ **Banana Beer** by Carol Carrick, Charlie the orangutan's life is adversely affected by his father's addiction.
 - ▶ **Champion for Childrens' Health: the Story of Dr. S. Josephine Baker** by Greg Ptacek, a biography of the doctor who was among the first to act on the idea that preventative medicine and health care for children is a function of the government.
- For information about other books for kids and childrens' activities and programs at the library, call 528-1906.

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Los Angeles Times
OC Edition
Daily FEB 1 - 1996

Preschool Storytime (Placentia Library, 411 E. Chapman Ave., (714) 528-1906). Stories, songs, puppets, films and crafts for ages 3-6. Every Mon. at 1 p.m. and Thur. at 10:30 a.m. through March 7. **FREE**

Listings for children's events outside Orange County can be found in *The Times' Sunday Calendar*.

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post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 11 1996

Library offers 1996 session of preschool story hour

332
The Placentia Library children's department will offer its spring session of Preschool story hour beginning Jan. 15. Children aged 3-6 can attend either on Mondays at 1 p.m. or Thursdays at 10:30 a.m. The program ends March 7.

This year's theme is "Favorite Friends in Books." Story hour includes puppets, flannel boards, crafts and movies, and (of course) stories. Meet at the library, 411 E. Chapman Ave. For information, call 528-1906.

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post office box 11789
santa ana, calif. 92711

The Register
Daily JAN 05 1996

PLACENTIA 332

The library will be dropping magazine subscriptions on more than 30 titles, effective this month. A magazine-adoption program is offered to patrons who would like to have specific hard-copy magazines remain in the library's collection. If you would like to adopt a magazine, talk with library staff at the circulation desk or call head librarian Suad Ammar at (714) 528-1906.

- Sharilyn Miller/(714) 704-3704

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Los Angeles Times
OC Edition
Daily JAN 27 1996

Orchid Species Society of Southern California: Second Sunday. Monthly at 2 p.m. at Placentia Library, 411 E. Chapman Ave., Placentia.

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily FEB 1 - 1996

WEDNESDAY

After School Specials (Placentia Library, 411 E. Chapman Ave., (714) 528-1906). Five-week after school program for ages 7-12, with stories, games, crafts, movies and more. The hourlong meetings will take place every Wed. at 3:30 p.m. through March 6. Preregistration required. **FREE**

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 11 1996

Library seeks patrons to adopt magazines

332
Because of budget cuts, the library will be dropping magazine subscriptions on more than 30 titles, effective this month.

A magazine-adoption program is offered to patrons who would like to have specific hard-copy magazines remain in the library's collection. If you would like to adopt a magazine, talk with library staff at the circulation desk or call head librarian Suad Ammar at 528-1906.

pacific clipping

post office box 11789
santa ana, calif. 92711

The Register
Daily FEB - 3 1996

PLACENTIA 332

The Placentia Library District has announced special holiday closing dates for February in honor of Presidents' Day: Sunday, Feb. 18 and Monday, Feb. 19. The library, 411 E. Chapman Ave., will remain open Monday, Feb. 12. The library continues to offer preschool story-hour sessions at 1 p.m. Mondays and 10:30 a.m. Thursdays. The Book Club meets as scheduled at 7 p.m. Feb. 8. Call (714) 528-1906.

- Sharilyn Miller
(714) 704-3704

Authors abounds

Placentia proves to be a fertile ground for published works, all available at the city's library

By Sharilyn Miller
Placentia News-Times

Creating published works is apparently a very popular pastime in Placentia.

The library has a entire shelf of books authored by Placentia residents. The library houses them in the history room, where they can be read (but not checked out) by contacting one of the reference librarians. The books include fiction and non-fiction, biography, history, and humor.

Many of the books reveal interesting facts about Placentia. Did you know that Choctaw Place in Placentia was named for the Choctaw Indians? That there are four other Placentias around the world, in Spain, Italy, Newfoundland and the British Honduras?

The following is a brief synopsis of what Placentia authors have to offer:

• **A Door of Hope** — self-help by Jan Frank, M.A. in Marriage, Family and Child Counseling: A book for victims of incest, this manual will help you to recognize and resolve the pains of your past. Symptoms of sexual abuse include depression, anger, fear, guilt, low self-esteem, lack of trust in relationships and a shut-down of emotions. This self-help manual is written from a Christian perspective, offering hope and healing.

• **When Victims Marry** -- self-help by Don and

Jan Frank: Written from a Christian perspective, this book will help you rebuild faulty foundations of your marriage. Includes "God's blueprint for rebuilding shaky foundation" and help changing emotional distancing patterns.

• **The Miracle of Bill** — biography by Claire Tynes: A family confronts AIDS. Tynes shares her agonizing story of losing her loved son Bill to AIDS when he was still a young man. A promising musical and theatrical talent who directed stage productions in New York, like most AIDS patients Tynes died before he fulfilled his dream. Since writing this biography, Claire Tynes has established the People With AIDS support group which meets twice a month in Placentia.

Please see AUTHC

FROM 3

• **Placentia — Around the World** — non-fiction by Victor J. Michel: Includes information about Placentia, Italy, the capitol of Placentia, 42 miles South-East of Milan; Placentia, Newfoundland, located on the Avon Peninsula on Placentia Bay; Plasencia, Spain, founded in the 12th century in West-Central Spain; and Placentia, British Honduras, a small village 75 miles south of Belize City.

• **Earle the Squirrel** — childrens' fiction by Vick Knight, Jr: Earle's adventures in the woods and the city, collecting, losing and then finding nuts for the coming winter. Illustrated by Ellen J. Stern.

• **The Night the Crayons Talked** — childrens' fiction by Vick Knight, Jr: Talking crayons in an elementary school fight for position as "lead crayon." Each one finds that he contributes a valuable color to the world. Illustrated by Theresa Barna Hudson.

• **The Millennium of the Animals** — adult fiction by Jerry Steorts: What happens when a man with a temper finds that he can transmit his dangerous thoughts via telepathy to dogs, bears, squirrels and other animals? A presidential assassination, among other things. Exciting, gory reading.

• **Coping with Proposition 13** — non-fiction by Roger L. Kemp: Taxes, implications, Senate bills and propositions, Supreme Court rulings, City Council budget mandates and commentary on the financial impact of Prop. 13.

• **Street Names in Placentia** — non-fiction by Victor J. Michel: The origin of street names throughout the city. Various sections of the city's streets were named after prominent people, builders, developers, state trees, European cities, golf course, flowers, National parks, authors and South American cities. Includes Alcott Avenue, named for Louisa Mae Alcott; Berkenstock Lane, named for William Berkenstock, a founding resident of Placentia; Choctaw Place, named for the Choctaw Indian tribe; Lemke Drive, named for the Lemke family.

• **Snakes of Hawaii** — non-fiction by V. Ralph Knight, Jr: An authoritative, illustrated and complete guide to exotic species indigenous to the 50th state, readers will be very surprised when they open this book.

• **It's Good to be Black** — autobiography by Ruby Berkley Goodwin: The author's chronicle of her successful upbringing by resourceful parents who taught her the value of her racial heritage.

• **A Child's History of Placentia and Placentia, A Pleasant Place** — non-fiction by local historian Virginia Carpenter, who died last June. Both books are helpful illustrations of early life in Placentia chronicling historical events, the city's founding and later development.

PLACENTIA LIBRARY DISTRICT NEWSLETTER

PROGRAMS FOR CHILDREN SPRING SESSION PRE-SCHOOL STORY HOURS

Things That Go



Mondays
1:00 - 1:45 P.M.
and
Thursdays
10:30 - 11:15 A.M.



April 1 - May 9

Children, ages 3-6, enjoy stories, crafts, puppets, flannel boards, movies, and lots of fun.



AFTER SCHOOL SPECIALS

Wednesdays
3:30 - 4:30 P.M.

April 12 - May 10

Crafts, stories and games for children ages 7 - 12.

Registration is required and space is limited.

Call the Children's Department at 528-1906.

NATIONAL LIBRARY WEEK APRIL 14 - 20

PLACENTIA LIBRARY DISTRICT
411 East Chapman Avenue
Placentia, CA 92670

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

HOURS

Monday - Wednesday 12:00 NOON - 8:00 P.M.
Thursday 10:00 A.M. - 6:00 P.M.
Friday CLOSED
Saturday 10:00 A.M. - 6:00 P.M.
Sunday 1:00 P.M. - 5:00 P.M.

COMING FEBRUARY 28

Automated Reference Services will debut at the Placentia Library on February 28. Access to the following resources will be available through four computer terminals.

- ☐ World Book Encyclopedia
- ☐ Encyclopedia Americana
- ☐ California and United States Codes
- ☐ Los Angeles Times
- ☐ Orange County Register
- ☐ New York Times
- ☐ Wall Street Journal

Students, tired of having the volume that you really need for your report missing? Business expert, frustrated because that very important newspaper article has been cut out? Not any more. Searching for information in the encyclopedia, searching for a certain vehicle code, or looking up articles on a certain topic will be as easy as looking up a key word in an index.

Articles will appear in their entirety and the user can make copies of the information for only ten cents per page. Color copies will also be available for a \$1.00 per page.

Many additional resources will be added to this service during the next few years.



Friends of the Library Annual Meeting

Monday, April 15
7:00 P.M.

To help celebrate National Library Week, the Friends will be honoring all the Library volunteers at this meeting. Elections to the Board of Directors and approval of the by-laws will also be held. All Friends members and other Library supporters are encouraged to attend this very important meeting and help celebrate National Library Week at your Library.

ANNUAL USED BOOK SALE

May 16 Friends members only 4:00 - 7:00 P.M.
Memberships will be on sale at the door.

May 17 Closed

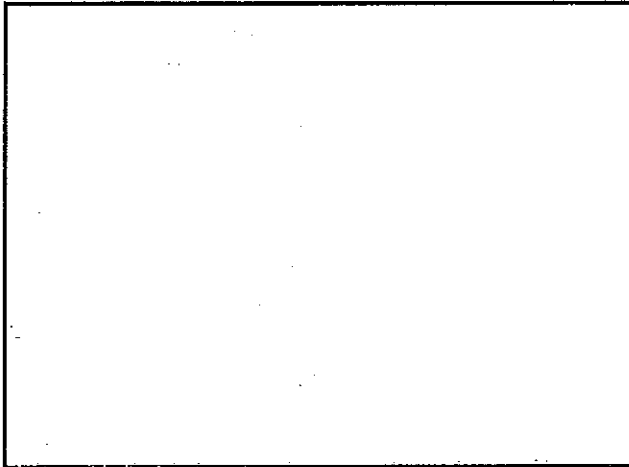
May 18 Everyone Welcome 10:00 A.M. - 4:00 P.M.

May 19 Buck-A-Bag 1:00 - 3:00 P.M.
Library Meeting Room



Friends of the Placentia Library
AUTHOR'S LUNCHEON
To benefit the Library's book budget

Featuring



Saturday, March 9

11:30 A.M.

Alta Vista Country Club
777 Alta Vista

\$25.00 per person

\$15.00 is tax-deductible

Tickets available at the Library circulation desk.

Best-selling novelist Elizabeth Forsythe Hailey will be the featured speaker at the 1996 Friends of the Library Author's Luncheon. Elizabeth Forsythe Hailey was born in Dallas, Texas, not far from the home of her maternal grandmother, whose life inspired her first novel, *A Woman of Independent Means*.

She graduated from Hollins College in Roanoke, Virginia, after spending a year in Paris attending the Sorbonne.

At the age of forty, Ms. Hailey published her first novel, *A Women of Independent Means*, which she later adapted for the stage as a one-women play starring Barbara Rush. Since its Broadway premier, it has toured the country. A six-hour mini-series starring Sally Field and Charles Durning aired last February on NBC, with Brooke Hailey playing her mother as a bride.

Ms. Hailey's subsequent best selling novels include *Life Sentences*; *Joanna's Husband* and *David's Wife*, which she adapted for the stage, her daughter Kendall Hailey, playing Joanna; and most recently, *Home Free*, which is being developed as a television movie by CBS.

Guests are welcome to arrive starting at 11:00 A.M. to find their tables and visit the booksale area. Copies of Ms. Hailey's books will be available for purchase and autographing. The luncheon will begin at 11:30 A.M. with a grand march and introduction of the Placentia Celebrity Waiters.

Multiple copies of Ms. Hailey's books are now available for circulation at the Placentia Library.



Help Change A Life
**LITERACY TUTOR
TRAINING**

- 📖 Placentia Library Literacy Services will offer its 15 hour training class for prospective tutors this Spring.
- 📖 The class will meet from 6:00 to 9:00 P.M. on Tuesday evenings, beginning April 30 and concluding May 28.
- 📖 Training is provided without charge to volunteers making a minimum commitment of six months to Placentia Library Literacy Services. Registration for tutors volunteering with other programs is \$30.
- 📖 Volunteer tutors are matched with adult learners seeking to improve their basic reading, writing or conversational English skills. Tutor and students meet two hours weekly; time and location are flexible.

CITIZENSHIP EXAM

Since July 1995, Placentia Library Literacy Services has been administering basic skills exams to immigrants applying for U.S. citizenship, and will continue to offer the examinations monthly.

The test consists of 20 multiple choice questions and a writing section with two dictated English sentences which cover the history and government of the United States. Individuals who pass the exam are given an official "Notice of Test Results" to send to the INS with their application for citizenship.

Pre-registration costs \$24. Late registration and walk-in registration is \$28, but admission is not guaranteed. To take the exam, individuals must be eligible to apply for citizenship in the next year, must have studied U.S. history and government, and must be at an intermediate or advanced level of English. The test is given only in English.

For more information or to pre-register for the exam, contact the Literacy Office at 524-8408.

Exam Dates

- Saturday, March 16 8:30 A.M.
Pre-registration by Feb. 17
- Saturday, April 20 8:30 A.M.
Pre-registration by Mar. 24
- Saturday, May 18 8:30 A.M.

Placentia Library Literacy Services (PLLS) is a Library program developed in partnership with the California Literacy Campaign. PLLS provides free and confidential basic literacy instruction to adults in the Placentia/Yorba Linda area.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator
DATE: February 20, 1996
SUBJECT: **Placentia Library Literacy Services Report for the month of January**

Program Statistics

Active tutors: 56
Active students: 77
Students waiting to be matched: 33
Percentage of tutors reporting (January hours): 86%
Tutoring hours reported: 271
Other volunteer hours reported: 198
Total volunteer hours: 469

Citizenship Exam. The citizenship exam was administered Saturday, January 27, 1996. Four people took the exam. The next exam is scheduled for Saturday, February 24, 1996.

Southern California Library Literacy Network (SCLLN). The January 16, 1996 meeting of SCLLN was held at Burbank Public Library and was attended by Board President Dinsmore and Literacy Coordinator Matas. It was announced that a Placentia resident, Nathan Andrews, won a \$50 shopping spree at Disney Store in the Family Literacy Sweepstakes sponsored by Disney Store, K-BIG 104 radio and SCLLN as part of the September 1995 International Literacy Day celebrations.

Each California Literacy Campaign program will receive 200 Easy Reader Voter Guides. The guide will be available after February 13, 1996 and will include voter tips, important dates, philosophy statements of the political parties, profiles of the major candidates, and explanations of the ballot measures for the March 26 election.

The featured speaker at the meeting was Michael Cart, book reviewer, author and former director of Beverly Hills Public Library. His topic was Volunteerism: The Big Picture.

Technology, Reading & Learning Difficulties Conference. January 19 & 20, 1996, Literacy Coordinator Matas attended a conference focusing on integrating technology across the curriculum. The conference was designed for people working with students from kindergarten through adult. A variety of programs were demonstrated and ways of expanding the use of currently owned programs were explored.

Tutor Training. The first session of a 15-hour tutor training workshop was held January 30, 1996. Eighteen people attended the first session, however three of the workshop participants paid for the workshop and will tutoring elsewhere.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network and the Chamber Mixer.

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TO: Elizabeth D. Minter, Library Director
 FROM: Jeannine Walters, Families For Literacy Coordinator
 DATE: February 20, 1996
 SUBJECT: Families For Literacy Report for the month of January

Program statistics.

Attendance

January 10	7 Adults	10 Children	17 Total
January 17	6 Adults	10 Children	16 Total
January 24	8 Adults	12 Children	20 Total
January 31	4 Adults	6 Children	10 Total

Books Distributed

January 10	14 books
January 17	37 books
January 24	19 books
January 31	11 books

Programs. The program began again on January 9, 1996 following a three-week break. Prior to the recommencement of the program, all of the toys and blankets that are used in the child care portion of the program were taken home and washed. Any broken toys were discarded.

A bucket of legos was donated to the program by Katie Matas.

Adult learners and their families were given copies of an activity book called "I Can Do It." This book contains activities to help parents talk, teach, and interact with their children while they do the activities together. Each family was given one book in English for the adult learner and one book in Spanish for each child at home.

Reports. Paperwork for the required Midyear Report for the State Library has arrived. Work has begun on it.



SAFETY COMMITTEE MEETING
JANUARY 29, 1996
MINUTES

I. Call to Order: 4:00p.m.

II. Members attending: Jerry Conn
Esther Guzman
Cindy McClain
Jeannine Walters

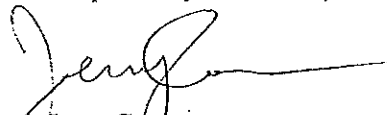
III. Old Business

1. Monthly minutes will be submitted by Jerry Conn and distributed to Charlene to send to Keenan and Associates Insurance Co.
2. Copier outlets will be fixed by Jerry Conn.

IV. New Business

1. Esther Guzman will conduct a safety inspection of the workroom and children's storage area.
2. It has been suggested that the committee hold a quarterly inspection of the library in order to be more aware of potential hazards.
3. Recharging date will be inspected on the fire extinguishers.

Respectfully submitted,


Jerry Conn

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian ^{SA}
DATE: February 20, 1996
SUBJECT: **Placentia Pride Council Report for the Month of January 1996.**

The Placentia Pride Council met on Thursday, January 25. Elections of officers resulted as follows:

President:	Suad Ammar
Vice President:	Faith Goldman
Secretary:	Gloria Shkoler
Treasurer:	Pat Irot

It was discussed and decided that the Council will continue with the lecture presentations, however, they will be offered every other month. Suad Ammar and Marv Reid had made contacts with the Placentia Linda Hospital and secured their cooperation in presenting health oriented issues. Some of the presentations will be offered in Spanish at the Whitten Center.

The Placentia Pride Salutes program will continue, A calendar of organizations taking part in the program was put together and Pat Irot will follow up by informing all the groups of their participation.

Dixie Shaw brought the Council up on the Placentia 2000 Project which began in 1984. She also reviewed other community lectures and seminars available to interested people.

Faith Goldman will be asked to serve as the Public Relations Chairperson.

The next meeting was scheduled tentatively for February 15, 1996.

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ORANGE COUNTY
 SACRAMENTO
 MENLO PARK
 TOKYO
 HONG KONG
 NEW YORK

544-3177

February 20, 1996

VIA TELECOPIER

TO: ORANGE COUNTY INVESTMENT POOL
 PARTICIPANTS DISTRIBUTION LIST

Re: In re County of Orange
Case No. SA94-22272JR

County of Orange v. Merrill Lynch
Adv. No. SA95-1045JR

Dear Pool Participants:

The hearing on the County's Motion to Strike Merrill Lynch's Equitable Defenses and Motion to Bifurcate took place on February 16, 1996.

As further discussed below, The Court granted the County's Motion to Strike as to some of the affirmative defenses, and denied the County's Motion to Strike as to others. The Court denied the County's Motion to Bifurcate.

The Court also allowed for some Pool Participant discovery under a plan intended to limit, and complete all such discovery within the next eight months. As a result of this ruling, this case may be set for trial before the end of the calendar year.

A. The County's Motions.

Merrill Lynch raised various equitable defenses in its Answer to the County's Second Amended Complaint. Merrill Lynch claims that the County had engaged in a course of conduct which induced Merrill Lynch to believe that the reverse repurchase transactions were authorized and valid under California law. Merrill Lynch argues that the County is now "estopped" from claiming that the transactions re ultra vires and void.

As a general rule, a private entity may not assert the equitable defense of estoppel against a governmental entity. However, in denying the County's motion, the Court relied upon

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THE HISTORY OF THE

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IN TWO VOLUMES.

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LONDON: PRINTED BY R. CLAY AND COMPANY, BUNGAY, SUFFOLK.

1841.

THE HISTORY OF THE REIGN OF HIS MOST EXCELLENT MAYESTY KING CHARLES THE FIRST

BY JAMES HALLAM

IN TWO VOLUMES. THE SECOND VOLUME.

TO: Orange County Investment Pool
February 20, 1996
Page 2

case law cited by Merrill Lynch which holds that under some circumstances, a private party may be able to allege specific facts which would support such a defense. Under this case law, the court must balance the harm that the private litigant would suffer if it were barred from asserting the equitable defense, against the damage to public policy which would result if the equitable defense were permitted. Since this balancing test requires a factual determination, the Court ruled that Merrill Lynch is entitled to conduct discovery to develop facts related to this balancing test.

The Court granted the County's Motion to Strike some less clearly stated, and apparently less significant defenses. Because estoppel and other equitable defenses remain intact, and factual discovery would have to occur anyway, the Court declined to bifurcate the ultra vires issues given the rest of the case.

B. The Court's Discovery Plan.

The Court's ruling on the Motion to Strike had the potential to open the flood gates for extensive Pool Participant discovery. To avoid such protracted discovery and keep the case moving, the Court directed an accelerated discovery procedure which provided for the immediate completion of all party related discovery, and limited Pool Participant discovery.

The Court ordered the parties to attempt to complete all party related discovery (discovery between Merrill Lynch and the County) within the next 30 days.

The Court also directed focused Pool Participant discovery.

Merrill Lynch will have 120 days to serve focused document requests on no more than 20 Pool Participants, and take the depositions of those 20 Pool Participants. The document request must be pre-approved by the Court. With respect to the remainder of the Pool Participants, the Court limited Merrill Lynch's discovery to a form questionnaire which could be circulated to all Pool Participants. Counsel for the Pool Participants Committee will work with counsel for Merrill Lynch and the County to craft an acceptable questionnaire for Court approval.

After the initial 120-day period, the parties will have 120 additional days to complete all discovery. Merrill Lynch will be required to seek Court approval prior to pursuing any additional Pool Participant discovery in this second 120-day period. During this time, the parties will also be required to complete all of their expert witness discovery. Absent a Court

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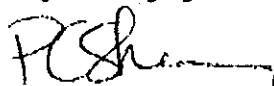
TO: Orange County Investment Pool
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Page 3

order, discovery is expected to be completed within the 240-day time period.

The parties were encouraged by the Court to cooperate with one another to expedite the discovery process and to avoid any unnecessary discovery disputes. The parties are to submit a proposed discovery plan in compliance with the Court's guidelines not later than February 23, 1996. There will be a Court hearing on February 27, 1996 at 2:30 p.m. to confirm the discovery plan.

I will be in contact with Merrill Lynch's counsel regarding the Pool Participant discovery issues raised by the Court. I will advise you further regarding same. For the present, no immediate response is required to the earlier served discovery.

Very truly yours,


Patrick C. Shea *PKS*

cc: Official Committee of Pool Participants
and Counsel

